GUIDELINES *for*

PROJECTS REGARDING TRAINING IN COMPUTER APPLICATIONS

I. OBJECTIVE

1. The objective of the projects is to empower poor women through skill development. It should, therefore, be ensured that at least 80% of the trainees are from poor families such as:
   a. Those below poverty line
   b. SCs
   c. Holders of smart ration cards
   d. Widows and divorced women and
   e. Those from families engaged in low income occupations like landless agricultural workers, unskilled factory labour, construction labour, brick kiln labour, domestic servants, street hawkers, rickshaw pullers etc.

(Photocopies of SC certificate or BPL/ Blue Card should be kept in the enrolment file. In case of those who do not belong to these categories, information regarding the occupation of the trainee or her parents/husband should be kept in the file.)

II. TRAINEES

2. **Publicity about Programme**. Publicity about the programme may be done though announcements/posters in religious institutions and through village *sarpanches/ pradhans*, etc. The expenditure may be met out of provision for contingencies.

3. **Trainees to be Enrolled**. Training is to be imparted in two batches of 6 months each. Each batch will consist of 25 trainees. Efforts should be made to ensure that all 25 trainees are enrolled at the beginning of the session. For the second batch, trainees should be enrolled at least 15 days before start of training. In any case, no trainee should be enrolled after one month of the start as she will not be able to acquire the necessary skill to utilize the training. The NGO may, if necessary, enroll up to 28 trainees in the beginning so that, if up to 3 trainees drop out before completion, 25 trainees would still be able to complete the training. If by end of 1st month of the start of the 1st batch or by start of the 2nd batch number of women enrolled is less than 25, SOSVA should be immediately informed about the number of women enrolled so that decision may be taken whether to continue or discontinue the project.

4. **Educational Qualification**. Minimum educational qualifications for the trainees should be Matriculation. It should be ensured while selecting trainees that they have the necessary aptitude and will be able to acquire the requisite skill for employability and are likely to utilize the training for contribution to the family income.

5. **Ineligible Trainees**. Girls studying in a school or college should not normally be enrolled as they are not likely to utilize the training in the near future for contribution to family income. Women who have received training in the same skill under Pradhan Mantri Kaushal Vikas Yojana or any other scheme should also not be enrolled.

6. **List of Trainees**. A list of trainees should be maintained in the format at Annex 1. This list should be kept up to date by deleting names of women who leave the training midway and adding those who join in their place within 1 month of start of training. A copy of the list for the 1st batch should be sent to SOSVA within 7 days of the start of the 1st batch and list of 2nd batch within 7 days of beginning of 2nd batch. In case the list is not received within 7 days of start of training it will be assumed that training was stated from the date on which list was sent by email and salary of the teacher may be allowed from that date.

If any trainee is enrolled thereafter under Para-3, and not later than 1 month of start of training a revised list in Annexure-1 should be sent within one month of the start of batch.

Note: It should be noted that a trainee has to be included only in one category. For example, if a woman belongs to SC and also is BPL card holder her name should be included only under the col. for SC. If a woman is BPL card holder and also has smart ration card issued by food & supply department her name should be included in the column under BPL Names of only those women will be included under the col. for families engaged in low income occupation who do not belong to SC and also do not have BPL or smart card.

7. **Fees for the Programme**. Rs. 150/- p.m. should be collected from the trainees as fee, against receipts to be issued by field NGO. The NGO may, if so desired, not collect the fee from any trainee the trainees who cannot afford it or recover a smaller amount but the same will have to be borne by it from its own resources or by donations.

III. SYLLABUS

8. Syllabus for the programme is given in Annex 2. In case any additional items or modification in the syllabus are considered necessary for improving employability of the trainees, there is no objection to those being made in the syllabus. The changes made in the syllabus should be intimated to SOSVA. A monthly breakup of the syllabus to be covered should be sent to SOSVA within 15 days of the start of the project. Its copy should also be kept in the Centre.

