

Project Report
of
Minority Skill Development Training Programme
Sponsored By
Telangana State WAQF Board

SUBMITTED BY
GRAM TARANG EMPLOYABILITY TRAINING SERVICES

PARALAKHEMUNDI, ODISHA



Centurion
UNIVERSITY



SUBMITTED BY

GRAM TARANG EMPLOYABILITY TRAINING SERVICES, PARALAKHEMUNDI



Centurion
UNIVERSITY

Dated 13th Mar, 2020

To
The Chief Executive Officer
WAQF Board, Telangana State

Dear Sir,
Greetings from "World of Hope and Possibilities" !

To provide a platform for unemployed Muslim minority people to get skill training and employment WAQF board, Telangana has taken an initiative. Centurion University is a pioneer skill university, was opted to take up this responsibility.

On 9 Feb., 2019 an MoU signed with WAQF Board, Telangana State to skill 100 youth (Annexure-1) across Telangana State on a pilot basis. A counseling session of 18 days was conducted in WAQF Board and collected applications for different trades. On 18 Aug., 2019 Mr. Rahman and Mr. Munnawar accompanied 23 trainees from Hyderabad towards Paralkhemundi. (Pictures enclosed as Collage1) (Annexure-2)

On 19 Aug., 19 Orientation Programme was conducted for all the trainees and Pravesh Session (Student Orientation Program) was conducted for 6 days from 20 Aug., 19 to 25 Aug., 19. All the trainees were distributed as per allotted trades such as CNC Machine Operator (17), Tally Operator (3), Animator (2) and General Duty Assistant (1) (Annexure-3 Student list). Training Progression Report (Academic & non-academic) of whole programme has submitted in every 10 days (Annexure-4 Consolidated Training Progression). 19 Trainees have successfully completed training. Trainees got exposure to participate in extracurricular and co-curricular activities like: Body Lifting Competition, Inter College Sports, University level cultural program and additional skills like Soft Skill, Employability Skills and Computer Skills. (Pictures enclosed as Collage2). (Annexure-5 Certificate of participation)

For all the 19 Trainees placement was finalized. CNC-11/14, Tally Operator-2/3, GDA-1 and Animator-0/2 have placed successfully. (The Placement Status is enclosed as Placement-Minority Trainees) (Annexure-6 Placement list)

The total training cost 21,58,557.34 have been incurred and as 1st installment 9,00,000.00 had been received. (Details of expenditure is enclosed as Invoice-Telangana State WAQF Board) (Annexure-7 Invoice)

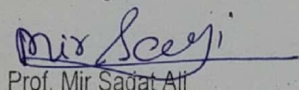
The assessment of the course work of all candidates is completed. For Certificate distribution we request you to finalize any one of the option, among the following:

1. Certificate distribution at WAQF Board, Telangana State
2. Certification at Centurion University, Paralkhemundi

Post Certificate Felicitation Ceremony we are hoping of next batch of 77 trainees to get trained. I request you to confirm the same with date.

I feel nostalgic to convey my thank you to WAQF Board for your support all the time and respect your objective of implementing this programme to skill the youth.

Warm Regards


Prof. Mir Sadat Ali

Dean SoVET, Centurion University of Technology & Management

DEAN SOVE & T
C.U.T.M
PARALAKHEMUNDI

Paralakhemundi Campus : At - Village Alluri Nagar, P.O - R Sitapur, Via - Uppalada, Paralakhemundi - 761 211, Dist: Gajapati, Odisha, Phone: (06815) 222999
Bhubaneswar Campus : At - Ramachandrapur, P.O - Jatni, Bhubaneswar - 752050, Dist: Khurda, Odisha, Phone: (0674) 2492496
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centurion university of technology and management

Shaping Lives... Empowering Communities...

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Annexure-1
MEMORANDUM OF UNDERSTANDING (MOU)

This MoU is made on this 09th day of February 2019 between Telangana State Waqf Board, Razzack Manzil, Opp: Public Gardens, Nampally, Hyderabad, Telangana-500001 represented by its Chief Executive Officer **SRI SHAHNAWAZ QASIM, IPS.**

AND

Centurion University of Technology & Management-Gram Tarang Employability Training Services (GTETS), A Social Entrepreneurship Outreach Entity of The Centurion University of Technology and Management, having its office at Alluri Nagar, PO-R.Sitapur, Via-Uppalada, Parlakhemundi - 761211, District-Gajapati (Odisha State) rep. by its Regional Director (GTETS) **SRI M.V.JAGAN MOHAN RAO (J.M.Rao).**

This Memorandum of Understanding (MoU) specifies a broad framework of co-operation and collaboration between Telangana State WAQF Board and CUTM-GTETS for generation of livelihoods for unemployed rural/semi urban youths from weaker section of society including women under this programme of Job oriented Skill Development / upgradation related to the livelihood for the persons from Telangana state.

Whereas CUTM-Gram Tarang Employability Training Services Pvt. Ltd. (GTETS) is a social entrepreneurial initiative in skill training working in largely underdeveloped regions of the country and is committed towards providing young people with high quality vocational education & skill training, relevant & recognized certifications resulting in meaningful employment & successful careers in the organized sector.

NOW THIS MOU WITNESSETH AS FOLLOWS

1. Scope of the Collaborations:-

- a) Telangana State WAQF Board and The CUTM-GTETS together hereinafter referred to as **Parties** have together decided to enter into a Memorandum of Understanding (MoU) to facilitate and undertake training for generation of livelihoods for unemployed Urban/ rural/semi urban youths from weaker section of society including women from all the districts of Telangana State at mutually accepted terms and conditions described here under in this agreement.
- b) Under this MoU, and subject to undertaking by CUTM-GTETS to complete all the batches as per schedule mutually agreed upon by both the parties, Telangana State WAQF Board may extend additional assistance to CUTM-GTETS for conduct of similar Job oriented Skill Development / up gradation programmes related to the livelihood/ Employment as required from time to time in accordance with already agreed terms & conditions.

