अल्पसंख्यक कार्य मंत्रालय
MINISTRY OF
MINORITY AFFAIRS

सत्यमेव जयते

Monitoring and Evaluation Guidelines for Pradhan Mantri Virasat Ka Samvardhan

(PM VIKAS) SCHEME

Contents

Introduction

The Pradhan Mantri Virasat Ka Samvardhan (PM VIKAS) scheme aims to promote inclusive development by equipping minority communities with skills, education, and livelihood opportunities. The objective is to bridge the gap between the demand and supply of skilled manpower, preserve traditional knowledge, and enhance employment prospects among marginalised sections of society.

The scheme has under four components:

1. Skilling and Training Component

- *Traditional Skilling (formerly USTTAD & Hamari Dharohar):* Focused on preserving and promoting traditional arts, crafts, and heritage through hands-on training and livelihood support.

- *Non-Traditional Skilling (formerly Seekho aur Kamao):* Offers modern, industry-aligned skill development in manufacturing, services, and other sectors to improve job readiness.

2. Women Leadership and Entrepreneurship Componen

- *Formerly Nai Roshni:* Empowers minority women by building leadership and entrepreneurial skills. Trained women may also mentor others and start businesses individually or in groups.

3. Education Component

- *Formerly Nai Manzil:* Provides education to school dropouts by helping them complete Classes 8, 10, or 12 through MoMA-approved open schooling platforms.

4. Infrastructure Development Component

- Focuses on the effective use of existing infrastructure. Where needed, additional support may be given through convergence with schemes like PMJVK to strengthen skilling, education, and community services.

As part of the implementation strategy, the Ministry will onboard Project Implementation Agencies that shall be allocated targets across different scheme components. The monitoring and evaluation (M&E) framework of PM VIKAS aims to ensure that the scheme is implemented with integrity, transparency, and efficiency. It facilitates data-driven decision-making by capturing and analysing both quantitative and qualitative data.

Objectives of Monitoring and Evaluation

(a) To ensure the scheme achieves its intended outcomes effectively and efficiently.

(b) To provide continuous oversight of implementation progress.

(c) To identify bottlenecks and suggest timely corrective actions.

(d) To evaluate the impact of interventions on beneficiaries.

(e) To inform future planning and policy revisions.

Data reporting

In line with the directions of the Cabinet Secretariat, the Ministry has collaborated with the Ministry of Skill Development & Entrepreneurship to capture the entire candidate lifecycle on the “Skill India Digital Hub (SIDH)” portal. Additionally, API integration with NIOS and NMDFC portal is also being undertaken. SIDH portal is to have dedicated dashboards to showcase the progress of the scheme/ projects. The system will also capture the geo-fenced AEBAS based attendance monitoring.

The entire data shall be shared with the PM VIKAS scheme portal through API integration with SIDH and reports from SIDH/ PM VIKAS portal shall be the basis for release for grants to the PIA(s).

Physical Monitoring

In addition to monitoring the implementation of projects/ scheme through the SIDH and PM VIKAS scheme portal, physical monitoring of the project centres through on-site visits and inspections shall be undertaken on defined periodicity to ensure compliance and quality standards. A penalty matrix has been developed to determine the level of action that needs to be taken.

An Internal Monitoring Committee (IMC) shall be constituted under the Chairpersonship of Director/ Deputy Secretary in-charge of PM VIKAS scheme. The IMC shall be responsible for overall oversight on the physical and virtual monitoring; and taking necessary actions as per the provisions under the penalty matrix.

The Ministry shall enable a system wherein on-site visits/ inspections to the training centres/ project sites to monitor the project implementation/ training imparted. Further, as part of the visit, interaction with the candidates, trainers and other staff available at the training centre shall be undertaken to understand the quality of the training delivered and challenges, if any, being faced. A dedicated inspection format will be filled and submitted to the Ministry that would categorise the quality of the training centre and satisfaction of the candidates.

