

Checklist — Pradhan Mantri Kaushal Kendra (PMKK) / Short-Term Skilling Centre

Pre-Visit Section

2A Institution-specific particulars [PRE]

- Centre code (must match skillindiadigital.gov.in) — text
- Centre type (from public listing): PMKK / PMKVY Training Centre (non-PMKK)
- Training Partner name (from public listing) — text
- Sector Skill Council(s) active (multi-select from SSC list)
- Job roles currently offered (multi-select from NSQF-aligned JR list)

2B Public displays expected at this institution [PRE — informational]

- PMKVY / Skill India signboard with current batch details (trainer, roll count, schedule)
- SSC-empanelled trainer ToT certificate
- Common Cost Norms (PMKVY 4.0) fee-free compliance notice
- Grievance Redressal contact for PMKVY (MSDE / NSDC / state SSDM)
- Last batch outcomes (placement data)

2C Pre-loaded scheme list [PRE — informational, no Kobo field]

- PMKVY 4.0
- Skill India Digital Hub
- AEBAS — Aadhaar Enabled Biometric Attendance System
- NAPS apprenticeship pathway
- Post-placement tracking (3 / 6 / 12 months)

Section 1 — On-arrival logging

Standard.

Section 2 — Observation: Infrastructure

2.2 Institution-specific facilities [OBS]

- PMKVY / Skill India signboard with current batch details visible? — Y/N [photo]
- Classrooms with projector and seating? — Y/N [photo]
- Number of seats in the classrooms — integer
- Practical training lab with trade-specific tools? — Y/N [photo]

- Aadhaar-Enabled Biometric Attendance Terminal (AEBAS) present? — Y/N [photo]
 - AEBAS in visible daily use (log from today)? — Y/N
 - Computer with internet present? — Y/N
 - Number of working computers — integer
 - CCTV at classrooms / lab? — Y/N
 - Separate functional toilets for men? — Y/N
 - Separate functional toilets for women? — Y/N
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Section 3 — Observation: Documents displayed

3.2 Institution-specific displays [DOC]

- Display board of current batch details (trainer, roll count, schedule) visible? — Y/N [photo]
 - Last batch outcomes (placement data) displayed? — Y/N [photo]
 - SSC-empanelled trainer ToT certificate displayed? — Y/N [photo]
 - Common Cost Norms (PMKVY 4.0) fee-free compliance notice displayed? — Y/N [photo]
 - Grievance Redressal contact for PMKVY displayed? — Y/N [photo]
 - Biometric attendance display board for last batch (visible cohort figures) displayed? — Y/N [photo]
 - NSQF-aligned course structure displayed (300–600 hours)? — Y/N [photo]
 - Employability-Skills modules in timetable (workplace safety, financial literacy, digital, communication) displayed? — Y/N [photo]
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Section 4 — Interview: Admin

4.1 Identification — institution-specific dropdowns

- Designation of person met (dropdown): Centre Head / Centre Manager / Trainer / Placement Coordinator / Mobilisation Coordinator / Other
- Reporting line (dropdown): NSDC / SSC / State Skill Development Mission / District Skill Committee / Other

4.5 Institution-specific quantitative items [ADMIN]

- Number of current active batches — integer
- Number of current trainees enrolled (total across batches) — integer
- Number of trainees present today — integer
- Trainees per batch (typical range) — short text
- Number of trainees in last batch — integer [not_known_allowed]
- Number of trainees assessed in last batch — integer [not_known_allowed]
- Number of trainees certified in last batch — integer [not_known_allowed]
- Number of trainees placed from last batch — integer [not_known_allowed]
- Number of trainers with ToT — integer
- Is the training fee-free to trainees as per PMKVY 4.0? — Y/N

- End-of-training SSC assessor assignment for last batch? — Y/N
 - Post-placement tracking for 3 / 6 / 12 months conducted? — Y/N
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Section 5 — Interview: Beneficiary

5.1 Beneficiary type — institution-specific dropdown

- Beneficiary type: Trainee (current batch) / Recent graduate (placed) / Recent graduate (not placed)
- Job role enrolled (short text)
- **Target:** interview 3 trainees from current batch.

5.5 Institution-specific beneficiary items [USER]

- Duration completed so far in this batch (dropdown): <25% / 25–50% / 50–75% / 75–100%
 - Fee paid at enrolment — integer ₹ (PMKVY 4.0 should be ZERO)
 - What was communicated about post-training placement at enrolment? — short text
 - Was your biometric attendance marked today? — Y/N
 - Post-certification plan (dropdown): Placement by Training Partner / Own job hunt / Self-employment / Further training / Uncertain
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Section 6 — Closing

Standard.