2. Courses

- i. CUTM\GTETS will develop appropriate training and evaluation materials for each course.
- ii. Upon the satisfactory completion of each course, CUTM-GTETS shall ensure issue certification of completion to the enrolled student by Centurion University.
- iii. CUTM-GTETS here under ensures that the courses shall be specially designed to build upon the skills of the candidates to make them ready for gainful employment in industry and /or as instructors or training assistants with an appropriate salary linked with the prescribed Minimum Wages of the State Government for Semi-Skilled category, and not less than Rs. 7,500/-per month
- iv. Course List shall be as under:

Sl No	Name of Training Domain	Duration	Qualification Required
1	Industrial Electrician	5months in campus + 1 month of OJT	10 th Pass
2	CNC Machine Operator	5months in campus + 1 month of OJT	
3	General Duty Asst	3 months in campus + 1 month OJT	
4	Tool Room Operator	5months in campus + 1 month of OJT	
5	Home Health Aid	3 months in campus + 1 month OJT	
6	Pipe Welder	5months in campus + 1 month of OJT	
7	MIG Welder	5months in campus + 1 month of OJT	
8	Automotive Technician	5months in campus + 1 month of OJT	
9	Automotive Electrician	5months in campus + 1 month of OJT	
10	Phlebotomy Technician	3 months in campus + 1 month OJT	Intermediate Pass Science Background
11	X Ray Technician	3 months in campus + 1 month OJT	
12	Android App Developer	2 months + 1 month OJT	Intermediate pass
13	Animation	5months in campus + 1 month of OJT	
14	Operation Theatre Technician	5months in campus + 1 month of OJT	Graduate Science
15	Welding NDT Test Operator	5months in campus + 1 month of OJT	
16	Tally Operator	3 months in campus + 1 month OJT	Any Graduate
17	Customer Care Executive Call Center	2 months + 1 month OJT	
18	Electrician Technician	5months in campus + 1 month of OJT	8 th PASS
19	Pipe Fitter	3 months in campus + 1 month OJT	
20	Sewing Machine Operator/ Self Employed Tailor	3 months in campus + 1 month OJT	

3. Scope of Work:

- a) The Telangana State WAQF Board have accorded sanction to provide Skill Development Training for 100 Muslim youth at CUTM-GTETS vide WAKF Board resolution number 658 dated 5th Sep, 2018. It has been decided to sponsor the training cost, lodging & boarding expenses incurred on each candidate.
- Accordingly, Telangana State Waqf Board hereby agreed to pay the Training fee, Food & Lodging etc., as shown at clause (4) to CUTM-GTETS on the payment terms of this MoU as shown at clause No.(8).
- b) CUTM-GTETS shall conduct Job oriented Skill Development / upgradation programmes related to Livelihood/ Employment Generation for 100 persons from Telangana State for the FY 2019-2020.
- c) CUTM-GTETS shall conduct industry related training programs of 3months /5months/6months and on-job training of 1 month duration for a batch of 100 trainees in twenty courses domains as per clause (2)(iv) of the MoU.
- d) The scope of work includes all costs incurred towards counselling & screening, infrastructure and facility cost, training aids, consumables, training material, trainer fee, machine equipment & hand tools, boarding and food cost, uniform assessment and certification, placement fees including transportation of candidates from Hyderabad, Telangana State to CUTM-GTETS campuses; to placement location or Hyderabad, Telangana State, reporting, MIS, documentation & 3 months post placement tracking, post placement mentoring & support services during OJT (include living cost of 1 mentor at work station), administrative expenditure and office overheads will be borne by CUTM-GTETS and the Telangana State Waqf Board will not bear any expenditure.
- e) The training venue shall be CUTM-GTETS, Campus in accordance to trade, i.e., either Bhubaneswaror or Paralakhemundi

4. Cost Estimates:

The cost of training fee for each domain in the proposed training programme is as under:

Sl No	Name of Training Domain	Duration	Duration In Hours proposed	Training Fees	Food and Lodging cost
1	Industrial Electrician	5months in campus + 1 month of OJT	1100	53,579	49,438
2	CNC Machine Operator	5months in campus + 1 month of OJT	1100	53,579	49,438
3	General Duty Asst	3 months in campus + I month OJT	600	23,958	29,500
4	Tool Room Operator	5months in campus + 1 month of OJT	1100	53,579	49,438
5	Home Health Aid	3 months in campus + I month OJT	600	23,958	29,500
6	Pipe Welder	5months in campus + 1 month of OJT	1100	53,579	49,438
7	MIG Welder	5months in campus + 1 month of OJT	1100	53,579	49,438
8	Automotive Technician	5months in campus + 1 month of OJT	1100	53,579	49,438
9	Automotive Electrician	5months in campus + 1 month of OJT	1100	53,579	49,438
10	Phlebotomy Technician	3 months in campus + I month OJT	600	23,958	29,500
11	X Ray Technician	3 months in campus + I month OJT	600	23,958	29,500
12	Android App Developer	2 months + 1 month OJT	500	22,361	24,719
13	Animation	5months in campus + 1 month of OJT	1100	53,579	49,438
14	Operation Theatre Technician	5months in campus + 1 month of OJT	1100	53,579	49,438
15	Welding NDT Test Operator	5months in campus + 1 month of OJT	1100	53,579	49,438
16	Tally Operator	3 months in campus + I month OJT	600	27,022	29,500
17	Customer Care Executive Call Center	2 months + 1 month OJT	500	22,361	24,719
18	Electrician Technician	5months in campus + 1 month of OJT	1100	53,579	49,438
19	Pipe Fitter	3 months in campus + I month OJT	600	27,022	29,500
20	Sewing Machine Operator/ Self Employed Tailor	3 months in campus + I month OJT	600	23,958	29,500

In addition to the Telangana State Waqf Board need to pay Rs.10,500/- one time cost per trained towards the following expenditure

S.No.	Particulars	Cost
		500
1	Counselling & Screening of Trainees	1000
2	Assessment & Certification	3500
3	Placement fee including transportation candidates to placement	1000
4	3 months post placement tracking	3000
5	Post placement mentoring & support services during OJT	1500
6	Administrative expenses and Office over heads	10500
	Total	

5. Commencement and Completion Schedule:

The batch of **100** persons will commence from **1 March, 2019** and shall be completed by **30th Oct 2019**, (or) as per the commencement of batch, leading to employment in suitable industries for at least 70% trainees.

