

Terms of Reference for
Evaluation study of Specialized Skill Development Institutions
(SSDIs) of Industries and Commerce Dept

1. Study Title:

Evaluating the outcome of the grants released to the Specialized Skill Development Institutions of Industries and Commerce dept.

2. Background:

The State of Karnataka has been given a target of 4.04 million jobs in the 12th Five Year Plan period and Development skill is one of the monitor able targets reflecting the vision of rapid, sustainable and more inclusive growth during this five year plan period (2012-17). The purpose of investment made on infrastructure and Training Programmes is to create employment opportunities to the growing youth population which is necessary to sustain the high growth movement.

The Skill Training Institutions working under the Department are being provided grants to create/upgrade infrastructural facilities such as construction of new building / renovation of existing buildings and also to procure modern machinery & equipments to provide modern skill training. Although, institutional structure has been put in place there is still a long way to go and gaps in skill eco system have to be identified and plugged. The grants are being released to Govt Tool Room and Training centre (GTTC), Karnataka Institute of Leather Technology (KILT) and for Departmental Artisan Training institutes (ATI), Karnataka State Coir Development Corporation. These institutions are implementing Skill Development Programmes. Funds are released under Koushalya Abhivrudhi Yojane, Suvarna Kayak Koushalya Abhivrudhi Yojane (SKKY) and another scheme called modernisation and Technology Training of Industries and Commerce Department for development and up gradation of skill for better employability.

Since 2009-10 Rs. 68.44 Crores have been spent under the scheme of SSDIs and Rs.69.72 Crores have been spent on other scheme of the department namely- Modernisation/Technology Training.

The details of each specialised Skill Development Institutions is as follows-

Government Tool Room and Training Centre (GTTC) :

GTTC is a premier Tool Room and Training centre, established by Govt.of India and Govt.of Karnataka with the Danish assistance in the year 1972. GTTC functions as an autonomous institution under the Department of Industries & Commerce, Government of Karnataka. GTTC has specialized in Tool Engineering, Design, Analysis, and skill building in Tool Manufacturing, Precision manufacturing, Electronics, Mechatronics and allied disciplines.

GTTC has established 20 centres all over the Karnataka viz Bangalore, Mysore ,Hassan, Mangalore, Gulbarga ,Dandeli, Hospet , Belgaum, Hubli, Harihar, Maddur, Kudalasangama , Kanakapura, Lingsugur, Gundlupet, Humnabad, Kadur, Kolar, Tumkur, Shimoga with following objectives

- To provide technical education to youth with employable skills.
- To impart world class Training in Tool Engineering and Emerging Technologies.
- To provide highly skilled manpower and technical services to industries
- To provide 100% employment opportunities to GTTC trained candidates
- To provide technical services in Dies, Moulds, Tools, Hi tech components laser and Related areas

Training Activities:

The centre conducts specific Long Term AICTE recognise training course such as-

- 4 years Diploma in Tool and Die making.
- 4years Diploma in Mechatronics.
- 4years Diploma in Precision Manufacturing.
- 3 years Diploma in Electronics and Tele Communications.
- 1 years Diploma in Tool Design.
- 2 years M.Tech in Tool Engineering.

The centre conducts regular Short Term Training Programmes with certification of its own in the following areas for all courses:

- CAD Drafting.
- CAD Design
- CNC Milling Machine Programme and Machine Operation
- CNC Turning programming and Machine Operation
- Computer Aided Machining
- Metrology.

The Centre is having the following facilities-

- Placement and Monitoring Cell.
- Regular Industrial Visit.
- Project consultancy Service to young entrepreneurs
- Secured Hostels for Boys and Girls.

The centres conduct Seminars in local ITI/Diploma Institutions to create awareness of skill development courses. Active participation in “JOB MELAS” is done. GTTC is providing technical services to around 300 industries in the state. Unemployed Youth of BPL families are undergoing Skill Development Training at various GTTC centres

So far an expenditure of Rs . 36.95 Crores is incurred on civil works, Rs. 58.68 on machinery and equipment and Rs. 13.90 Crores on Training etc from 2009-10 to 2013-14.

Karnataka Institute of Leather Technology (KILT):

KILT is an autonomous body registered under society act. KILT is offering the following courses-

- 3 years diploma in leather & Fashion Technology.
- 1 year post graduation diploma in Leather processing Technology/Footwear Technology/Leather goods & Garment Technology.
- 3 months certification courses in Footwear Designs/leather goods and garments design/leather testing & quality control/Merchandising & Marketing.

The Institute is having the following facilities-

- Placement and Monitoring Cell.
- Regular Industrial Visit.
- Project consultancy Service to young entrepreneurs
- Secured Hostels for Boys and Girls.

