

**PRADHAN MANTRI YUVA YOJANA**

**Standard Operating Procedure**

**Release of CAPEX and OPEX**

	<b>Name (Designation)</b>	<b>Date</b>	<b>Signature</b>
<b>Written by</b>	Sonal Jain Project Manager	29-Oct.-2017	
<b>Approved by</b>	Project Implementation Committee		
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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

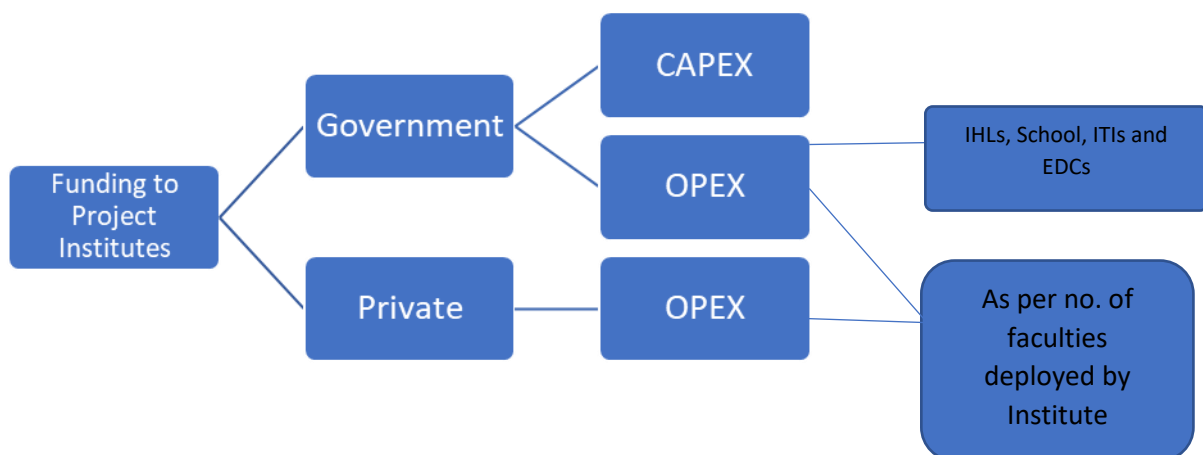
The objective of this Document is to describe the methodology to be adopted for release of CAPEX and OPEX to the Project institutes under PMYUVA.

## 2. Scope

This process covers all the activities and steps involved in the release of CAPEX and OPEX to the project Institutes under PMYUVA Yojana.

## 3. Introduction

Under PM YUVA YOJANA, funding support will be given to the empanelled Project institutes as per RFP Section- VII. The Funding structure is different for Government and Private Institutes. They are broadly classified into CAPEX i.e. Capital Expenditure and OPEX i.e. Operational expenditure. The Government Institutes will receive both CAPEX & OPEX whereas Private Institutes are eligible to receive only OPEX. The Private Institutes will acquire the equipment out of their own funds.