Employment / Candidate placement after completion of training. CUTM-GTETS hereby undertake to provide placement / employment for all the successful candidates.

6. Main Terms and Conditions:

- The amount paid by Telangana State WAQF Board to CUTM-GTETS would be restricted to the approved number of trainees for implementing Job oriented Skill Development / up gradation programmes related to livelihood generation and employment for 100 persons from the different areas of Telangana State WAQF Board shall not bear any further cost escalation.
- The amount of assistance is towards cost of baseline survey, capital costs, and all operational costs of the programme.
- CUTM-GTETS shall furnish the list of identified candidates for job oriented skill development programme by 30th April 2019 to Telangana State Waqf Board.
- CUTM-GTETS shall submit monthly report to T.S.W.B on the progress and achievements vis-à-vis stated objectives.

7. General Terms and Conditions:

- CUTM-GTETS Undertakes through this MOU that
 - the present project shall not be financed from any other source or donated funds
 - the capital costs of the project indicated above would be restricted to actual costs, if lesser; cost escalation, if any, will be borne by CUTM-GTETS.
 - Cost escalation of the total project beyond the amount committed, if any, will have to be borne by CUTM-GTETS.

- b. CUTM-GTETS to identify nodal officers for monitoring and successful implementation of the programme and advise the contact details of them to Telangana State Waqf Board for each centre in specified district of Odisha.
- c. CUTM-TSWB logo will be displayed prominently on the CUTM-GTETS, Paralakhemundi training centres, uniforms of the trainees, on banners to be displayed/ materials to be distributed at each location in Odisha.
- d. Telangana State Waqf Board shall be suitably acknowledged in annual reports, audited accounts, published material, web sites, etc.
- e. Telangana State Waqf Board nominee shall be invited at the time of launching/valedictory of each batch of the programme.
- f. CUTM-GTETS shall periodically furnish utilization certificate for the funds received from Telangana State Waqf Board initiative at the time of request of the next instalment and furnish audited utilization certificate before seeking release of the final instalment by Telangana State Waqf Board along with report on evaluation of benefits of the programme, including the list of persons trained, placements, along with demographic details and photographs.
- g. CUTM-GTETS shall submit reports comprising of (a) photographs/CDs /audio/video footage of the activities (b) brief write-up (d) narration of impact created (e) appreciation letters if any.
- h. CUTM-GTETS shall submit periodic implementation monitoring report in prescribed MIS reporting format and upload the update of the programme on dedicated GTETS-TSWB website.
- i. CUTM-GTETS shall submit to Telangana State Waqf Board Annual Report and audited accounts for the financial year.
- j. Telangana State Waqf Board shall have the right to carry out monitoring, evaluation and impact assessment by an independent agency or Telangana State Waqf Board team and CUTM-GTETS shall provide all records, documents information and co-operate with the agency for smooth conduct of monitoring and impact evaluation of the project.
- k. CUTM-GTETS shall submit to Telangana State Waqf Board tax exemption certificate for each amount disbursed.

8. Payment Terms:

The payment shall be linked to project progress (pro-rata per trainee) and conduct of different batches of training programs at CUTM-GTETS, campuses.

a. First Installment: An amount equivalent to 30% of sanctioned amount shall be payable after

- i. acceptance of terms & conditions of sanction by CUTM-GTETS
- ii. signing of MoU between CUTM-GTETS and Telangana State Waqf Board.

b. Second Installment: 30% of sanctioned amount payable on

- i. submission of list of designated Skill Development Centers and training domains with infrastructure facilities and nodal persons for each centre with contact details

- ii. submission of evidence of Telangana State Waqf Board assistance logo at each centre and on the uniforms for the trainees
- iii. submission of list of enrolment of trainees along with their demographic details and photographs
- iv. two months from commencement of training at CUTM-GTETS designated training centre(s).
- v. Creation of CUTM-GTETS TSWB website, showing updated status of the project

In event of shortfall in the desired no. of trainees, the advance payment shall be adjusted pro-rata from the Second Installment & the payment of 2nd Installment onwards shall be released proportionately on basis of actual no. of reported trainees.

c. Third Installment: 30% of sanctioned amount, payable

- i. certificate of utilization of the funds disbursed so far
- ii. after completion of training including On the Job Training (OJT),

d. Fourth Installment: 10% of sanctioned amount, payable.

- i. on submission of evidence of placement of at least 70% of total number of trainees.
- ii. certificate of utilization of the funds disbursed so far

9. RESPONSIBILITIES OF CUTM-GTETS

- i. shall deliver the Courses at the Training Centres, to a minimum of 100 candidates (or as otherwise agreed in writing with Telangana State Waqf Board).
- ii. shall ensure that a buffer of 20% of batch size is mobilized keeping in mind the possibility of dropouts during the training period.
- iii. will mobilize youth keeping in mind the Telangana State Waqf Board terms & conditions.
- iv. will raise the invoice for the actual number of trainees as per agreed financials

10. CUTM-GTETS agrees and undertakes to:

- i. Conduct promotion of the Courses, including through placement advertisements in local newspapers.
- ii. Short listing and selecting candidates for the Courses, giving preference to applicants from weaker sections of society including women from the Telangana Conduct awareness sessions for the candidates that they will be given training and will place.
- iii. Provide and make available required Facilities at the Training Centres;
- iv. Employ a minimum of 10 teaching staffs at the Training Centres for peak capacity of 100 trainees, including demonstrators;
- v. Manage the administration of the Courses;
 - i. Update Telangana State Waqf Board from time to time on the progress of the Courses;
 - ii. Provide the immovable Overheads;

- vi. Adhere to all Applicable Laws and secure all Applicable Permits required to operate and offer training to the desirous candidates;
 - i. Ensure to the dress code up to the general standards prescribed for service customers;
- vii. Agrees to provide the trainees basic hygienic and healthy boarding and lodging for the trainees during the training.
- viii. Not to engage in any unfair or unethical trade practices or any other business practice, which defeats the purpose of this agreement and wherefore ABCTCL prohibits the same.;

11. RESPONSIBILITIES OF TELANGANA STATE WAQF BOARD:

- a. Telangana State Waqf Board hereby agrees and undertakes to:
 - 1. Provide cost of the training.
 - ii. Keep CUTM-GTETS informed, on an ongoing basis, of any changes in the Instructions.
 - iii. Provide the Logo and other Brand Building materials to be displayed in the Training locations and website.

