**CHECKLIST FOR MONITORING AND EVALUATION OF DAESI PROGRAMME**

| TP NUMBER | | TYPE OF DAESI -    CSPS/ SF | |
|---|---|---|---|
| NAME OF STATE & SAMETI | | | |
| NAME OF THE NTI & PLACE | | | |
| NAME OF THE FACILIATAOR & CONTACT DETAILS | | | |
| Email Address of NTI | EmailAdress of Facilitator | | |
| DATE OF INAUGURATION | | | |
| **DATE OF COMMENCEMENT** | | | |

| Sl. No. | Flow Chart/Activity Checklist | Institution/Person Responsible | Status |
|---|---|---|---|
| | **I. APPROVAL AND INAUGURATION OF PROGRAMME** | | |
| 1 | MoU of NTI with SAMETI to start DAESI Program | SAMETI | |
| 2 | Submission of request from NTI to SAMETI to start a DAESI Program | SAMETI | |
| **3** | **Forwarding of request from SAMETI to MANAGE for approval of CSPS and Self-Finance Program** | **SAMETI** | |
| 4 | Receipt of request at MANAGE for approval | Consultant, MANAGE | |
| 5 | Verification of request and AUC of previous bacth (if applicable)  and put up to DG for approval | Consultant, MANAGE | |
| 6 | Conveying of approval of DG, MANAGE to SAMETI | **Consultant, MANAGE** | |
| 7 | **Conveying the approval of DG MANAGE to NTI** | **Consultant, MANAGE** | |
| 8 | Mobilising 40 candidates and send list of candidates to MANAGE to generate TP numbers | SAMETI | |
| 9 | **Allocation of TP number to the DAESI program** | **Consultant, MANAGE** | |
| 10 | **Conveying of TP Number to SAMETI, a copy to NTI** | **Consultant, MANAGE** | |
| 11 | Selection and Appointment of Facilitator by NTI  in consultation with SAMETI | NTI | |
| 12 | **Entering the basic details of DAESI program in MIS Portal** | **Facilitator** | |
| 13 | **Verification of Application/ License/ SSC Certificate of Input Dealers** | **Facilitator** | |
| 14 | Release of Funds from MANAGE to SAMETI | MANAGE/AAO | |
| 15 | **Fixing of day of the week to start classes** | **NTI/ Facilitator** | |
| 16 | Inauguration of DAESI Batch and Invitation to Consultant to attend Inauguration | NTI | |
| 17 | Photo session for candidates and uploading on MIS | **NTI/ Facilitator** | |
| 18 | Remitting of Monitoring charges by NTI to SMAETI (Self-Finance) | **NTI** | |
| 19 | Remitting of Monitoring charges of MANAGE by  SMAETI to MANAGE (Self-Finance) | **SAMETI** | |
| | **II. COMMENCEMENT OF CLASSES & MONITORING** | | |
| **20** | **Tentative list of classes with Date of Class and Resource Persons** | **NTI/ Facilitator** | |
| **21** | **Formation of Whatsapp group of all participants with Consultant and Facilitator** | **Facilitator** | |
| **22** | 1st Week-Classes and Verification of Data in MIS portal | Facilitator | |
| **23** | 2nd Week to 8th Week- Classes and Updating Session details in MIS portal | Facilitator | |
| **24** | **Assignment on presnetation (after two months)** | Facilitator | |
| **25** | **9th Week- Classes,  1st Quiz- evaluation and result declaration** | **Facilitator** | |
| **26** | 10th Week -Classes/ Entry of Quiz marks and session details in MIS | **NTI/ Facilitator** | |
| **27** | 11th Week to 16th Week- Classes and entering session details in MIS | NTI/ Facilitator | |
| **28** | Verification of Problem solution register | NTI/ Facilitator | |
| **29** | **17th Week –  Classes,  2nd Quiz- evaluation and result declaration** | **Facilitator** | |
| **30** | 18th Week -Classes,  Entry of Quiz marks and session details in MIS | **NTI/ Facilitator** | |
| **31** | 19th Week to  24th Week – Classes and updating session details in MIS | NTI/ Facilitator | |
| **32** | **25th week- Midterm Exam- evaluation and result declaration** | NTI/ Facilitator | |
| **33** | 26th Week - Entering Exam Marks Classes and updating session details in MIS | **NTI/ Facilitator** | |
| **34** | 27th Week to 32nd Week- Classes and updating session details in MIS | NTI/ Facilitator | |
| **35** | **33rd Week -3rd Quiz- evaluation and result declaration** | NTI/ Facilitator | |

