



Government of India
Ministry of Skill Development
and Entrepreneurship



Skill India
कौशल भारत - कुशल भारत

FLEXI MOU

Standard Operating
Procedure (SOP)

July 2024



Directorate General of Training



Government of India
Ministry of Skill Development
and Entrepreneurship



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Standard Operating Procedure (SOP) for Flexi-MoU Scheme

1. Objective

The Flexi-MoU Scheme of DGT under MSDE is designed to address the skill development needs of industries and trainees by allowing enterprises to create customized training programs. This SOP outlines the process for implementing and managing the Flexi-MoU Scheme.

2. Scope

This SOP applies to all stakeholders involved in the Flexi-MoU Scheme, including enterprises, organizations, skill universities, District Skill Committees, Directorate General of Training (DGT), and Regional Directorates of Skill Development and Entrepreneurship (RDSDEs).

3. Participating Entities and Eligibility Criteria

Eligible Entities

1. Enterprise/Organization:

- Industries registered under Central/State/UTs with more than Rs. 100 crore annual turnover and positive net worth during the last 3 fiscal years.
- Medium Enterprises registered under MSME with investment in Plant and Machinery or Equipment not more than Rs. 50 crore and annual turnover not more than Rs. 250 crores.
- Start-up companies registered under Central/State/UTs with more than Rs. 50 crore annual turnover and positive net worth during the last 3 fiscal years.
- Reputed Industries recommended/nominated by District Skill Committee.
- Central/State Govt. Undertakings, Public Sector Establishments, and Central/State Govt. training institutions.

2. Skill Universities:

- Approved by University Grants Commission (UGC) or established under State Legislature Act., within the state of jurisdiction of the university for industry training component.

4. Application Process for Industrial Training Partners (ITPs)

4.1 Application Submission:

4.1 Application Submission

1. Interested ITPs should apply to RDSDEs/DGT with the following details:

- Registration Certificate
- Profile of main Chairman/President/Promoter/Director/ VC
- Last three years audited balance sheet

- Last three years annual turnover certificate (Not applicable for Skill University)
- Document for number of employees
- Documentary proof of industry tie ups (for Skill University)
- Tentative course details with duration and Batch size
- Proposed content/curriculum
- Availability of infrastructure
- Training centres with addresses
- Advance Training Calendar

4.2 Minimum Training Requirement

- ITPs must train a minimum of 100 trainees per annum.

4.3 Flexibility for Scaling Up

- ITPs with successful training completion and positive feedback from stakeholders may scale up training numbers.

4.4 Trade Approval and Modifications

ITPs can request annual approval for new trades, deletion of existing trades, and changes in the number of batches or admission frequency

5. Implementation through RDSDEs:

5.1 Responsibilities of RDSDEs:

1. Advocate and popularize the Flexi-MoU Scheme in their respective states.
2. Accept, evaluate, and recommend applications to DGT headquarters for approval.
3. Sign MoUs with Enterprises/Organizations/Skill Universities and register them in the portal.

5.2 MoU Signing:

Bilateral agreement (MoU) will be signed between RDSDEs and the enterprise/organization/Skill University for a period of ten years, extendable in slots of five years, and register them on the portal.

6. Course, Content and Curriculum:

6.1 Course Development:

- ITPs can develop courses with customized content and curriculum adhering to the overall framework of theory, practical, and OJT components under the ITI ecosystem.
- Courses should be NSQF compliant with high employment potential and different from existing CTS courses.

6.2 Curriculum Modifications:

- ITPs can adopt existing NSQF approved courses from another ITP and modify up to 20% content as per requirements.

6.3 Industrial Training Emphasis:

- Curriculum should have more weightage towards industrial training wherever feasible.

6.4 Blended Learning:

- Blended learning is applicable as per NCVET/DGT guidelines.

6.5 Non-NSQF Compliant Courses:

- Industries are allowed to run industry-relevant courses under Flexi-MoU which may not be NSQF compliant.