12. CERTIFICATION

- a. All candidates will be evaluated by the University QA cell/Professional bodies/third party/ CUTM-GTETS- NSDC. Evaluation system will be competency based instead of pure learning based.
- b. CUTM-GTETS shall arrange for audit/ evaluation of the Telangana State Waqf Board supported trainees and award certificates for the program jointly with Telangana State Waqf Board for the program run at the centers of CUTM-GTETS, in Odisha.

13. PLACEMENT

CUTM-GTETS shall ensure campus placement of at least 70 percent trained students sponsored by Telangana State Waqf Board with an appropriate salary linked with the prescribed Minimum Wages of the State Government for Semi-Skilled category, and not less than Rs. 7500/-per month

14. INTELLECTUAL PROPERTY

All Intellectual Property in any material provided by CUTM-GTETS to Telangana State Waqf Board under this agreement, including the course learning materials, is the property of Centurion.

15. TERMINATION

- a. This agreement may be terminated **on Three months' written notice** at any time and by either party, without cause.
- b. This agreement may also be terminated by written notice with immediate effect by mutual agreement/ consent;

16. DISPUTE RESOLUTION

Any dispute between the parties shall, in good faith, first be sought to be resolved by Alternative Dispute Resolution methods and the Decision of the Telangana State WAQF BOARD will be final and binding..

17. GENERAL

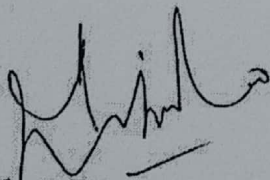
- a. Amendment

This agreement may be varied only in writing and signed by each party.

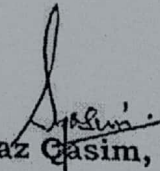
- b. Applicable laws

This agreement is governed by the laws of the State of Orissa / Telangana State.

IN WITNESS WHEREOF, the parties have caused this Memorandum to be executed by their duly authorised officers on the date first written.



**M.V.Jagan Mohan Rao,
Regional Director, Gram Tarang
Employability Training Services,
Centurion University of Technology
and Management.**



**Shahnawaz Gasim, IPS,
Chief Executive Officer,
Telangana State Waqf Board,
Hyderabad.**

Witnesses:

- 1.
- 2.

Annexure-2



Annexure-3

Students Distribution List:

SL NO.	Candidate Name	General Qualification	Sector Name	Course Name
1	MohdAthik Pasha	Diploma(Mechanical)	Manufacturing	CNC
2	Syed Zeeshan Ali	10th	Manufacturing	CNC
3	Asim Bin-Amer	10th	Manufacturing	CNC
4	MohdGhouse Uddin	10th	Manufacturing	CNC
5	MohdOwais Ahmed	10th	Manufacturing	CNC
6	MohdMahamood Hassan	10th	Manufacturing	CNC
7	Saquib Uddin Khan	10th	Manufacturing	CNC
8	Mohd Ibrahim	12th(Science)	Manufacturing	CNC
9	Mohd Ibrahim bin	10th	Manufacturing	CNC
10	MohdFazil	10th	Manufacturing	CNC
11	MohdSadulHassen	10th	Manufacturing	CNC
12	Mohd Sameer Mohi Uddin	12th(Science)	Manufacturing	CNC
13	MohdYaserMohi Uddin	B-TECH	Manufacturing	CNC
14	MohdSarfaraz	12th	Manufacturing	CNC
15	MohdAleem Uddin	12th	Manufacturing	CNC
16	MohdViquer	10th	Manufacturing	CNC
17	MohdMuqtar Hussain	BSC	Media	Animation
18	MohdAmairMohi Uddin	B-TECH	Media	Animation
19	MohdAdilAijaz	Bcom	BFSI	Tally
20	Mirza Ibrahim Baig	MBA	BFSI	Tally
21	Mohd Ali Sadiq	MBA	BFSI	Tally
22	Mohd Abdul Khader Ali Khan	10th	Healthcare	GDA
23	MohdZeeshan Ahmed Khan	10th	BFSI	Tally

Annexure-4 Consolidate Training Progression

Sl. No	DATE	TYPE OF CLASS	ENGLISH	REASONING & APTITUDE	SOFT SKILL	LAB VISIT		
1	20/08/2019	Orientation	WELCOME MEET			LAB VISIT		
2	21/08/2019	Orientation	Introduction to English	Direction Test	Communication			
3	22/08/2019	Orientation	SWOT Analysis, JOHARI WINDOW & Competency Level	Problems concern to age	Problem Solving and Decision Making			
4	23/08/2019	Orientation	How to communicate in a situation	Simplification	Body Language			
5	24/08/2019	Orientation	Note Making and Reporting	Divisibility	Revision and recall			
6	25/08/2019	Sunday						
Sl No	DATE	ENGLISH	SOFTSKILLS	COMPUTER SKILLS	CNC	ANIMATION	TALLY OPERATOR	GDA
7	26/08/2019	Self Introduction briefing	Barriers to Communication	Introduction to Computer	Introduction to type of Machine		Introduction to Tally	Introduction to GDA, Job description of GDA
8	27/08/2019	Formal & Informal medium of Communication	How body language effects communication	Types of Computer and terminologies	Code of Conduct	Introduction to Animation	Installation of Tally	Basics of Anatomy & Physiology
9	28/08/2019	English as a language at workplace (Concept & Process)	Why Communication is vital in day to day life	Fundamentals of Computer	Safety Rules (Self, Industrial & Machine Safety)	No domain class-Self Study	Tally Processing off mode	Demonstration of Job Role
10	29/08/2020	English as a language at workplace (Conversation in every situation-Role Play)	Types of Communication, Importance of Effective Communication	Generation of Computer	Accidents-Introduction, causes of Workshop accidents, Fire & Fire Accident	No domain class-Self Study	Introduction to Business Accounting & Business Scenerio	Routes of drug administration
11	30/08/2019	Formal and Informal language	Grapevine and Pyramid of language	Evolution of computer and Processor by students	First Airst Aid: Introduction about First Aid, Minimum First Aid Facilities	Introduction to Animation: History and types	Practical demonstration on Tally Page	Introduction to Anatomy and Physiology
12	4/9/2019	Hindi to English Translation	Differentiation of Soft Skills, life Skills & Employability Skills	Typing Practice	Units & Measurement	3D Modelling Introduction	Revision Class	Role play on Patient Care