### 3.1. CAPEX :

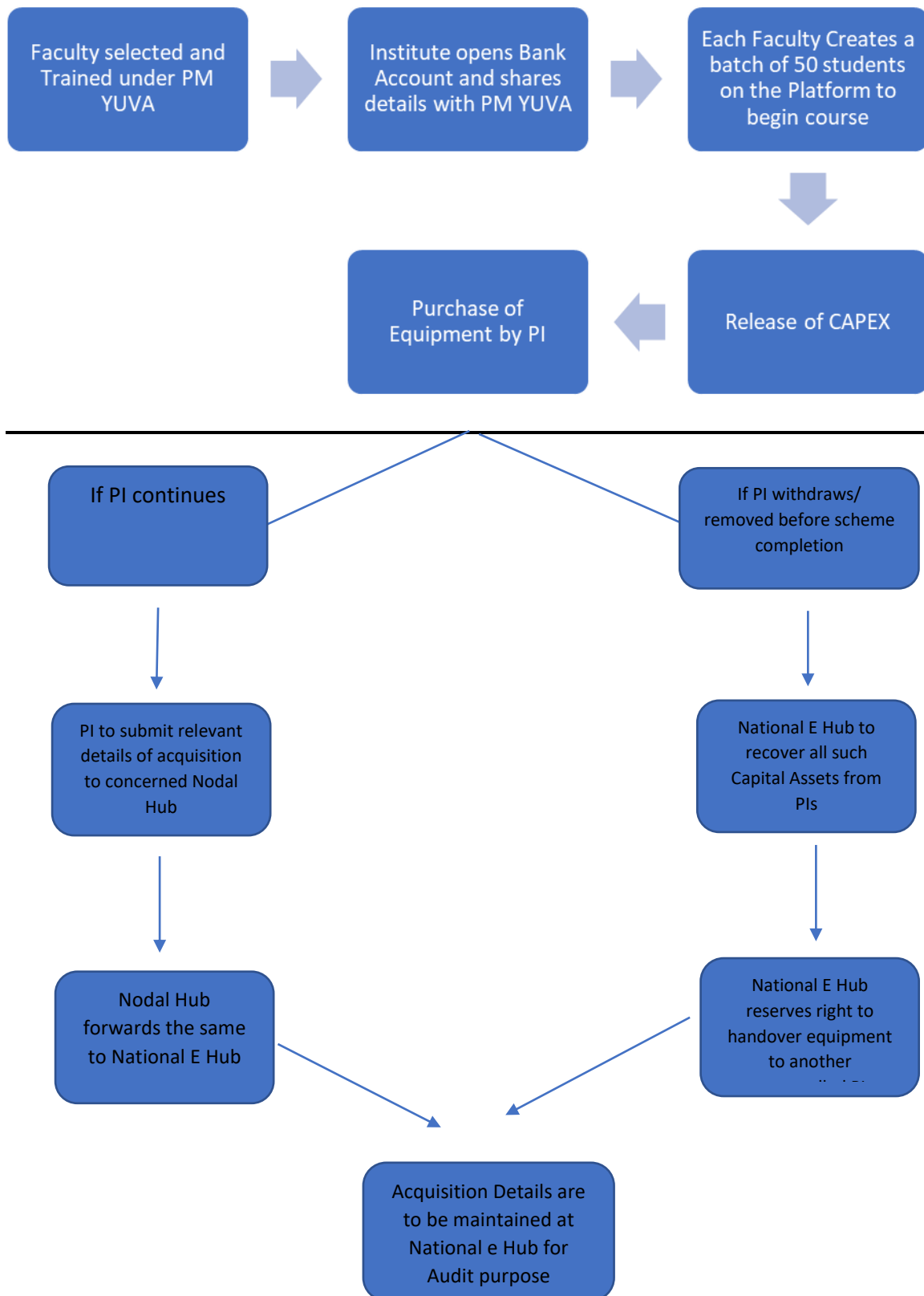
Government Institutes (Government Institutes of Higher Learning, Government Schools, Government ITIs and EDCs) are eligible to receive grant up to maximum Rs. 3 lacs towards infrastructure setup. The Institutes are provided grant to purchase Laptops, Projector, Audio

Visual Equipment and Office Software. The institutes will be provided indicative cost and specifications for the equipment to be purchased. CAPEX to each Government Institute will further vary Tier wise. The number of equipment to be acquired by each project institute is as follows. This is for the financial year 2017-2018.

<b>Institutes</b>	<b>Items</b>	<b>Nos.</b>
Government Institutes of Higher Learning of TIER I & II	Laptops	03
	Office Software	03
	Projector	01
	Audio Visual Equipment	01
Government Institutes of Higher Learning TIER III + Difficult Areas + Schools+ ITIs	Laptops	02
	Office Software	02
	Projector	01
	Audio Visual Equipment	01
EDCs	Laptops	01
	Office Software	01
	Projector	01
	Audio Visual Equipment	01

The funding structure and number of equipment's to be acquired by the project institute will undergo changes based on the decisions during the Sub Committee meeting and further decisions to be taken on number of students and number of faculty facilitators.

#### 4. Process for the Release of CAPEX at National E- Hub



## Figure 2: Flowchart for Process of Release of CAPEX

After release of CAPEX the empanelled institute is to enroll certain minimum number of students as mentioned in RFP (Section IV, 1.2.2) and as specified below

**4.1 Enrolment of Minimum Number of Students:** The Project Institutes have to enrol minimum number of students for a year for First Batch of PM YUVA 2017-18 as follows:

Location	Minimum No. of Students
Tier I	250
Tier II	200
Tier III	150
Difficult Area+ Schools+EDCs+ITIs	100

**\*Note: Under Review**

**4.2 Training of Faculty Facilitator:** Two faculties from Tier I and Tier II & one faculty from Tier III and Difficult Area Institute should have attended and completed the Faculty Educator Program conducted by National E- Hub and certified by the same.