The Ministry will also engage services of a third party to undertake the on-site visits/ inspections to the training centres/ project sites. It would be ensured that at least one physical inspection/ on-site visit is made to a training centre once every quarter during the project implementation period either by the third party/ officials from Ministry/ NMDFC/ PMU. **Central PSUs and Government Institutions of Eminence/National Importance will only be eligible as third parties.**

CCTV Monitoring

PIA shall install CCTV cameras in all classrooms and laboratories with a provision to store video recording for at least two years after the completion of the training program. The Ministry reserves the right to seek the recording(s) of the training from the PIA in case required.

Candidate Feedback

In addition to the physical visits/ on-site visits, the Ministry may leverage digital tools like "WhatsApp/ Google Forms"/ SIDH/ scheme portal to capture the candidate feedback on training delivery. This may include:

- **Mid-Training:** Trainer feedback, training centre infrastructure and overall training delivery.
- **Post-Training:** Training feedback, placement support and future support required.

The feedback received will be examined on a time to time basis and action taken to address the issues highlighted in line with the provisions under the penalty matrix.

Placement Validation

As per the provisions under the scheme guidelines, placement of 75% is kept as one of the objectives under the non-traditional skill training sub-component. The PIA shall be required to upload the placement related documents that include offer letter, salary slips, joining letter etc. on the SIDH/ PM VIKAS scheme portal for future reference of the Ministry.

Further, to ensure that the placement offered to the trained candidate is genuine and in line with the training provided, the Ministry may engage a third party who will be responsible to undertake audit/ assessment of the documents. **Such third party would be from among Central PSUs and Government Institutions of Eminence/National Importance.** The agency will use a mix of digital tools and physical inspections. Additionally, interaction with the employers shall also be provisioned to understand the quality of employees and assess the quality of the training offered by the PIA.

Performance Monitoring

Ministry would monitor the implementation of the projects/ scheme as an ongoing activity to continuously measure outputs, outcomes, and indicators to track implementation effectiveness.

Dashboards shall be developed on SIDH/ PM VIKAS scheme portal to showcase the progress and overall achievement of the scheme for ease of reference by the Ministry and general public at large. The list of indicators to be monitored is placed at Annexure-III.

Evaluation

The Ministry would undertake an evaluation of the scheme implementation through an independent agency. **Such independent agency would be from among Central PSUs and Government Institutions of Eminence/National Importance.**

Annexure-I: Penalty Matrix

a. Non-compliance observed during physical inspection / on-site visit

S. No.	Non-compliance type	Level of default	Penalty/ Action proposed
1	Non-existence of Training Centre	High	• Issuance of Show Cause Notice (SCN) to the PIA and immediate stopping of disbursement of grants under the project. • PIA can't create any additional batch. • If proven guilty by the Internal Monitoring Committee (IMC), project to be cancelled and PIA to be blacklisted for five (5) years. • PIA to complete all ongoing batches across other training centres. In case PIA doesn't complete the entire training for batches underway, complete recovery of grants released (excluding stipend paid to candidates). If required, Civil case to be lodged against the PIA and its Directors/ Promoters/ Governing Body.
2	Sub-letting of target to other entities	High	• Issuance of SCN to the PIA and immediate stopping of disbursement of grants under the project. • PIA can't create any additional batch.

S. No.	Non-compliance type	Level of default	Penalty/ Action proposed
			• If proven guilty by the Internal Monitoring Committee (IMC), project to be cancelled and PIA to be blacklisted for five (5) years. PIA to complete all ongoing batches across other training centres. • In case PIA doesn't complete the entire training for batches underway, complete recovery of grants released (excluding stipend paid to candidates). If required, Civil case to be lodged against the PIA and its Directors/ Promoters/ Governing Body.
3	Fake enrolments/ Ghost candidates	High	• Issuance of SCN to the PIA and immediate stopping of disbursement of grants under the project. • PIA can't create any additional batch. • If proven guilty by the Internal Monitoring Committee (IMC), project to be cancelled and PIA to be blacklisted for five (5) years. • PIA to complete all ongoing batches across other training centres. • In case PIA doesn't complete the entire training for batches underway, complete recovery of grants released (excluding stipend paid to candidates). If required, Civil case to be lodged against the PIA and its Directors/ Promoters/ Governing Body.