SI No	DATE	ENGLISH	SOFTSKILLS	COMPUTER SKILLS	CNC	ANIMATION	TALLY OPERATOR	GDA
13	5/9/2019	Greetings(Concept & Process)	Teachers' day Celebration		Basic Geometry	Introduction to Unity	Accounting Concept,Int. to Financial A/c, System & Classification, OJT, Debit & Credit, Imp of A/C	Anatomy & Physiology of Human Body
14	6/9/2019	Role play Rules and living the spirit	Individual Role as Team leader and team member	Namaaz Session	Basic Principle of Engineering Drawing	Basics of Unity Platform	Phases of A/C, Business Transaction, Source Documents, Recording of Business Transaction, Use of Dr & Cr, Rules, steps, Journal Entries, Tally Masters, A/C Vouchers, Utilities & Reports	Abbreviation used in General Health Care Sector
15	7/9/2019	Role play on benefits of Greetings	Revision	Structure of CPU	Isometric Drawing	3D Modelling Basics	GST Model & structure, registration types, mixed & composite supply	Health Care Sector Symbols and their meanings
16	8/9/2019	SUNDAY						
17	9/9/2019	Surprise Test	Introduction to Learnwise Platform	No class due to half day Holiday	Revision class	Maya System Workspace & Basics of 3D Marketing	No class due to half day Holiday	Tools and Equipment-Its usage
18	10/9/2019	Muhharam						
19	11/9/2019	Vocabulary Practice	PEST Analysis Practice	Quarterly Assessment	Isometric Drawing	Modeling with Texture	Introduction to Tally, types of voucher, tally features & configuration	Introduction to Skeletal System & Practice on Injecting through IM Route
20	12/9/2019	Voice, Pitch and tone balance for Phonemes	Ethics & Sympathy	Notepad(Concept & process)	Practicing production techniques	Modeling with Texture	Practice on accounting Features & Configuration	Introduction and Working Principles of Sphygmomanometer
21	13/9/2019	Reading Skills- Do's & don'ts	Revision	No class due to Namaaz	Target vs Manpower-Machine techniques	Modeling with Texture	GST, Creating ledger, posting transaction in accounting vouchers	Introduction and process of Temperature & Pulse
22	14/9/2019	2ND SATURDAY HOLIDAY						

SI No	DATE	ENGLISH	SOFTSKILLS	COMPUTER SKILLS	CNC	ANIMATION	TALLY OPERATOR	GDA
23	15/9/2019	SUNDAY						
24	16/9/2019	Activity on Reading Skills	Difference between Aim & Goal	OS-Concept & Process	Quarterly Assessment	Practice on Maya platform	Practice on Financial Problems	Anatomy of Human body
25	17/9/2019	Reading English using Punctuation marks	Describing Season and entertainment	Use of ALT-Projector	Orthographic Projection-Difference between 1st & 3rd angle projection	Practice on Maya platform	Practice on Financial Problems	Vital signs, importance & how to measure the vital signs
26	18/9/19	Revision	Collaborating of describing season and travel entertainment	Creating, deleting & Renaming files	Ellipse of Centric Method, isometric drawing & orthographic projection	Practice on Maya platform	Practice on Problems	Healthcare System and their services
27	19/9/19	Skit Debate	Activities on Communication Skill (Role play)	Word pad (Concept & Process)	Isometric drawing & orthographic projection	Practice on Maya platform	Practice on Problems	PPE Techniques in healthcare & Assessment
28	20/9/19	Skit Debate	Introduction to WF-Learnwise	No class due to Namaaz	No class due to Namaaz	Practice on Maya platform	Practice on Problems	Health Management
29	21/9/19	Revision & Recreation		Practice on Wordpad & MS Word	Workshop Practice	Practice on Maya platform	Practice on Problems	Hygiene Maintenance
30	22/9/19	SUNDAY						
31	23/9/19	Small skit debate	Do-Describing season, festival, travel & entertainment)	Practice on MS Platform	Measuring tools(Steel rule, outside, inside, Jenny caliper)	Practice on Maya platform	Rectifying errors in problem	Workplace Hygiene
32	24/9/19	Presentation	Communication on Speaking-colors, body parts & healthy foods	MS Word	Marking Tools(Trysquare, divider & scriber)	Practice on Maya platform	Rectifying errors in problem	Safety Rules-Code of Conduct
33	1 Nov.,19	Types of Pronoun	Describing personal experience & Non-verbal communication	Namaaz	Offset Setting & Program editing	Practice	Problem Solving	Body Kinetics
34	2 Nov.,19	Types of Pronoun by Students	Non-verbal Communication	MS Excel	Quarterly Assessment	3D Modeling(Modeling objects, furniture & GT building)	Problems on purchase account	Health care Delivery system & various level of healthcare