**4.3 Opening of Bank Account:** The Project institute is required to open a separate bank account in a scheduled commercial bank for transactions under the scheme. The account can be either savings or current. The name of the Account shall contain the name of the scheme (PM YUVA) and the details are to send to National E Hub in hard copy with a proof. Account Details should be in the letter head duly signed by the Authorized person or copy of Passbook/ Cancelled cheque.

**4.4 Creation of Batch:** The trained faculty has to create a minimum one batch of 30-50 students under PMYUVA on Learnwise platform to be eligible for the release of CAPEX.

**4.5 Release of the Grant:** The grant will be released to the Project Institute through RTGS/Cheque. The Institutes are required to inform and send receipt of the same.

**4.6 Submission of Details:** The Project Institutes have to forward the details of acquisition of defined assets to the concerned National E-Hub.

**4.7 Information to National E-Hub:** Nodal E- Hub will forward the details of Assets Acquisition by Project Institutes to National E- Hub.

**4.8 Withdrawal/ Removal of Project Institute-** If Project Institute withdraws or is disqualified from the Project before Project Completion Then National E Hub will recover all such assets from the Project Institute.

**4.9 Ownership of Assets:** The Assets purchased through CAPEX remains the property of the National E Hub. After the Expiry of the period, the assets will be retained by the Project Institute as their life has been estimated 5-6 years and will be depreciated accordingly.

As per recommendation of the Sub Committee meeting held on 26.09.2017, it is stated that for the subsequent empanelment of P.Is beginning 2018, the no. of students for the scheme be as per the average enrolment of students in the Project Institutes.

## **5 OPEX**

Both Government and Private Institutes are eligible to receive Operational Expenditure. The Honorarium will be released as per the actual deployment of the Faculty Facilitator. OPEX is broadly classified into - :

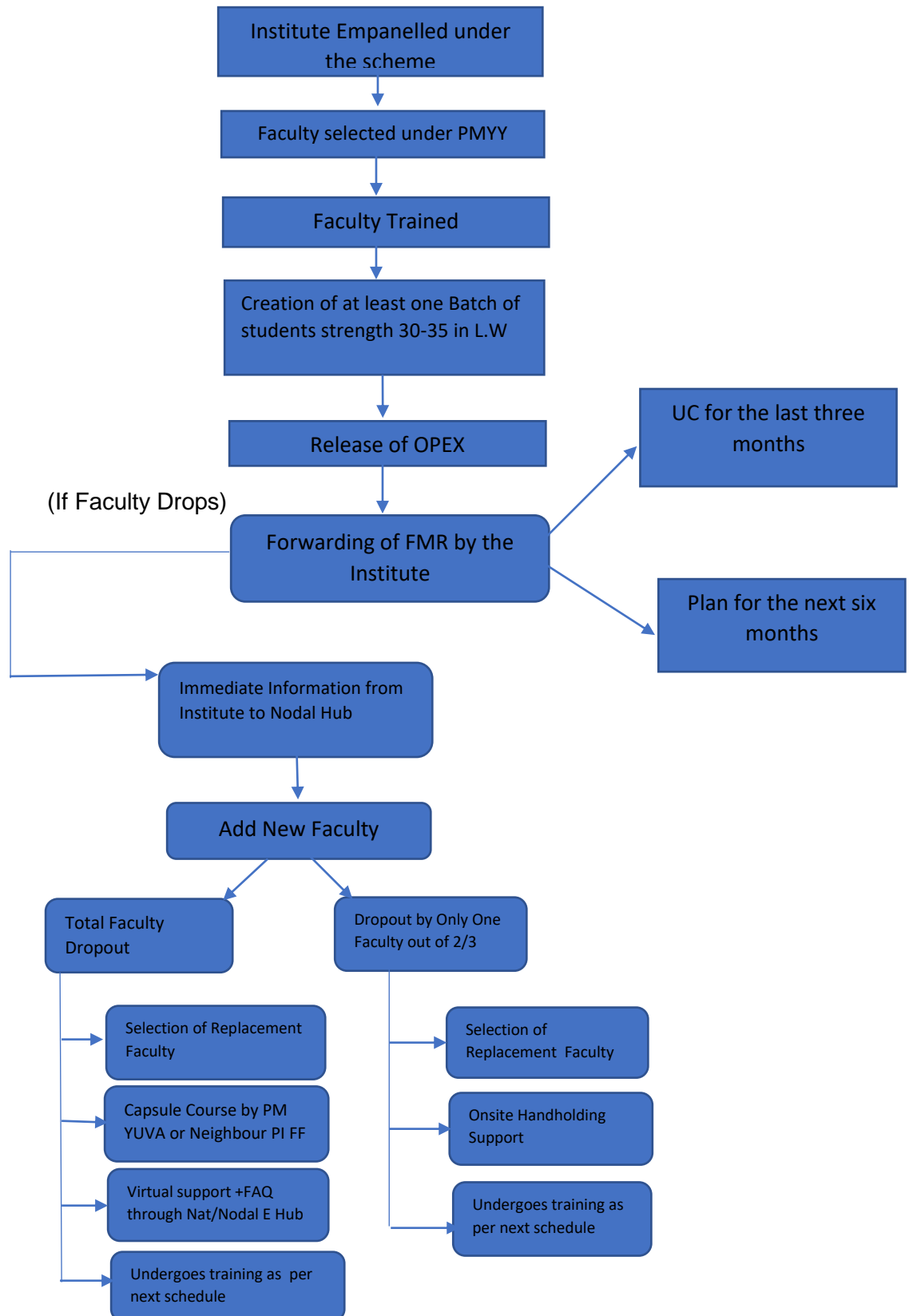
**5.1 Training Cost-** A grant of Rs. 20,000 per year per Institute for 5 years will be released to the Project Institute – both Government and Private. This training cost includes the travel expenses for all the trainings i.e. Faculty training, E-Leader Workshop and Faculty Mentor Training.