IV. ELIGIBILITY CONDITIONS FOR TEACHERS

9.1

a. Teachers appointed for training should possess minimum qualification of a Graduate in Computer Science or BCA or BA or B.Sc. with computer science as a subject. Copy of the certificate should be sent to SOSVA

b. Only in exceptional cases where the present instructor has long experience and quality of teaching has been found to be satisfactory even though she does not fulfill the above qualifications, her continuation may be permitted. For such cases reference should be made by the NGO to SOSVA for approval.

9.2 Particulars of the teacher indicating the name, qualification, mobile no. and whether it has facility of whatsapp should be sent within seven days of start of training or where a new teacher is appointed under Para-10 within 7 days of her appointment.

10. Where a teacher leaves service, or if she is removed, SOSVA should be informed immediately. SOSVA should also be immediately informed when a new teacher is appointed. The qualifications mentioned in Para 9 are equally applicable in her case, too. Copy of her certificate should also be sent to SOSVA.

11. Teachers may be granted leave @1 day per month of service. For any leave taken in excess, salary for extra days of absence should be deducted. Substitute teacher may be appointed, if available, and her honorarium for up to 10 days may be met out of provision under 'Salaries' ' honorarium'or 'Contingencies'.

V. INFRASTRUCTURE TO BE PROVIDED BY NGOS

Computer Hardware and Accessories. Every centre should have at least one computer for every two trainees i.e. minimum 12 per centre. These may be Server based or individual computers. In addition, there should be a printer, necessary software and CDs/pen drives. All computers should have internet/broadband connection. These should be kept in proper working order. Capital expenditure on purchase of computers and furniture will be met by the NGO so that there is no problem when the center is subsequently closed

13. **Location**. Training is to be imparted in the village/ town mentioned in the Sanction letter if it becomes necessary to change the location, prior approval of SOSVA should be obtained giving:

a. Reasons for the change.
b. Population of the proposed village/town.
c. Distance from the NGO's office.
d. Whether a suitable qualified teacher for imparting training at that location has been located.
e. Whether any centre for training in Cutting & Tailoring is being run in that village/town by any other organization. If so, its details.

14**.1 Accommodation.** The centre where training is imparted should have adequate accommodation for seating of trainees and their sewing machines. It should be well lit and trainees should have access to suitable toilet facilities.

14.2 Provision has been made in the budget for payment of rent. Where the NGO imparts training in own building the rent at the rate indicated in the budget will be paid by the project to the NGO. Where the training is held in a building obtained rent free, expenditure up to Rs. 3000/- @ Rs. 250/- pm may be incurred on maintenance of the building. In such cases, only expenditure @ Rs.250/- per month should be shown in the UC and not the entire provision made in the budget for rent. Where the NGO is running two projects at the same location, there is no objection to the same premises being used for both the projects. The rent paid in such cases

should be divided between the two projects and charged to such projects within the amount provided in the budget.

15. **Banner / Notice.** A banner as per design shown in Annex 3 will be displayed prominently at/ outside the venue. Some modifications in the design may be made as necessary but it should clearly state that the Centre is funded by Punjab Government. A notice in the form as shown in Annex 4 should also prominently be displayed at the Centre.

VI. CONDUCT OF TRAINING

16. **Timings**. Training will be conducted at the venue and during timings intimated to SOSVA before start of the project. Any change should be conveyed immediately. Normally, training should be for at least 4 hours a day for 6 days in a week. In case of power cuts during that period or any other contingency, the timings may be changed but SOSVA should immediately be informed.

17. **Holidays**. The NGO may allow holidays up to 10 days in a year. List of holidays should be sent to SOSVA well in advance. Any change in these should also be intimated to SOSVA in advance.

18. **Attendance.** The importance of regular attendance should be drilled into all trainees. The teacher should take daily attendance of the trainees and keep its record in the attendance register. If any trainee does not attend the class for more than 2 days without information, the teacher should contact her and impress on her need for regular attendance.