S. No.	Non-compliance type	Level of default	Penalty/ Action proposed
4	Unethical Practices by PIA such as offering/demanding undue favours in cash or in kind to a stakeholder like Assessor, in order to influence the outcome of assessment OR with any other malafide intention affecting the outcome of the training/ inspection	High	• Issuance of SCN to the PIA and immediate stopping of disbursement of grants under the project. • PIA can't create any additional batch. • If proven guilty by the Internal Monitoring Committee (IMC), project to be cancelled and PIA to be blacklisted for five (5) years. • PIA to complete all ongoing batches across other training centres. • In case PIA doesn't complete the entire training for batches underway, complete recovery of grants released (excluding stipend paid to candidates). If required, Civil case to be lodged against the PIA and its Directors/ Promoters/ Governing Body.
5	Training not being conducted at the time of visit/ Training Centre closed at the time of visit (without any prior information to the Ministry)	Medium	• Issuance of SCN to the PIA and immediate stopping of disbursement of grants under the project. • PIA to submit proof/ representation confirming conduct of training for the period that include Geo & Time stamped photos/ videos. • Ministry may undertake a second visit to confirm the claim of PIA. • In case implementation of training is not confirmed, Ministry may limit the target accordingly.

S. No.	Non-compliance type	Level of default	Penalty/ Action proposed
6	Non availability of ToT certified Trainers at the time of visit	Medium	• Issuance of SCN to the PIA and creation of fresh batches by the PIA at the training centre to be halted. • PIA to furnish details of ToT Certified trainesr along with certification details to the Ministry. • In case PIA is unable to submit the required information within stipulated timeline, IMC may limit the target.
7	Non availability of job role wise required infrastructure at the time of visit	Medium	• Issuance of SCN to the PIA and creation of fresh batches by the PIA at the training centre to be halted till the time PIA provides proof of availability of the required infrastructure at the centre. The Ministry to undertake field verification of the same.
8	Non usage of geo-fenced AEBAS for recording attendance	Medium	• Issuance of SCN to the PIA and creation of fresh batches by the PIA at the training centre to be halted. • PIA to submit proof showcasing installation of AEBAS device at the training centre that include Geo & Time stamped photos/ videos. • Training to be resumed only after IMCs/ Ministry acceptance of the proof submitted by the PIA.

S. No.	Non-compliance type	Level of default	Penalty/ Action proposed
9	Non adherence to the branding guidelines of the PM VIKAS scheme	Low	• Issuance of SCN to the PIA. • PIA to submit proof showcasing adherence of the PM VIKAS branding guidelines at the training centre that include Geo & Time stamped photos/ videos.
10	Any other matter not listed above	High/ Medium/ Low	• The matter shall be taken up the IMC and level of criticality shall be accordingly identified for further necessary actions.

b. Issues observed during implementation

S. No.	Issue	Level of default	Action proposed
1	Submission of forged documents: • For release of grants • To showcase achievements (eg. Placement, SHG formation) under the project	High	• Issuance of SCN to the PIA and immediate stopping of disbursement of grants under the project. • PIA can't create any additional batch. • If proven guilty by the Internal Monitoring Committee (IMC), project to be cancelled and PIA to be blacklisted for five (5) years.. • Recovery of grants as applicable. • If required, Civil case to be lodged against the PIA and its Directors/ Promoters/ Governing Body.