KILT is establishing export facility centre for Leather Technology at Ullal. KILT had sanctioned grants under ASIDE scheme of GOI as well as from Government of Karnataka for construction of training blocks, administrative building etc and also for procurement of Machineries. The Government of Karnataka share has been released to institute.

Artisan Training Institutes:

Artisan training Institutes are the departmental training institutes established long years ago for imparting training to the hereditary Artisans to upgrade their skills. 27 ATIs are functioning in the State of which 23 are running in Govt buildings and 4 are run in private buildings. The courses offered were general engineering works (Fabricated material) carpentry, smithy, lac and ware, Agarbathy and candle making. Over a period of time, these trades lost their importance . Department felt to modernise these ATI's, during 2013-14 by introducing new courses namely fashion designing, CNC lath works, House hold electrical appliances, 3D printing and scanning, Computer Hardware and Software, Motor rewinding, Transformer repair and services and weaving of towels and bed sheets. During 2013-14, 13 ATIs have been given funds for reviving the centres. The total sanctioned staff strength in all ATIs is 66. Out of these 33 posts are filled up and the remaining posts are vacant. The existing staff needs orientation of new trades for imparting training. It is proposed by the department to get the training outsourced from KGTTI, GTTC and NTTF.

Karnataka State Coir Development Corporation

The Corporation was established with the main objective of developing Coir sector in the State. The main functions of the Corporation are to:

1. Carry on the business of developing, promoting and stabilizing the coir and coir based and coconut based industries in Karnataka
2. To support, protect maintain increase and promote the production and sale of coir, coir products and coconut products
3. To implement scheme of the Government of Karnataka and the Government of India for the development of coir and coconut based industries.
4. To generate rural employment to women (including SC/STs) by providing training and engaging in production of coir products in the coir complexes
5. To undertake and promote research and development of coir and its products.

Karnataka State Coir Co-operative Federation Limited

- Karnataka State Coir Co-operative Federation Ltd., has been established during 1961 for the development of Coir Industry in Co-operative Sector.

- The Federation is a State Level Organisation and it provides employment to Rural Artisans, of which, 90% belongs to Women Folk and implemented special component plan and Triple sub plan for a SC/STs. Since 2009-10 Rs. 1.27 crores has been spent under SCP & TSP.
- **The Govt. of Karnataka has invested Share Capital of Rs.329.22 lakhs (99%) in the Organisation.** The Federation having 60 affiliated Primary Coir Co-operative Societies as Members.
- The Federation is running 17 Production Centres all over Karnataka for manufacturing of Coir fibre, Curled rope, mats & mattings, Geo-textiles and also Rubberised coir mattresses, pillows, cushions etc., During 2014-15, the Production Target of the Federation is Rs.4.00 Crores and during 2014-15 (upto August,2014) the Federation has produced goods worth Rs.49.00 lakhs.
- The Federation is having 12 sales outlets and 3 Mobile Sales Vans for conducting sales of coir products. During 2014-15, the Sales Target of the Federation was Rs.6.00 crores and (upto end of August, 2014), it has conducted sales of Rs.83.00 lakhs.
- To Identify and provide Trg. and continuous employment to the Rural Artisans.
- To Establish Trg. and Production Centre and increase employment opportunities
- To Utilise the coir fibre for production of value added products.
- Establish market outlets in and around the State.
- To conduct awareness regarding proper utilization of coir in the production of value added products.
- Producing coir composite by utilizing coir pith

Central Institute of Plastic Engineering and Technology

It was established in 1991 in Mysore and since then it has been serving the plastics and allied industries in and around Karnataka. The centre runs both academic and industry programs for the skill development/up gradation for the benefit of students and industries. All CIPET trainees are usually placed through the campus Training and placement cell. The institute also offers technical services in the area of plastic mould design, tooling and mould manufacturing, plastics processing and testing and third party inspection. In addition it offers consultancy and Advisory services and undertakes R&D projects as well.

CIPET, Mysore is well equipped with state-of-the art machines in tool room, processing and Testing departments while the CAD laboratory is equipped with the latest software and workstations. The centre has a spacious auditorium, a modern conference hall, a well-stocked library and well-maintained classrooms. There is a Boys hostel on campus for the male trainees while a Girls hostel in under construction. The institute imparts short term training programmes of one week and long term sponsored training programmes of 3 years Diploma Courses in Plastic and Plastic Mould Technology, Post Diploma in Plastic Mould Design, Post Graduate Diploma in Plastic Processing and Testing of 18 months duration besides this moulder training programme and EDP are also conducted on regular basis. Training is imparted to Overseas students also.

Karnataka German Multi Skill Development Centres

Karnataka German Multi Skill Development Centres (KGMSDC) is a society promoted by GOI and GOK with technical support of German International Services (GIZ-IS). It has setup Karnataka German Training Institute (KGTTI) having centres at Bangalore and Gulbarga. The primary mission of KGTTI is to provide broad best multi disciplinary world class training programme in various technical fields, directed to world development of specialised skills in alignment with the industry requirement across the globe.