19. **Practical Note Books**. All trainees must prepare their practical note books which the teacher should check regularly once a week and make necessary corrections

20. **Internal Tests**. The trainees should be given tests both for theory and practical work in the 1st week of every month to evaluate their progress and ensure that special attention is given to the aspects in which a particular trainee is weak so that by end of the training all trainees acquire necessary skill. The record of these tests may be kept in the trainees' notebooks for ready reference

21. **Preparing trainees for employment.** Since the objective of the scheme is empowerment of women through skill development, it should be ensured that at least 70% of the trainees are able to contribute to family income either through employment, piece rate work or self employment within 6 months of completion of training. To achieve this objective, it should be ensured that the women are well trained and they should be helped to get employment or piece rate work. For this purpose, interaction with prospective employers may also be arranged either by inviting them to meet the trainees or taking trainees to their establishments leading to on-the-job training during the last month. This would enable them to learn about dealing with customers and other practical aspects of work. Trainees may also be give intensive training of those items in which they may be more interested during the last month of training. Efforts may also be made to help the trainees who want to set up their own work to secure loans from banks under Mudra Scheme or Prime Minister Employment Generation Programme.

Where possible, trainees may be given training in use of Facebook for attracting customers.

22. When Chairman/Member Directors visit the centre after prior information women who had received training in the previous batch may be asked to come for interaction.

VII.   FINAL TEST

23. On completion of training, the students should be got tested preferably by an ITI trained teacher or any other suitably trained teacher and the result of the test (theory and practical) should be maintained by the NGO. A teacher who has imparted training should not be appointed as examiner for the same class. The NGO may allow the trainees who fail the test to sit in the class for next batch but their number will not be included in the number of regular trainees enrolled under Para 3.

24. **Certificates.** On completion of the training a certificate in the format at Annex 5 may be issued to the women who have completed their training and passed the test. The NGO may modify the certificate, if necessary, but it should clearly mention that the training has been imparted with the help of grant received from Punjab Govt. through SOSVA.

VIII. POST TRAINING FOLLOW-UP

25. Proper follow up should be done of trainees after completion of training to find out whether they are able to obtain employment/ self-employment and help them to secure it whenever necessary Provisions has been made in the budget for expenditure as follow up. A statement showing trainees who have received training in the previous batch and their follow up record should be kept in the format at Anx -6. Status regarding trainees of 2nd batch of the previous year should be prepared in the beginning of training for current year+status regarding trainees of 1st batch of current year should be prepared indicating on completion of their training. NGOs which had implemented a project for training in any other skill during the previous year should prepare the statement for second batch of previous year in *that* skill. Where the trainee is found to be not employed/ self-employed, efforts should be made to secure employment, self employment even if the NGO has been running the project during current year at some other locations or in a different skill. Efforts made and results achieved may be recorded in the statement. Where the trainee subsequently obtains employment/ self employment, information about the same may be entered under relevant columns.

A session may be held with trainees of the previous batch after about 3 to 4 months of completion of training to get feedback about the utility of training and any changes required to improve their chance for self-employment or to get employment. A brief record of the session, indicating the number of trainees who attended and their feedback should be kept. Any suggestions which may be considered useful should be sent to SOSVA. The expenditure on this may be met out of provision made in the budget for follow up.

IX. GENERAL

26. All communication from SOSVA will be by email. NGOs should also send all communication by email except where original document is to be sent e.g. UCs which should be sent by courier or registered post.

27. Copy of these guidelines along with the syllabus and instructions that are issued from SOSVA which have to be implemented by a teacher should be given to her.

X. ACCOUNTS

28. **Separate Bank Account.** A separate bank account should be opened, as far as possible, in which funds received for the project should be credited and from which expenditure should be incurred.

29. **Expenditure within Budget Provisions**

  The expenditure on each head must, as far as possible, be kept within the amount indicated in the budget. Where it is not possible to do so, for reasons to be given at the time of submission of UCs, it may be exceeded by up to 10%. The total expenditure must, in no case, exceed the overall allocation. Expenditure on any item in excess of 10% will have to be borne by the NGO even if total expenditure on the Project is within the sanctioned budget.

30. **Payments by Cheque**. Payment of honorarium to staff, and for all purchases of Rs. 2000/ or more, should be made by cheque or direct credit to payee's account.