S. No.	Non-compliance type	Level of default	Penalty/Action proposed
2	Non payment of stipend to candidates	High	• Issuance of SCN to the PIA and immediate stopping of disbursement of grants under the project. • PIA can't create any additional batch. • If proven guilty by the Internal Monitoring Committee (IMC), project to be cancelled and PIA to be blacklisted for five (5) years. • Recovery of grants as applicable. • If required, Civil case to be lodged against the PIA and its Directors/ Promoters/ Governing Body.
3	Halting project implementation midway	High	• Issuance of SCN to the PIA and immediate stopping of disbursement of grants under the project. • PIA to submit reason for halting the project implementation. • In case IMC is not satisfied with the response submitted by PIA, the project may be cancelled and and PIA to be blacklisted. • Recovery of grants as applicable.
4	Non uploading of data on SIDH portal	Medium	• Issuance of SCN to the PIA. • PIA to submit reports/ document showcasing uploading/ updation of the required data on SIDH.

S. No.	Non-compliance type	Level of default	Penalty/ Action proposed
5	Delay in start of training	Medium	• Issuance of a SCN to the PIA. • PIA to submit reason for the delay. • In case IMC is not satisfied with the response submitted by PIA, a penalty of 1% of the training cost per batch for each day of delay exceeding one week from the scheduled training start date, as mentioned in the submitted training plan will be levied up to a maximum of 10%, beyond which the mapped batch will be deemed cancelled. • Recovery of grants as applicable.
6	Non adherence to the PM VIKAS scheme guidelines	High/ Medium	• The matter shall be taken up the IMC and level of criticality shall be accordingly identified for further necessary actions

Note

- Persistent defaulters and blacklisted entities may be published on official portals to ensure transparency and discourage malpractice; and details of such defaulters shall be shared with MSDE, NITI Aayog and other relevant Ministries for their information and subsequent actions, as deemed necessary.
- Any other offence which is not listed above to be categorised as High/Medium/Low offence by the IMC. IMC is competent to take decision on such cases with intimation to PM VIKAS Screening Committee about the decision.
- The Ministry would identify an appellate body for reviewing the decisions of the IMC wherever deemed necessary.

Annexure-II:
Template for physical inspection / on-site visit
(One Format for One Training Centre)

Parameter	Details
Project Implementing Agency (PIA)	
Project Code	
Name of Training Centre (TC)	
CAAF ID/ Code for the Training Centre	
Address of the TC (with location, District, State and Municipality/ Corporation name with PIN code)	
Batch 1: Name and code with job role name	
Batch 2: Name and code with job role name	
Batch 3: Name and code with job role name	
Batch 4: Name and code with job role name	
Date(s) of Inspection (DD-MM-YYYY)	
Name & Designation of Inspector	
Organisation/ Department of the Inspector	
Mobile Number	
Email ID	

Section 1: General Infrastructure & Facility Assessment

(Photographs to be placed in Annexure for reference)

Component	Availability (Yes/No)	Condition (Good/Satisfactory/Poor)	Remarks
Branding of centre as per PM VIKAS Branding Guidelines			
Geo-fenced AEBAS			
CCTV			
Toilets (Separate for Male & Female)			
Safe Drinking Water			
Power Backup			
Fire Safety Arrangements			
Grievance Redressal Mechanism			

Section 2: Training infrastructure

(Photographs to be placed in Annexure for reference)

TC Name with CAAF ID:

Parameter	Component -1 <Job role with code>	Component -2 <Job role with code>	Component -3 <Job role with code>
Job Role Accreditation date (as CAAF)			
Accreditation Valid upto (date)			
Total number of classrooms			
Total number of laboratories			
Sanctioned Trainee nos.			
CAAF approved Trainee capacity (Nos.) for the job role			
Running Batch trainee number			
Remarks over all			

Section 3: Trainer detail

(Copy of ToT certificate to be placed in Annexure for reference)

Parameter	Trainer-1	Trainer-2	Trainer-3	Trainer-4
Name of the Trainer				
Gender				
ToT ID				
Sanctioned Job Role				
Certificate No				
Certificate issuer agency				
Certificate validity date				
Remarks over all				

