

## **PRADHAN MANTRI YUVA YOJANA**

### **Quality - Monitoring of Institutes**

#### **Approval Log**

	<b>Name (Designation)</b>	<b>Date</b>	<b>Signature</b>
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## Revision History

S.No	Revision No.	Date	Description of Change	Created/ Revised By	Reviewed by Peers
1.	01	29-Oct.-2017	First Release	S Jain	S Anand J S Bhogal
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## 1. Purpose

The objective of this document is to describe the methodology to be adopted for program process monitoring of PM YUVA Yojana in empanelled educational institutes.

## 2. Scope

The scope of this process covers all the activities related to program process monitoring of PM YUVA Yojana in empanelled educational institutes.

## 3. Process Description

### 3.1 Introduction

- 3.1.1 Under the Scheme, the role of Nodal E- Hub is very crucial in conducting and monitoring the project Institutes. It is envisaged that each Nodal E- Hub will have a Nodal Manager and 2-4 Nodal Coordinator. This would however depend on the number of project institutes empanelled during the project phase.
- 3.1.2 Further each Nodal Coordinator will have around 15-20 project institutes which they will be visiting on a regular basis, providing them hand-holding support and monitoring the progress. Each Nodal Coordinator will be reporting to Nodal Manager who in turn will be responsible for the overall management and project implementation of the project institutes in their area. Further, they will also be independently managing 5-10 project institutes.
- 3.1.3 It is further expected that each Nodal Team will visit all the empanelled project institutes in their area at least once a month. This will enable them to understand the support they need to provide to the institutes and further ensure program quality.
- 3.1.4 The detailed description below outlines the various activities the nodal team needs to conduct during the project phase:
- a) Meeting the head of the institute (Director, Principal, any other Sr. Official designated for the purpose of overall handling of PM YUVA in the institute)**

This should be part of one of the preliminary visits that the Nodal team needs to conduct. The objective of the visit is to ensure that the head of

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the institute develops an understanding of the Scheme and supports the nodal team in ensuring smooth functioning of the scheme both in terms of operations and technical aspects.

This will be followed by a half day round table Directors Meet of the project institutes in that area. This meeting will act as a common platform for the head of the institutes to come together and share ideas and experiences viz a viz the Scheme and create a common ground for future discourses for Scheme improvement.

#### **b) Training of Faculty Facilitator**

For each course a 5-day extensive Entrepreneurship Faculty Facilitator training will be conducted for selected faculties at the project institute. This

will enable the faculties to deliver the entrepreneurship course at each semester in their institute. The trainings will be facilitated by a Master Trainer empanelled with PM YUVA Yojana based on a pre-defined selection criterion. The role of Nodal E- Hub is to ensure maximum participation of faculty facilitators, manage logistical arrangements of the training and ensure smooth conduct of the training.

#### **c) Meeting with Faculty Facilitators**

Post the training, the Nodal team will be visiting the institutes on a one of one basis. The main objective of this visit is to ensure that there are no road blocks in the implementation of the Scheme. The following can be the discussion points during the meeting with Faculty Facilitators:

- i. Discussion on inclusion of course in the time table
- ii. Screening and selection of E- leaders
- iii. Planning for conducting E- cell activities
- iv. Any other operational and technical challenges faced viz a viz the platform or conducting the course.

#### **d) Student awareness workshop**

A one-day student awareness workshop will be conducted by the Nodal team at the onset and immediately after the faculty facilitator training is complete. This platform will give an opportunity to the students to interact directly with PM YUVA team. Further during the workshop, the students will be informed about opting for entrepreneurship as an alternate career option, why entrepreneurship education is important and how has it changed the world. Further they will also get to know briefly about establishing an Entrepreneurship Cell (E-Cell) on campus.

#### **e) E- Leader workshop**

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Each year two E- leaders from each empanelled project institute will undergo E- leader workshop for two days facilitated by Nodal team. The

main objective of the workshop is to promote entrepreneurship on the campus. The two trained E- leaders will lead E- Cell activities on the campus and encourage other E- cell members to be part of the ongoing campus activity. The students while doing the E- cell activities will get an opportunity to interact with entrepreneurs, participate in programs that provide entrepreneurial experience, pursue their start-up ideas, and establish and develop their student. This is going to be one of the most important activities conducted by Nodal team which will mobilise students to run independent and successful E- cell.