31. **Receipt & Expenditure Register.** A separate Receipt & Expenditure Register should be maintained in which grant received from SOSVA, interest received in bank a/c and fee received from trainees should be entered as these are received and expenditure incurred on the project whether in cash or through cheque should be entered as it is incurred. Vouchers such as receipts for salaries, cash memo for material purchases etc. should be serially numbered and kept in a separate file.

32. **Ledger**. A ledger should also be maintained in which expenditure should be entered separately under each head for which allocation has been made in the budget such as honorarium, cost of material etc.

33. **Stock Register.** A stock register of the material purchased out of the grant should be maintained indicating date of purchase with Vr. No. and its issue to trainees.

34. **Inspection of Accounts**. Account books should be made available to the Chairman, Member Directors or Programme Mangers when they visit the centre *after* prior information. For

this purpose accounts may be obtained from the Accountant, if necessary. Where accounts are maintained on the computer, a printout of relevant entries in the cash book and the ledger should be made available.

35**.   Utilization Certificates.** A utilization certificate along with receipt and payment statement in the prescribed form duly audited by a Chartered Accountant and signed by Authority Signatory of NGOs shall be furnished for the grant released for half year within the period specified in the letter sending the installment covering the half year and for the whole period of the grant within 15 days of expiry of that period. Interest received from bank and fees received from trainees should be included under receipt head. If the total expenditure on the project during the year, after excluding expenditure incurred under any budget head after allowing 10% excess vide Para 29 is less than grant received + bank interest + fee received from trainees, the unspent amount should be refunded by 'payable at par' cheque/ bank draft drawn in favour of SOSVA (N) Social Security.

XI.   PRESERVATION OF RECORDS

36. Since the project being implemented is funded from the grant given by the State Government, A.G. Punjab may, take up audit of the expenditure incurred on the project even after its completion. State Govt. can also ask any of its officers or an outside agency to evaluate the project after it has been completed. It is, therefore, necessary to preserve the record for at least 3 years after completion of the project. Where the grant for implementation of the project for the same area is given for 2 or 3 years, the record for the entire period should be preserved for 3 years after the end of the last year during which the grant was received. Thus for example if the project is implemented at a particular place for 3 years during 2016-17, 2017-18 and 2018-19, the record for all these 3 years should be preserved till 3 years after 31 March 2019 i.e. up to 31 March 2022 . If the project has been implemented only for 2 years say 2017-18 and 2018-19 and discontinued thereafter, the record for these 2 years should be maintained at least till 3 years after 31 March 2019 i.e. up to 31 March 2022.

37.   The records to be maintained include the following:
    a. Sanction letter, quarterly, half yearly and annual progress reports.
    b. Guidelines and instructions issued by SOSVA for implementation of the project.
    c. Pass book or bank statements.
    d. Cash book and ledger.
    e. All vouchers regarding expenditure incurred on the project out of grant.
    f. Stock register showing receipts and issues of items purchased out of grant.
    g. Audited UCs including statement of income and expenditure and audited balance sheet.
    h. Lists of women, with their addresses and contact numbers, who received training.
    i. Result of tests.

LIST OF TRAINEES ENROLLED FOR THE 1ST BATCH/ 2ND BATCH

SER NO.	NAME		CATEGORY*					ADDRESS	PHONE	
	TRAINEE	FATHER/ HUSBAND	SC	BPL	SRC	LIO	OTHERS		MOBILE	LAND

FROM _____ TO_____

*1. SC (Scheduled Caste); BPL (Below Poverty Line); SRC(Smart Ration card); LIO (Low Income Occupation);

2. **ENTER ONLY ONE CATEGORY. T**hus if a trainee belongs to SC and is also Smart Ration card holder her name should be ticked (√) only under SC. If a trainee is BPL card holder and also has a Smart Ration card she should be ticked only under BPL. Trainees belonging to Low Income Occupation families should be so ticked only if they do not belong to SC, BPL or Smart Ration card Holder families. In their case the occupation will be mentioned under this column.

Syllabus for Training in Computer Operations - 2019-20

Basic Computer skills –   **Duration Two weeks**

1) Study of Major components of computer & identifying their basic functions.