Section 4: Candidate details

Component	Total no. of Batches	Batch start date (Write for all batches)	Batch End Date (Write for all batches)	Total Sanctioned Trainees for the Job Role (Nos.)	Total Number of candidates enrolled	Total Number of candidates available on the date of inspection	Any difference in the candidate list in SIDH vis-à-vis those at the centre
<<Job role with code>>							
<<Job role with code>>							
Total							
Remarks							
Community-wise break up of present trainees during Inspection visit							
Community	Muslim	Chirstian	Sikhs	Buddhists	Jains	Parsis (Zoroastrians)	Total Present

Gender	Present during Inspection visit (Nos.)
Male	
Female	
Transgender	
Total	
PWD	
EWS	

Section 5: Training details

Component	Daily duration and Timings (write am/pm) (in Hrs)	Whether trainees charged any Fees (Y/N)	Total trainees enrolled (Nos.)	How many trainees NOT received stipend through DBT (Nos.)	Status of trainees received stipend through DBT
<<Job role >>	Total Hrs = Start time= End time=				Nos. # Amount Received: Month(s)#
<<Job role >>	Total Hrs = Start time= End time=				Nos. Amount Received: Month(s)#

Section 5: Candidate Feedback

(Furnish batch/ job role wise information)

Feedback Parameter	Average score on a scale of 5	Remarks
The quality of training is satisfactory		
The trainer is knowledgeable and engaging		
The classroom and lab infrastructure meet the training needs		
Learning materials and tools are available and helpful		
Feel confident in applying the skills learned here		
Aware of the assessment and certification process		
PIA Informed about placement or employment opportunities		
Would recommend this training centre to other		

***Scale: 1 (Strongly Disagree); 2 (Disagree); 3 (Neutral); 4 (Agree); & 5 (Strongly Agree)**

Section 6: Final observations

(Observations mentioned in the table below shall be considered final for any corrective actions, if required)

Parameter	Observation	Remarks
Training Centre exists	Yes / No	
Training being conducted at the training centre	Yes / No	(In case No, pls check for communication sent to Ministry intimating the same)
Is the PIA implementing the project or has sublet the target to some other institution	Self implementing/ Sublet to other institution	
Candidates available at the training centre inline with the batch created on SIDH	Yes/ No/ Partial	
Training being conducted in alignment with the training calendar	Yes/ No	
Availability of ToT certified trainers	Yes/ No	
Availability of job role wise requisite infrastructure	Yes/ No	
Attendance capturing through geo-fenced AEBAS	Yes/ No	
Adherence to the branding guidelines of the PM VIKAS scheme	Yes/ No	

Section 8: Certification

(OTP based verification)

Name & Designation	Signature	Date

Annexure(s): To be enclosed as applicable

Annexure-III:
Performance monitoring indicators

S.No.	Key Indicators	Sub-criteria
A	**Scheme level**	
1.	Total number of candidates benefitted	Gender/ Religion/ EWS/ PWD
2.	Total number of candidates placed	Gender/ Religion/ EWS/ PWD
3.	Total number of candidates provided loans	Gender/ Religion/ EWS/ PWD
4.	Total amount of loans sanctioned	
B	**Non-traditional skilling component**	
1.	Number of candidates enrolled	Gender/ Religion/ EWS/ PWD
2.	Number of candidates trained	Gender/ Religion/ EWS/ PWD
3.	Number of candidates assessed	Gender/ Religion/ EWS/ PWD
4.	Number of candidates certified	Gender/ Religion/ EWS/ PWD
5.	Number of candidates reported placed	Gender/ Religion/ EWS/ PWD Wage employed/ Self employed/ Apprenticeship Organised/ Unorganised sector
6.	Number of placed candidates retained for 3 months	Gender/ Religion/ EWS/ PWD
7.	Number of candidates dropped out of training program before completion	Gender/ Religion/ EWS/ PWD
C	**Traditional training component**	
1.	Number of candidates enrolled	Gender/ Religion/ EWS/ PWD
2.	Number of candidates trained	Gender/ Religion/ EWS/ PWD
3.	Number of candidates assessed	Gender/ Religion/ EWS/ PWD
4.	Number of candidates certified	Gender/ Religion/ EWS/ PWD