SI No	DATE	ENGLISH	SOFTSKILLS	COMPUTER SKILLS	CNC	ANIMATION	TALLY OPERATOR	GDA
35	3 Nov.,19	SUNDAY						
36	4 Nov.,19	Speak about time	Non-verbal Communication	MS Excel Assessment	Offset Setting,step turning with radius program editing& run the program on machine	3D modeling with face vertex	Problems on sales	Codes of emergency transporation,practical on intravenous route of administration
37	5 Nov.,19	Drafting formal & informal mails	Activities on non-verbal communication	Introduction to MS Power Point	Offset Setting,step turning with radius program editing& run the program on machine	3D Model designing,ext ending & textng	Creation of conta voucher	Codes of emergency transporation,practical on intravenous route of administration
38	6 Nov.,19	Activity on how to communicate at workplace	Non-verbal Communication	MS Power Point	Setting,step turning with radius program editing& run the program	3D modeling-texturing & coloring	Problem solving (10nos)	bathing & dressing by patient care
39	7 Nov.,19	Activity on how to communicate at workplace	4th Assessment	MS Power Point	Offset setting,turning with radius & chamfer,program editing	3D modeling-texturing & coloring	Problem solving (10nos)	Codes & Medical ethics,Qualities by PCA,Injection on hips
40	8 Nov.,19	Roleplay on Teamwork	Active Listening	No class due to Namaaz	Offset setting,turning with radius & chamfer,program editing	3D modeling-texturing & coloring	Problem solving (10nos)	Giving tetanus toxoid injection
41	9 Nov.,19	2nd Saturday						

Sl. No	DATE	ENGLISH	SOFTSKILLS	COMPUTER SKILLS	CNC	ANIMATION	TALLY OPERATOR	GDA	IELTS	
42	10 Nov.,19	SUNDAY								
43	11 Nov.,19	DISC Questionnaire	Active Listening	MS Power Point	Offset setting in 'x' & 'z' axis, Program editing practice	3D modeling	Practice	Different Medicines, uses and dosages	Meeting for Additional Skills: All registered in IELTS & 5members in Master CAM	
44	12 Nov.,19	Parts of Speech	Listening Skills	Assessment	Offset setting in 'x' & 'z' axis, Program editing practice	Modeling a tower	Practicing Tally in Raja Industries	Course Revision	Introduction to IELTS, Band score and contents	
45	13 Nov.,19	Assessment	Listening Skills	Internet	Offset setting in 'x' & 'z' axis, Program editing practice	Modeling a tower	Practicing Tally in Raja Industries	Final Assessment(Theory)		
46	14 Nov.,19	Participated in Cultural Activities on occasion of Childrens' Day Celebration								Vocabulary Level-1
47	15 Nov.,19	Turns in telephone	Listening Skills		Practice of the hand tool operations		Practice		Vocabulary Level-2	
48	16 Nov.,19	Phone etiquette	Listening Skills	Internet	Offset setting, step turning with radius & chamfer program editing & run the program		Practice	External Lab Assessment		
49	17 Nov.,19	SUNDAY & PICNIC at Barua Beach								

Sl. No	DATE	ENGLISH	SOFTSKILLS	COMPUTER SKILLS	CNC	ANIMATION	
50	18 Nov.,19	Communicating with Confidence	Listening Skills	Internet	Offset setting,step turning with radius & chamfer program editing & run the program	Practice Official Acronyms,Chat Abbreviation,E-Mail Abbreviations	
51	19 Nov.,19	Communicating with Confidence	Negotiation understanding perspective	Internet	Offset setting practice	Practice	Extuding & Texturing
52	20 Nov.,19	How to deliver speech	Reading Skills	Internet	Practice		Negotiation Skills,Oh me, Wow ! vs Why only me?,Collecting life stuffs
53	21 Nov,2019	opinion vs fact	Reading skill	Internet	Dsatum setting practice on CNC milling & offset practice	Excruding,face,vertex,edge	Vocabulary for Office
54	22 Nov,2019	Humor	Reading skill	Internet	Offset setting practice & hand tools practice	Excrute and multicut object	
55	23 Nov,2019	Revision	Entertainment	Simulation	Hand tools practice		
56	24 Nov,2019	SUNDAY					
57	25 Nov,2019	Creativity and Innovation	Listening skill	Simulation	Quarterly assessment	Modeling a building using face,vertex and edge	Resilience,Tenacity,Phrasal Verb & Vocabulary

Sl. No	DATE	ENGLISH	SOFTSKILLS	COMPUTER SKILLS	CNC	ANIMATION				
58	26 Nov,2019	How to communicate in English with confidence	Silent Letters	Simulation	Hand tools practice	Modeling a building using face,vertex and edge	Phonetics,Word list-A to L			
59	27 Nov,2019	How to communicate in English with confidence	Silent Letters	Simulation	Hand tools practice	Modeling a building using face,vertex and edge	Phonetics,Word list-L to Z			
60	28 Nov,2019	Letter Writing Competency	Types of listening	Simulation	Simulation command practice on computer	Modeling building	Letter Writing-Rules and examples of formal & informal letter	Software installation and practice		
61	29 Nov,2019	Presentation skills	How to improve listening skill	Simulation	Facing & Step turning program editing	Modelling Training block	Vocabulary-voice clarity words	How to draw a drawing while isometric view		
62	30 Nov,2019	Presentation skills	Entertainment	Simulation	Facing & Step turning program editing	Modelling Training block	How to draw a drawing while isometric view	Body Lifting Competition		
SI No	Date	English	Softskill	Simulation & CNC	Animation	IELTS	Master CAM	World Skill Competition		
63	1 Dec.,2019	SUNDAY								
SI No	Date	English	Softskill	Simulation & CNC	Animation	IELTS	Master CAM	World Skill Competition		
64	2 Dec.,2019	Handling distraction and Performance Excellence tools	Active Listening	Drawing with coordinate	Modeling of building		Explanation of ICONBAR	Practice		
65	3 Dec.,2019	Handling	SGPE,Corpor	Facing,step	Modeling of	Communicati	Explanation of	Practice	Body	
66	4 Dec.,2019	Presentation Skills	SGPE,Corporate Training Program Module,,Training Methodology	Facing,step turning,chamfer & radius program editing and run the program	Modeling of building	Cliches and Slangs word	Explanation of ICONBAR	Practice	Practice	