2) How to switch on a computer ? How to shut down ?

3) Use of various keys on the key board.

4) How to change wall paper ? How to change screen saver ?

5) Title Bar, Menu Bar, Standard Tool bar Functions (all items)

6) Use of storage devices like pen drive, data/ memory card reader, portable CDs

7) Use of CDs, DVDs on computer

8) Elementary knowledge of computer hardware

9) Trouble Shooting of Minor problems in computer and printer

Applications of MS Office (MS – word, Excel, Power Point) :   Duration 12 weeks

MS Word –

10) How to create a file , save and delete it?

11) How to open and close a file ? How to set margins ? How to set tabs.

12) How to type in MS WORD ? How to type a letter , capital letters, bold letters, italics ?
Editing text, spell check, consulting dictionary, page setup, changing font size & colour,
applying borders and shading , starting new para , merging of paras .

13) Copying text cut & paste, copy & paste, delete, space, punctuation marks (. , ?) , text
alignment, find and replace text, How to format it ? Page numbering.

14) How to insert tables, splitting cells in a table , page borders? How to fill in colours in
documents ? Inserting Header & Footer.

15) Use of Shortcut Keys

16) Printing a document, part of document, printing on letter heads, cancellation of printing
commands

MS – EXCEL

17) How to create a table, to change size of coloumns & rows, add cols & rows to the table .
18) Naming a range, Editing cell data, Autosum function performing single sums (addition, subtraction, multiplication, division) and inserting a chart.
19) Opening existing workbook, opening more than one workbook, merging workbooks, saving, closing , scrolling tabs, inserting , deleting, copying / moving , worksheet between workbooks, Group Rows or Columns in an Outline, Ungroup Rows or Columns in an Outline, Remove Group from Outline, Set Outline Options.
20) Protecting a Workbook , to unlock cells so others can edit the cell contents ,to share a workbook.
21) Printing a document ; Printing Column and Row Labels on Every Page

MS Power Point

22) Creating Presentation, Using AutoContent Wizard, Changing content, Color Schemes, PowerPoint Templates.

23) Auto Content Wizard, The Pick A Look Wizard, Masters.
24) Adding Slides. Editing and Moving Text, working in Outline View.
25) Adding Removing Periods in Sentences, Formatting Text, Aligning Text, Word Tables in Power Point.
26) Importing Images from the Outside World, Inserting Photos, The CLIP PART Gallery, Drawing in Power Point.
27) Creating Organizational Charts.
28) Arranging, Previewing and Rehearsing, Transition and Build Effects.
29) Showing Slides Out of Order, Deleting Slides, Printing Presentation Elements,

Internet and its applications   : Duration 2 weeks

30) Use of internet for sending, receiving , replying and forwarding & emails, sending & opening attachments, sending material from MS Word by email .

31) Downloading information from Internet explorer, Mozila/ Firefox , google, searching information on internet.

32) How to send email to multiple addresses

33) How to prepare & use address directory ?

34) How to create your e-mail ID ? How to browse websites ? How to put information on the website.

35) What are System Infectors & how to protect the computer from virus ?

Office Procedures & Business Communications :   2 weeks

36) Learning basic office procedures, letter writing, maintenance of office files.

37) Operation of telephone / fax machine, photocopies, scanner sending scanned material by email.

38) Preparing bills & cash memos on computer

39) Essentials of business communication.

Typing Skills   - Typing speed of 35 wpm (English)   :   **Duration 1 hr daily after1st week**

20 wpm (Punjabi)

ਸੇਸਵਾ ਰਾਹੀਂ ਮਿਲੀ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਗ੍ਰਾਂਟ ਨਾਲ ਚਲਾਇਆ ਜਾ ਰਿਹਾ ਗਰੀਬ ਔਰਤਾਂ ਨੂੰ ਕਮਪਿਊਟਰ