#### **f) Observing lessons conducted by faculty facilitators**

During the visit to project institute, the Nodal teams need to plan their visit in a way that there is sufficient time to observe the lessons the faculties are conducting. The Nodal team to observe the following:

- i. Classroom is arranged before the session
- ii. Faculty is running the lesson as per the session plan
- iii. Faculty is making the session interactive and not running it in lecture mode
- iv. Nodal team- needs to fill up the COPIS sheet and facilitate discussion with faculty post the lesson.

#### **g) Supporting E- leaders in adequate functioning of the E- Leaders**

Once the E- leaders are identified and subsequent E- leader training is complete, it will be important for the Nodal team to hand hold the E- leaders during the initial phase and visit to institutes. Further, the E- Leaders will facilitate E- cell activities (Practicum) on the campus. Practicum programs enable real-world experiences that empower students to explore and strengthen their entrepreneurial abilities. Students join E-cells in the first year, build their skills through a series of activities, and practice by starting campus companies as they move forward. The Practicum Approach motivates and nurtures entrepreneurial development through hands-on work at the E-Cells.

### **3.2 Monitoring and Evaluation**

- 3.2.1 Monitoring is a continuous process of ensuring that the Scheme is running with due diligence and quality of the project is ensured. The implementation of the Scheme will take place at the State Level wherein the project institutes will be housed. A stringent monitoring mechanism is

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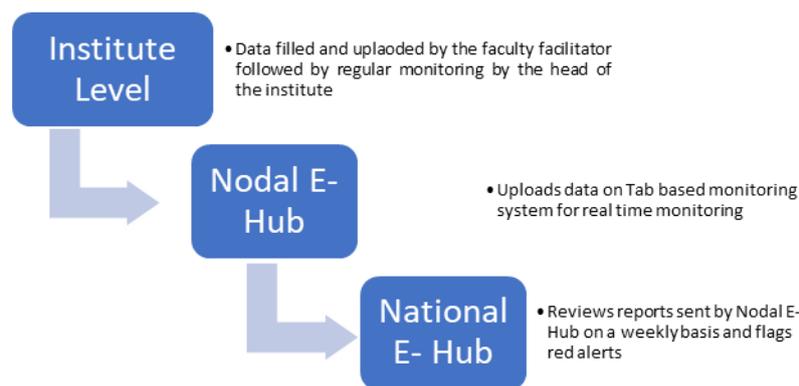
crucial to ensure regular checks in the scheme and for measuring progress of the project institutes. It will also be crucial to track the challenges and issues faced during Scheme implementation and plan for mitigation thereof.

### 3.2.2 Levels of monitoring mechanism:

Under the PM YUVA Scheme there are 3 levels of monitoring that will be initiated. The monitoring mechanism will be initiated through Tab based system which will be provided to the Nodal team. The Nodal team will in turn upload the report. This will ensure real time monitoring of the Scheme. The

National E- Hub will review the reports once a week and create database of progress of the Scheme, Challenges, risks and support Nodal teams in preparing plans for Mitigation. The red alerts will be highlighted at the level of National Project Director.

The schematic flow chart below explains the flow of data and monitoring mechanism at each level:



### 3.2.3 Project Institute level

At the Project institute level, the data related to the Scheme will be filled at four levels. The same will be uploaded on the Learnwise platform as well as available as a separate database with the Faculty facilitator.

- Institute level (preferably head of the institute)
- Faculty facilitator
- E- Leaders
- Students enrolled for curriculum
- Students enrolled for practicum activities and take the practicum by going live

#### a) Institute Level

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- i. Institute name
- ii. Admin email Id/institute code/PM YUVA application number
- iii. Location (State & district)
- iv. Name of head of institute
  
- v. Name of faculty facilitator/s
- vi. Name of CEO of E- Cell

## b) Faculty Facilitator

At least two faculty per institute will be trained to facilitate entrepreneurship programs including experiential learning on the campus. While on one hand the role of the faculty is that of a facilitator, they play a critical role in nurturing and growing entrepreneurial mind-set among the students. Being one of the key stakeholders in the campus ecosystem they will be responsible for creating an environment conducive for the development of entrepreneurial thinking on the campus.

The faculty facilitator will be supported by Nodal E- Hub who will be providing handholding support to the institutes and monitoring them closely.

