

# Standard Operating Procedures (SOP)

## Gramin Vikas Sewa Samiti



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## ***Foreword***

Gramin Vikas Sewa Samiti (GVSS), Basti (U.P.), is a NGO, imparting training to Senior on Skill Development, Public Administration, Financial Management, Legal Aspects, RTI, Project Management, Disaster Management, etc. Gramin Vikas Sewa Samiti (GVSS) in its campus also has one of its Sister Institutions viz., National Training Center for Technology and Management (NTCTM), involved in the process of Capacity Building Initiatives in Rural and Urban Governance respectively.

A part from training, GVSS also brings out publications and Skills Developments. The Institute is also making sincere efforts in bringing out publications on Innovative aspects of Governance. GVSS has prepared District Disaster Management Plan (DDMP) and State Disaster Management Plan (SDMP). The New State Training Policy reaffirms State Governments commitment to take steps for appropriate development of Human Resources of State.

GVSS (along with its One sister institutions) is striving to bring changes in the ways of its functioning. It lays emphasis on systematic conduct of training programmes to achieve qualitative improvement. The S.O.P prepared by Chief Executive Officer (CEO) of Gramin Vikas Sewa Samiti was used during both. Now GVSS is bringing out a set of guiding principles, directions, as "**Standard Operating Procedure**" (SOP) for standardization of its functioning. In this direction, the Institute undertook the measures required for evolving "**Standard Operating Procedure**" so as to achieve the quality and excellence in the conduct of training programmes.

I thank all faculty and staff of all three Institutes for helping in the preparation of "**Standard Operating Procedure**". It is hoped that S.O.P. will help in proper utilization of resources available. I thank Sri Ambuj Kumar Yadav (C.E.O.) of GVSS, who have rendered their whole hearted support in bringing "**Standard Operating Procedure**" to this shape.

I hope this "**Standard Operating Procedure**" would bring quality in work culture of GVSS and its One Sister Institutions. It would lead the faculty members and others concerned of the institutes, as a guiding factor, in efficient and smooth conduct of training programmes with the desired quality leading to Effective Delivery.



## Introduction

This manual of Standard Operating Procedures (SOPs) is a handbook provided to the functionaries for the implementation of the Skill Development Programme. The starting point of the manual is the guidelines and the related policy documents. The manual is an outcome of a number of discussions held in UP Forces, Lucknow and other places involving different stakeholders at various levels. In addition, consultations were also held with experts in different areas who are not part of the programme but are keen to ensure its success.

## Outline of the Manual of SOP

Every item of work in the life cycle of a Skill Development Programme has been grouped into several modules. Every module is assigned a chapter and every item of the module has been detailed in separate sub-sections of the chapter. Most sub-sections have been divided into two tables. The first table gives the overview of the item of work and the second table details activities, actors and timelines. Most sub sections refer to several standard forms (SFs). These SFs are the instruments through which all items of work are to be undertaken and monitored. However, a few sub sections are written in the normal narrative form.

## Navigation of document

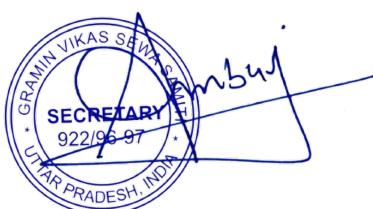
As explained earlier, most sub-sections are presented in two table format; the first table is titled “Overview” and gives a basic understanding of the procedure and the second table is titled “Activities” which brings out how the work is to be completed. In addition, most sub sections have standard forms to be filled which are mentioned in appropriate locations in the tables.

### The best way to use the SOP is to:

- Locate the sub section for the appropriate procedure from the SOP contents page
- Go to the relevant page.
- Review the overview table in the sub section to get an understanding of the procedure and then go to the activities table.
- Most of the overview and activities tables have a number of SFs mentioned in them.

## Applicability of SOP

This SOP will be applicable to all the Skills Development and Others Training Oriented.



## **Implementation process**

The Training Center shall be required to adhere to related guidelines of Skill Development and the standard operating procedures (SOPs) as notified by the MoRD from time to time. These include changes in guidelines and modifications in procedures as notified by MoRD from time to time.

One candidate can enroll only one course throughout the Skill Development Programme exists.

Aadhar card is mandatory for each and every candidate for enrolling in Skill Development Programme.

### **Batch:-**

- Minimum qualification for candidate to enrol in this Skill Development Programme is Matric/10th Passed.
- Batch size of 30/40 candidate can be kept in a batch as per the infrastructure available.
- Duration of a training session should be 4 hours per day per batch
- Course duration is only 3 (Three) months i.e. 360hours for a batch

### **Trainer:-**

- It is mandatory for a centre that the trainer must be certified from Collage/University.
- A trainer must be familiar with Skill Development Programme.
- A trainer can conduct maximum 2 batches in a day during the course.
- Aadhar card is mandatory for the Trainer.

### **Reporting:-**

- Attendance of all candidates on Biometric based.
- Batch wise attendance signature sheet has to be submit with the Trainer & Centre In-Charge Signature and Stamp over the attendance sheet.
- Batch Starting date with written or email approval.
- It is mandate for center to keep the hard copy of all approvals.