S.No.	Key Indicators	Sub-criteria
5.	Number of Self-help groups / Artisan Producer Organisations/ Individual/ Group Enterprises established along with details of candidates mapped under each	
6.	Number of candidates who have submitted request for availing loan from NMDFC	Type of loan
7.	Number of candidates to whom loans have been sanctioned by NMDFC	Type of loan
8.	Total loan amount approved	Type of loan
9.	Total loan amount disbursed	Type of loan
10.	Total number of "Lok Samvardhan Parv" organised	Region/ State wise
11.	Number of artisans participated in "Lok Samvardhan Parv"	Region/ State/ Lok Samvardhan Parv wise
12.	Total sales reported by artisans who participated in "Lok Samvardhan Parv"	Region/ State/ Lok Samvardhan Parv wise
13.	Number of workshops organized	Knowledge partner wise
14.	Number of artisans participated in the workshops	Knowledge partner wise
D	**Women Leadership and Entrepreneurship Component**	
1.	Number of females enrolled under Leadership and Basic entrepreneurship Development Programme	Gender/ Religion/ EWS/ PWD
2.	Number of females trained under Leadership and Basic entrepreneurship Development Programme	Gender/ Religion/ EWS/ PWD
3.	Number of females certified under Leadership and Basic entrepreneurship Development Programme	Gender/ Religion/ EWS/ PWD
4.	Number of females enrolled under Entrepreneurship Development training	Gender/ Religion/ EWS/ PWD
5.	Number of females trained under Entrepreneurship Development training	Gender/ Religion/ EWS/ PWD

S.No.	Key Indicators	Sub-criteria
6.	Number of females certified under Entrepreneurship Development training	Gender/ Religion/ EWS/ PWD
7.	Number of females who started their enterprise after completion of Entrepreneurship Development training	Gender/ Religion/ EWS/ PWD
8.	Number of females enrolled under Udyami Mitra programme	Gender/ Religion/ EWS/ PWD
9.	Number of females trained under Udyami Mitra programme	Gender/ Religion/ EWS/ PWD
10.	Number of females certified under Udyami Mitra programme	Gender/ Religion/ EWS/ PWD
11.	Number of females provided Career counselling support under the Women Leadership and Entrepreneurship Component	Gender/ Religion/ EWS/ PWD
12.	Number of females who opted for education and skill training after the career counselling support under the Women Leadership and Entrepreneurship Component	Gender/ Religion/ EWS/ PWD
13.	Number of females provided jobs after the career counselling support under the Women Leadership and Entrepreneurship Component	Knowledge partner wise
E	**Education component**	
1.	Number of candidates enrolled in class 8th	Gender/ Religion/ EWS/ PWD
2.	Number of candidates passed class 8th	Gender/ Religion/ EWS/ PWD
3.	Number of candidates enrolled in class 10th	Gender/ Religion/ EWS/ PWD
4.	Number of candidates passed class 10th	Gender/ Religion/ EWS/ PWD
5.	Number of candidates enrolled in class 12th	Gender/ Religion/ EWS/ PWD
6.	Number of candidates passed class 12th	Gender/ Religion/ EWS/ PWD

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अल्पसंख्यक कार्य मंत्रालय

11वीं मंजिल, पंडित दीनदयाल अंत्योदय भवन, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली 110003

Ministry of Minority Affairs

11th Floor, Paryavaran Bhawan, Lodhi Rd, CGO Complex, New Delhi 110003

www.minorityaffairs.gov.in