The faculty facilitators will be submitting the following details and the same will be reviewed by the Nodal Team during the visit:

Details	Tracking and reporting
Faculty and Nodal team select E- Leaders	Faculty provides names of E- leaders who will run E- cell activities and will come for E- Leader training conducted by Nodal E- Hub
Faculty plans a schedule for running the curriculum and practicum	The annual plan for running the course and practicum will be made by the Faculty and discussed and approved by the head of the institute during the planning meeting
Faculty creates batch of student to run the curriculum course	Faculty maintains the details of the lessons conducted in the report and also does the same on Learnwise platform

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Data base of students	<ul style="list-style-type: none"> <li>• No. of Students enrolled in course</li> <li>• No. of Students enrolled in practicum</li> <li>• No. of students who have completed 40% of the course and moved to next level</li> </ul> <p>(to be tracked through attendance sheet)</p>
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### c) E- Cell

- i. Name of E- Cell
- ii. E- Cell website if any
- iii. Brief about E- cell
- iv. E- Cell activities
- v. Name of E- leaders

### d) Students

- i. Name
- ii. Email
- iii. Contact no.
- iv. Gender
- v. Year of passing
- vi. Stream
- vii. Student registers and joins course
- viii. Student undertakes assignments/quiz after completion of each lesson
- ix. Student registers for practicum
- x. Aadhar card no. of the student

3.2.4 Nodal E- Hub - Each Institute will be monitored and provided handholding support by the Nodal Team. It is envisaged that each Nodal E- Hub will monitor and support at least 50-60 project institutes. Each Nodal E- Hub will constitute of 1 Nodal Manager and 2-4 Nodal Coordinator depending on the number of project institutes empanelled. Each Nodal team member (Nodal Manager+ Coordinator) will visit each project institute at least once a month. (Reporting format for Nodal Team attached at ANNEXURE-1 and trip report for visit to institute is attached at ANNEXURE -2)

3.2.5 The Nodal E- Hub will be monitoring the progress of the Scheme at two levels. The reports will be generated in both qualitative and quantitative form as process indicators. Further, the Nodal team will be uploading their reports on TAB based system, to enable real time monitoring of reports and the same will be collated and sent to National E- Hub on a weekly basis.

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- a) Reviewing and collating reports of project institutes
- b) Conducting monitoring visits of project institutes

3.2.6 Parameters that the Nodal Team will be reporting on are as follows. This will be provided in the form of a dashboard which will reach the National E-Hub each month.

**a) Institute**

- i. No. of institutes in the States
- ii. No. of institutes who have completed the registration on the online platform
- iii. No. of institutes who have activated E- cell

**b) Faculty**

- i. No. of faculties who have undergone training in the State
- ii. No. of faculties who are on track of the course
- iii. No. of students enrolled for course and attendance tracker
- iv. No. of students taking the week wise course
- v. No. of students taking lesson wise quiz and assessment

**c) E- Cell**

- i. No. of institutes who have activated E- Cell
- ii. No. of E- leaders registered
- iii. Activities under E- cell scheduled on time (Tracking to be done institute wise)
- iv. No. of students registered for activities
- v. No. of students participated in activities

3.2.7 National E- Hub

At the National Level the reports will be submitted by the Nodal E- Hub on a weekly basis and the same will be reviewed by STM- Deployment. Each STM- Deployment will handle 25 Nodal E- hubs who in turn will review the report and submit to Manager- Deployment. The latter in turn presents an analysis report of status update, challenges and issues to Sr. Manager and NPD at a fortnightly basis. Red alerts at each level is highlighted which would have a direct or indirect impact on the Scheme.

The report compiled at National E- Hub will form the premise to the following:

- a) Reporting on performance-based indicators for the Scheme

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- b) Compilation of monthly, quarterly, bi-annual and annual report of the Scheme
- c) Presenting status update of the scheme to MSDE
- d) Carrying out changes in strategy of scheme design and its implementation processes basis learnings from the ground

### ANNEXURE- 1 TRIP REPORT (For Each Institute Visit)

<b>INSTITUTE VISIT REPORT</b>		<b>Nodal E-Hub:</b>	
<b>Name of Nodal Manager/Coordinator:</b>	<b>Name of the Institute:</b>	<b>Location/City:</b>	<b>Date of Visit:</b>

S.No.	Agenda	Name & Designation of Concerned Person	Minutes of Meeting	Signature
1	Meeting with Management		1. 2. 3.	
2	Meeting with Faculty Facilitator		1. 2. 3.	
3	Student Orientation		1. No of Students:	
4	Progress of Curriculum		1. Modules currently running: 2. No. of batches of each module: a) Module 100: b) Module 101: c) Module 102: 3. No. of Students:	
5	E-Cell Related Activity (Meeting E-Leaders, Attending E-Cell Activities)			
6	Action Points from the Last Visit			
7	Audit of Accounts			

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	(Utilisation, Receipts etc.)			
8	Any Special Event			

Signature of Nodal Manager/Coordinator