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|---|---|---|---|
| 36 | 34th week- Classes and updating session details in MIS | NTI/ Facilitator | |
| 37 | 35th Week to 40th Week- Classes and updating session details in MIS | NTI/ Facilitator | |
| 38 | **41st Week- Classes, 4th Quiz- evaluation and result declaration** | **NTI/ Facilitator** | |
| 39 | 42nd Week to 49th Week- Classes and updating session details in MIS | NTI/ Facilitator | |
| 40 | **Final update of data in MIS Portal, Verification and request letter to MANAGE for conducting final exam** | NTI/ Facilitator | |
| 41 | Request to DG MANAGE approval for conducting final exam | Consultant, MANAGE | |
| 42 | Deputing Consultant/ National Facilitator for conducting final exam | Consultant, MANAGE | |
| 43 | Request to DG MANAGE for approval of Tentative tour programme to conduct final exam | Consultant, MANAGE | |
| 44 | **50th Week –Final Exam** | **Consultant** | |
| | **III. EXAMINATION** | | |
| 45 | Verification of Name/10th /SSC, Necessary corrections in MIS | Consultant, MANAGE/ National Facilitator | |
| 46 | Verification of License (in case of CSPS Bathces) | Consultant, MANAGE/ National Facilitator | |
| 47 | Verification of Attendance Register | Consultant, MANAGE/ National Facilitator | |
| 48 | Verification of Problem Solution Register of Trainees | Consultant, MANAGE/ National Facilitator | |
| 49 | Submission of tour report of Facilitator/ Consultant | Consultant, MANAGE/ National Facilitator | |
| 50 | **Submission of Verified MIS database prints** (A. Program Details  B. Session Details  C. Financial Details Including Monitoring charges if it is Self-Finance  D. Exam Marks ) along with Signature of Facilitator of NTI, Coordinator of NTI and Director, SAMETI. | NTI Facilitator through SAMETI | |
| 51 | Submission of provisional UC to SAMETI/MANAGE | NTI/ Facilitator | |
| 52 | Submission of checklist to MANAGE | NTI/ Facilitator | |
| 53 | Receipt and Verification of Documents | NTI/ Facilitator | |
| | | Consultant, MANAGE | |
| | IV. CERTIFICATE PROCESSING | | |
| 54 | Forwarding of request for  approval of results by  DG MANAGE and seeking approval  for Certificate Printing | Consultant, MANAGE | |
| 55 | Printing of certificates | Consultant, MANAGE | |
| 56 | Submission of certificates for Signature of Principal coordinator DAESI & DG, MANAGE | Consultant, MANAGE | |
| 57 | Dispatch certificates to SAMETI with covering letter | Consultant, MANAGE | |
| 58 | Conducting  valedictory function and distribution of certificates | NTI/Facilitator | |
| 59 | Writing to SAMETI for Audited UC and collection of audited UC | Consultant, MANAGE | |
| 60 | **Remitting back unspent amount to MANAGE (CSPS) and SAMETI (SF)** | **NTI/Facilitator** | |
| 61 | **Date of Final Examination** | | |
| 62 | **Date of Certificates Printing** | | |
| 63 | **Date of Dispatch of Certifictaes** | | |

### Important Things to Remember

The monitoring charges of MANAGE for Self-Finance batches should be remitted to MANAGE immediately after inaguration of the batch with a communication of UTR number

The problem solution register of all candidates must be checked by Facilitator every week/ Fortnight

Conducting two field visits once in a quarter has to be done by Facilitator

Weekly report submission of classes has to be done by Facilitator

The classes of DAESI Program must commence within 15 days of approval of batch.

The quiz and midterm exams are conducted along with classes scheduled on that week.

The final examination must be completed within a year from starting of the DAESI batch.

The request for approval of final examination must be sent one month before the last scheduled session

Facilitator must submit the results to SAMETI within 10 days after the completion of examination

SAMETIs has to forward the results immediately after receiving from concerned NTIs without waiting to receive any other ongoing batches.