**5.2 Honorarium-** The Selected Faculty is eligible to get Rs. 5000 per month per year for 5 years, subject to following:

- A. Faculty should have attended and successfully completed Faculty Facilitator Training or trained by Nodal Team/ Team/ another trained faculty (Refer Dropout section below),
- B. Faculty should be running the course at the institute,
- C. Faculty should have registered on Learnwise and created batches.



### Process of Release of OPEX



### 5.3 Process for the Release of OPEX at National E- Hub

**5.3.1 Training of Faculty Facilitator:** Two faculties from Tier I and Tier II & one faculty from Tier III and Difficult Area Institute should have attended and completed the Faculty Educator Program conducted by National E- Hub and certified by the same.

**5.3.2 Creation of Batch:** The selected and trained faculty has to register on Learnwise and create a minimum one batch of 50 students. Creation of batch is necessary to be eligible for Honorarium.

**5.3.3 Quarterly Submission of FMR by Project Institute:** The Project Institute Head is required to raise Invoice every quarter certifying that Faculty Facilitator were engaged & conducted sessions for the period. The invoice is required to be signed and sealed by the Authorized Person and to be sent to Nodal E- Hub. (Sample Invoice is attached at Annexure A)

**5.4 Release of OPEX:** On the fulfilment of the above conditions, OPEX will be released. The cycle of raising bill and release of OPEX will repeat if the Faculty continues. If the trained Faculty drop outs from the Institute then,

**5.4.1** The Institute has to inform this to PM YUVA in immediately so that necessary arrangements could be made.

**5.4.2** Nodal E- Hub selects the Replacement Faculty with the Project Institute Head

**5.4.3** Faculty Dropout could be as follow:

a. **Total Faculty Dropout-** This is the case in institutes where both the faculty of Tier III or all three faculties of Tier I & II has dropped. In such case,

b. Replacement Faculty has to be selected as per Selection Process

c. Till the new faculty gets certified, the course could be run with Virtual Support/ help from Neighbouring Institutes/ FAQs/ capsule courses by PM YUVA. The Nodal Team will help in execution.

- d. Whenever the next Faculty Facilitator training is scheduled, the same Replacement Faculty has to attend the training and get certified by PM YUVA.
- e. Honorarium for that duration will be paid to new faculty.
- g. Dropout by One Faculty- In case of One faculty dropout from Tier I & II Institutes, i.e. for those institutes in which only one faculty out of two trained faculty has left;
- h. Replacement Faculty has to be selected as per Selection Process.
- g. Course will be run by One faculty which will also help replacement faculty in running course.
- h. Whenever the next Faculty Facilitator training is scheduled, the same Replacement Faculty has to attend the training and get certified by PM YUVA
- i. Honorarium for that duration will be paid to new faculty

**Calculation of Honorarium** if Faculty leaves Mid-month- If the Faculty leaves before 15 days then he/she will be paid 2500/- for the month, if it leaves after 15 days then 5000/- for the month