(**Computer Training**) ਟ੍ਰੇਨਿੰਗ ਸੈਂਟਰ

Notice

ਗਰੀਬ ਔਰਤਾਂ ਲਈ ਕਮਪਿਊਟਰ (Computer Training) ਟ੍ਰੇਨਿੰਗ ਸੈਂਟਰ

1) ਇਹ ਸੈਂਟਰ ਪੰਜਾਬ ਸਰਕਾਰ ਪਾਸੋ ਮਦਰ ਗੈਰ ਸਰਕਾਰੀ ਸੰਸਥਾ ਸੋਸਵਾ ਦੁਆਰਾ ਪ੍ਰਾਪਤ ਵਿਤੀਏ ਸਹਾਇਤਾ ਨਾਲ ਚਲਾਇਆ ਜਾ ਰਿਹਾ ਹੁ ।

2) ਟ੍ਰੇਨਿੰਗ ਦਾ ਕੋਰਸ 6 ਮਹੀਨਿਆਂ ਦਾ ਹੋਵੇਗਾ ।

3) ਟ੍ਰੇਨਿੰਗ **ਲੈਨ ਵਾਲੀ ਹਰ ਔਰਤ ਨੂੰ** 150 ਰੁ ਮਹੀਨਾ ਫੀਸ ਦੇਣੀ ਹੋਵੇਗੀ ।

4) ਉਮੀਦ ਕੀਤੀ ਜਾਂਦੀ ਹੁ ਕਿ ਸਿਖਿਆਰਥੀ ਹਰ ਰੋਜ ਹਾਜਰ ਹੋਣ । ਜੇਕਰ ਕਿਸੀ ਸਿਖਿਆਰਥੀ ਦੀ ਹਾਜਰੀ 80% ਤੋ ਘੱਟ ਹੋਵੇ ਤਾਂ ਉਸ ਨੂੰ ਪ੍ਰੋਜੇਕਟ ਖਤਮ ਹੋਣ ਤੇ ਸਰਟੀਫਿਕੇਟ **ਨਹੀ ਦਿਤਾ ਜਾਵੇਗਾ**।

4) ਅਗਰ ਕਿਸੇ ਨੂੰ ਸੈਂਟਰ ਦੇ ਸੰਬਧ ਵਿੱਚ ਕਿਸੀ ਤਰ੍ਹਾਂ ਦੀ ਕੋਈ ਸ਼ਿਕਾਇਤ ਹੋਵੇ ਤਾਂ ਉਹ ਹੇਠ ਲਿਖੇ ਪਤੇ ਤੇ ਸ਼ਿਕਾਇਤ ਕਰ ਸਕਦਾ ਹੈ ।

ਸੁਸਾਇਟੀ ਫਾਰ ਸਰਵਿਸ ਟੂ ਵਾਲੰਟਰੀ ਏਜੰਸੀਜ

ਕਰੁਨਾ ਸਦਨ , ਕਮਰਾ ਨੰ ੧੮, ਪਹਿਲੀ ਮੰਜਿਲ , ਸੈਕਟਰ – ੧੧ ਬੀ , ਚੰਡੀਗੜ

ਈ ਮੇਲ ਪਤਾ – <u>sosva.pb@gmail.com</u>

Certificate of Completion of Training

Name of NGO

_____

Registered under the Societies Registration Act XXI of 1860 and as Amended by Punjab Amendment Act.,1957, Govt. of Punjab

Sr.No.

This is to certify that Mrs./ Ms. _____ wife/daughter of Sh.

_____ Resident of _____ has completed six

months training from _____to _____in _____

(Name of skill) funded by Govt. of Punjab through SOSVA, Punjab as Mother NGO .

Date of Issue :   Chief Functionary

                                                                                           (Stamp of NGO)

STATEMENT SHOWING FOLLOW-UP OF TRAINEES WHO COMPLETED TRAINING

IN (NAME OF SKILL) _____ FROM _____ TO _____

S.NO.	NAME	ADDRESS	MOBILE NUMBER	IF EMPLOYED, MONTHLY INCOME	IF SELF EMPLOYED, INCL PIECE RATE WORK, AVERAGE MONTHLY INCOME	DATE OF INFORMATION	

*REMARKS will include reasons for not utilizing the training and help rendered by the NGO.