SI No	Date	English	Softskill	CNC	Animation	IELTS	Master CAM		
67	5 Dec.,2019	Message Writing	SGPE,Corporate Training Program Module,,Training Methodology	Drawing with coordinate	Remodeling of GTET Building	Bloom's Taxonomy	Explanation of ICONBAR	Practice	Practice
68	6 Dec.,2019	Message Writing	Grooming	Handtools and practice	Remodeling of GTET Building		Practicing basic drawing in top view	Practice	Practice
69	7 Dec.,2019	Ego Theory	Grooming	Conventional machine practice	Remodeling of GTET Building		Drawing of Clutch plate	Practice	
70	8 Dec.,2019	SUNDAY							
71	9 Dec.,2019	Assessment	Employability	jaw setting,search program & delete program	Remodeling of GTET Building	Interpersonal Skill & communication,	Drawing of housing	Practice	Practice
72	10 Dec.,2019	Self introduction	Self introduction	step turning ,chamfer with radius program editing,run the program	Remodeling of GTET Building	Heteronyms	Explanation of tool path	Practice	
SI No	Date	English	Softskill	CNC	Animation	IELTS	Master CAM		
73	11 Dec.,19	Interview Skills	Simulation practice of drilling and boring, Offset practice	Modeling	IDIOMS		How to generate Toolpath for drawing		
74	12 Dec.,19	Practicing Interview Skills	Simulation practice of drilling and boring, Offset practice	Modeling	Phrasal Verb	How to generate Toolpath for drawing			
75	13 Dec.,19	Self Introduction	Emotional Dissonance	Grooving and Offsetting,program editing ,run the program editing	Modeling	Phrasal Verb	How to generate Toolpath for drawing		

Sl No	Date	English	Softskill	CNC	Animation	IELTS	Master CAM
76	14 Dec.,19	Self Introduction	Emotional Dissonance	Profiling	Modeling	Practicing Interview Skills	How to generate Toolpath for drawing
77	15 Dec.,19	SUNDAY					
78	16 Dec.,19	Present Simple	Fallicacy and Illusion	Simulation practice of threading program, Datum setting practice	Modeling	Business Vocabulary	Generating NC Program in 2D
79	17 Dec.,19	Present Continuous	Fallicacy and Illusion	Simulation practice of threading program, Datum setting practice	Modeling	Business Vocabulary	Generating NC Program in 2D
80	18 Dec.,19	Present Perfect	Public Speaking	Simulation practice of threading program, Datum setting practice	Modeling	Unseen Passage	Generating NC Program in 2D
81	19 Dec.,19	Present Perfect Continuous	Public Speaking	Step turning, chamfer with radius program editing and run program & offset practicing	Modeling	Unseen Passage	Practicing solid 3D drawing

SI No	Date	English	Softskill	CNC	Animation	IELTS	Master CAM
82	20 Dec.,19	Revision of Present Tense	Public Speaking	Step turning, chamfer with radius program editing and run program	Modeling	Unseen Passage	Practicing solid 3D drawing
83	21 Dec,19	Tense Revision	Intellectual Skills	Simulation practice of multi	Practice	Effective Reading Practice,	Practicing Surface
84	22 Dec,19	SUNDAY					
85	23 Dec,19	Active Voice	Intuition, Public awareness, Integrity , Corporate Skills	Simulation practice of multi operation program(step, turning , Drilling& boring) Datum Setting Practice	Practice	Effective Reading Practice, Voice Clarity & Pitch practice, Frequency test	3D Practicing Surface
86	24 Dec,19	Passive Voice	Consummate Skills & 10 fastest Growing Skills in 2020	Simulation practice of multi operation program(step, turning , Drilling& boring) Datum Setting Practice	Practice	Eng Grammar- Direct & Indirect speech	Revision
87	25 Dec,19	X-MAS					
88	26 Dec,19	Interconversion of voices practice	Business Communication-Dealing with difficult People	Simulation practice of multi operation program(step, turning , Drilling& boring) Datum Setting Practice	Practice	Eng Grammar- Direct & Indirect speech	Practicing old drawing-Revision

Sl No	Date	English	Softskill	CNC	Animation	IELTS	Master CAM
89	27 Dec,19	Interconversion of voices practice	International Personality Criterias	Simulation practice of multi operation program(step, turning , Drilling& boring) Datum Setting Practice	Practice	Eng Grammar Direct & Indirect speech	Conversion of 2D Drawing to 3D