7. Trainee Admission:

- After signing the MoU, ITP will admit trainees as per the submitted training calendar for the approved courses.
- ITP will also upload the details of trainee's batch wise, trade wise, Training Centre-wise and session on the DGT Flexi MoU Portal <https://fleximou.dgt.gov.in/>
- Uploading of details of trainee's batch wise, trade wise, Training Centre-wise and session is the sole responsibility of ITP.

8. Monitoring and Evaluation:

8.1 Performance Review:

- Regular monitoring and review of training under Flexi-MoU will be done by ITP and RDSDE/DGT.

9. Supersession of Previous Guidelines:

- The revised guidelines will be applicable immediately, superseding existing guidelines. Trainees enrolled in earlier batches under Flexi-MoU (till 15.06.2024) will continue under previous guidelines.

10. Documentation and Reporting:

- Regular documentation and reporting requirements as per DGT guidelines.

This SOP aims to provide a comprehensive and structured approach to implementing the Flexi-MoU Scheme, ensuring that all processes are transparent, efficient, and aligned with the objectives of skill development.

Flexi MoU Process Flow:

1. **Promotion and Advocacy:**
 - DGT / RDSDEs will advocate and popularize the Flexi MoU in their respective states.
2. **Application Submission:**
 - Interested enterprises or Skill Universities submit applications (Enterprise credentials including tentative course details, duration, batch size, proposed content/curriculum, availability of infrastructure, training centers with addresses, and an Advance Training Calendar) to RDSDE via email and hard copies, duly signed by the competent authority.
3. **Application Review and Recommendation:**
 - RDSDEs will accept applications, scrutinize the proposals, visit the centers, and recommend them to the DGT headquarters for approval.
4. **Approval:**
 - The recommended proposals will be finalized by the competent authority at DGT Headquarters and communicated to the respective RDSDE and the applicant.
5. **MoU Signing and Registration:**
 - RDSDEs and ITP will sign the MoU with the enterprise/organization/Skill University for a period of ten years, extendable in slots of five years, and register them on the portal.
6. **Curriculum Approval**
 - ITP may develop course/s with customized content and curriculum (in collaboration with CSTARI, Kolkata) to meet their requirements adhering to the overall broad framework of theory, practical and OJT components under the ITI ecosystem and assist them to approved by NCVET.
 - Courses developed by the enterprise, should be NSQF compliant with high employment potential
 - ITP can also adopt the existing NSQF approved courses of another ITP, with the flexibility to modify 20% content as per its specified requirement.
7. **Trainee Admission:**
 - After signing the MoU, ITP will admit trainees as per the submitted training calendar for the approved courses.
 - ITP will also upload the details of trainee's batch wise, trade wise, Training Centre-wise and session on the DGT Flexi MoU Portal <https://fleximou.dgt.gov.in/>
 - Uploading of details of trainee's batch wise, trade wise, Training Centre-wise and session is the sole responsibility of ITP.
8. **Enrolment Data Upload:**
 - ITP must upload the enrolment data of candidates on the scheme website within a fortnight of admissions.
9. **Training Responsibility:**
 - Conducting training of selected candidates is the sole responsibility of ITP in their approved training centers.
10. **Question Bank Development:**
 - ITP shall develop a comprehensive Question Bank (in English and Hindi) of at least 1,000 questions, grouped by chapters and difficulty levels. This will be vetted by DGT (through NIMI, Chennai) and finalized accordingly.

11. In-House Assessment:

- ITP will conduct in-house assessments, award marks for practical and formative assessments, and upload these marks on the scheme website.

12. CBT Examination:

- DGT Trade Testing Cell shall arrange to conduct CBT examinations at designated centers facilitated by ITP, after payment of examination fees for eligible trainees as decided by DGT.

13. Certification:

- Certification of successful trainees with e-NTC under the Flexi MoU scheme, mentioning the ITP name on the certificate, will be done by the DGT Trade Testing Cell.

14. Placement Assurance:

- ITP must ensure the placement of at least 50% of the total successful trainees and submit periodic reports to DGT.

15. Grievance Redressal:

- ITP should create an internal committee for trainee grievance redressal.

This streamlined process ensures clarity and efficiency in the implementation of the Flexi MoU scheme.