90	28 Dec,19	ANNUAL SPORTS					
91	29 Dec,19	SUNDAY					
92	30 Dec,19	ANNUAL SPORTS					
93	31 Dec,19						

Sl No	Date	English	Softskill	CNC	Animation	IELTS	Master CAM
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94	1 Jan,20	HOLIDAY					
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95	2 Jan,20	CV Writing	Change Management	Hand tapping practice & Production	Practice	Reading Skills	2D to 3D Conversion
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96	3 Jan,20	CV Writing	Change Management	Hand tapping practice & Production	Practice	Reading Skills	Practice
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97	4 Jan,20	English Phrases	Action Verbs for Resume & CV	Facing & Chamfering	Practice	Action Verbs for Resume & CV	Practice
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98	5 Jan,20	SUNDAY					
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99	6 Jan,20	English Phrases	Report Writing & Presentation	Hand tapping practice & Production	Practice	Understanding Skills	Practice
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100	7 Jan,20	Sentence making for situation	Report Writing & Presentation	Marking of table,Vernier Height Gauge,V Black & Angle Block	Practice	Understanding Skills	Generating Tool Path in 3D Drawing
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101	8 Jan,20	BHARAT BANDH					
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SI No	Date	English	Softskill	CNC	Animation	IELTS	Master CAM
102	9 Jan,20	Sentence making for situation	Workplace Phrases	Production Practice for RSB	Practice	Preposition	Generating Tool Path in 3D Drawing
103	10 Jan,20	Sentence making for situation	Interview Presentation	Production Practice for RSB	Practice	Preposition	Generating Tool Path in 3D Drawing
SI No	Date	English	Softskill&IELTS	CNC	Animation		
104	11 Jan.,2020	Revision on Parts of Speech	Body Language Practice at Workplace	Jaw setting in CNC Lathe Machine, program editing & offsetting	Practice		
105	12 Jan.,2020	Sunday					
106	13 Jan.,2020	Communication practice	Body Language Practice at	Jaw setting in CNC Lathe Machine,prog	Practice		
107	14 Jan.,2020	Pongal					
108	15 Jan.,2020	Sankranti Holiday					
SI No	Date	English	Softskill&IELTS	CNC	Animation		
109	16 Jan.,2020	Active to Passive	Drafting e-mails	Revision	Practice		
110	17 Jan.,2020	Doubt Clear	COPIS-Competency 74 Parameter	Multi operations program	Practice		
111	18 Jan.,2020	Revision on Time & degree	100 Ways to Motivate yourself & Mastery on Concentration	Multi operations program	Practice		
112	19 Jan.,2020	Sunday					
SI No	Date	IELTS	English	CNC	Animation		
113	20 Jan.,2020	Phrase list for introduction to company	650 English Phrases for Everyday Public Speaking	Grinding practice pedestal grinding machine			

119	26 Jan.,2020	Republic Day		
120	27 Jan.,2020	Self Revision	Project and practice	Practice
121	28 Jan.,2020	Self Revision	Project and practice	Practice
122	29 Jan.,2020	Self Revision	Project and practice	Practice
123	30 Jan.,2020	Saraswati Puja		
124	31 Jan.,2020	Self Revision	Project and practice	Practice
Sl No	Days	Topic	Mode of Conduction	
125	1 Feb,2020	Holiday		
Sl No	Days	Topic	Mode of Conduction	
126	2 Feb,2020	Weekly Off		
127	3 Feb,2020	Interview Skill Practice for Placement Drive	Role Play	
128	4 Feb,2020	Programming Skills	Assessment	
129	5 Feb,2020			
130	6 Feb,2020	Turning and Milling Machine Skills	Assessment	
131	7 Feb,2020	Presentation Skill	Presentation by Trainees	
132	8 Feb,2020	Holiday		
133	9 Feb,2020			
134	10 Feb,2020	Milling Machine Practice		

Annexure-5



Annexure-6

Current Placement Status of Trainees:

SI No	Name of the Candidate	Placed at
1	MohdAthik Pasha	Azad Engineering PvtLtd,Plot No 90/C, IDA Phase - I, Jeedimetla, Hyderabad - 500055.
2	Syed Zeeshan Ali	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
3	Asim Bin-Amer	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
4	MohdGhouse Uddin	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
5	MohdOwais Ahmed	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
6	MohdMahamood Hassan	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
7	Saquib Uddin Khan	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
8	Mohd Ibrahim	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
9	Mohd Ibrahim bin	Dropped
10	MohdFazil	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
11	MohdSadulHassen	Dropped
12	Mohd Sameer Mohi Uddin	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
13	MohdYaserMohi Uddin	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
14	MohdSarfaraz	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
15	MohdAleem Uddin	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
16	MohdViquer	Lokesh Machines Limited Shajadiguda, Medchal,Ranga Reddy District
17	MohdMuqtar Hussain	OJT at Jatni
18	MohdAmairMohi Uddin	OJT at Jatni
19	MohdAdilAijaz	Not placed yet
20	Mirza Ibrahim Baig	Cognizant,Hyderabad
21	Mohd Ali Sadiq	Self employed
22	Mohd Abdul Khader Ali Khan	Call Health,Hyderabad
23	MohdZeeshan Ahmed Khan	Dropped

Annexure-7

Invoice							
Company Details:							
Telangana State WAQF BOARD					Bill Date:	31.12.2019	
					Invoice No.:	PKMD/0042/2019-20	
					GTETS GSTN: 21AABCC9406C1ZB		
Sl. No	Trade	Trainees	Training Fees Per Trainee	Lodging & Boarding Per Candidate	Certification and Post Placemnt Per Trainee	Cost Per Trainee	Total Cost
1	CNC	14	53,579.00	49,438.00	10,500.00	113,517.00	1,589,238.00
2	CNC	2	17,859.00	16,479.30	-	34,338.30	68,676.60
3	CNC	1	4,464.91	4,119.83	-	8,584.74	8,584.74
4	GDA	1	23,958.00	29,500.00	10,500.00	63,958.00	63,958.00
5	Tally	3	27,022.00	29,500.00	10,500.00	67,022.00	201,066.00
6	Animation	2	53,579.00	49,438.00	10,500.00	113,517.00	227,034.00
Total Trainees		23					2,158,557.34
Total of Training Cost, Lodging Cost, Counselling, Assessmen, OJT Cost & Post Placement cost:							2,158,557.34
Less: 1st Installment received							900,000.00
Net Receivable [Rounded Off]							1,258,557.34
TERMS & CONDITIONS :							
1. All Invoices are payable within one week of date of invoice through either of the following modes							
a. A cheque drawn in favour of "Gram Tarang Employability Training Services Pvt Ltd"							
b. A demand draft drawn in favour of "Gram Tarang Employability Training Services Pvt Ltd "							
c. Preferably, an online transfer of funds through RTGS as per the following:							
i. Name of Account: Gram Tarang Employability Training Services Pvt.Ltd							
ii. PAN Number: AABCC9406C							
iii. Bank Name: Oriental Bank of Commerce.							
iv. Current A/c no: 16681131000292							
v. IFSC or RTGS code no: ORBC0101668							
vi. Branch: Alluri Nagar, R-Sitapur, Parlakhemundi Odisha.							
For Gram Tarang Employability Training Services Pvt. Ltd.							
Authorised Signatory							