The Courses offered in Bangalore and Gulbarga are as follows-

Bangalore	Gulbarga
CAD/CAM, CNC programming & Operation Metrology	GIS, GPS Total Station, Mason, Bar Bending, Site Supervisor, survey & Draftsman, Plumbing
SMT, Wave Soldering, Embedded Systems, VLSI, Electronic	CNC, CAD/CAM, Tool Design

Maintenance.	
PLC and Drives, Pneumatics, Hydraulics, Man-Machine Interface, Field Instrumentation	Electrical Pumps and Motor Repairing, Industrial electrician, Motor control and Electric panel, electronics Maintenance, PCB Manufacturing.
Effluent treatment, Wastewater treatment, Environment audit-Environment Impact Assessment, Eco-Industrial Parks.	Air Conditioner, Deep Freezer, Automobile air-conditioning, Central Air-Conditioning.
MIG, MAG, TIG Pipe Welding, International Welder	MIG, MAG, TIG Pipe Welding International Welder.
IT-Hardware and Networking. CCNA, VM Ware	It-Hardware and Networking, CCNA VM Ware.

Rs. 38.00 Crores have been realised so far by Employment and Training Department to these two centres for creation of infrastructure and training programmes.

3. Evaluation , scope purpose and objective

The Scope of the study is confined to-

- (i) 27 district of Karnataka where Artisan Training Centres are functioning
- (ii) 20 GTTC Centres functioning in Bangalore, Mysore, Dakshina Kannada, Gulbarga, Belgaum, Uttara Kannada, Hubli, Davangere, Balalkot, Mandya Raichur, Bidar, Kolar, Tumkur, Shimoga, Chikmagalur and Hassan.
- (iii) KILT Bangalore
- (iv) Karnataka Coir Development Corporation Ltd, Bangalore
- (v) KGTTI- Bangalore and Gulbarga

The Skill Training Institutions working under the Department are being provided grants to create/upgrade infrastructural facilities such as construction of new building/renovation of existing buildings and also to procure modern machinery & equipments to impart modern skill training

Purpose:

1. The purpose of the Evaluation is to check whether the objectives of the schemes are fulfilled.

2. Whether GTTC/KILT/KSCDC Ltd/ATIs are strengthening gradually?
3. Whether these Institutions are competing with the private skill institutions?
4. By strengthening these institutions any intake capacity has been increased in these institutions.
5. To study the employability of the candidates who have under gone training courses.
6. Whether these institutions are adopting specialised skills in alignment with industry requirements of the district/ state.
7. How far the support from KGTTI has been fruitful in upgrading the training and modern skill/methods by the institutions.

4. Sampling Methodology

1. The following is the sample selected randomly of GTTC Centres which are to be studied by the Consultant Evaluation Organization-

Sl. No	District in which Centre is Located	Rating of GTTC A=Very Good B= Good C= Satisfactory	Whether Districts in sample
1	Bangalore Urban	A	Yes
2	Bangalore Rural	C	Yes
3	Kolar	B	No
4	Dakshina Kannada	B	Yes
5	Hassan	B	No
6	Mandya	C	No
7	Mysore	A	Yes
8	Belgaum	B	No
9	Bagalkot	C	No
10	Dharwad	A	No
11	Uttar Kannada	C	No
12	Bellary	C	Yes
13	Bidar	C	No
14	Gulbarga	A	No
15	Raichur	C	Yes
16	Koppal	B	Yes

2. The information on Institution wise/year wise profile of SCs/STs/BCs/Minorities/Women beneficiaries to be provided separately for columns 4 to 8 of the table in sl. no 1 above.

3. How the institutions have performed under SCSP and TSP during 2009-2013? Have the targets set been met or not? If not, Reasons thereof (Refer the evaluation Study undertaken by TECSOK)

4. Is awareness created/Publicity made prior to the training Programme by the institutions? If yes, how? If not, Why not?

5. Have the DICs/Institutions identified the skill requirement of the districts before conducting the training programme? IF yes, which are they? If no, state reasons.

6. Opinion of the beneficiaries about the training? Such as -

(a) Is the duration ok and

(b) Is the technical training latest/relevant in the present scenario?

(c) Is the stipend provided for these courses adequate?

(d) Accommodation required during Training?

7. Have the training programmes provided employment to all the candidates? If not, why not?

8. Do the Institutions help the candidates for self employment? If yes, what type of help is rendered to them?

9. Are there placement centres established in the institutions? If yes, what is the procedure adopted to place the candidates in the industries? If not, what help is given by these institutions to get employment after training is imparted?

10. What has been the actual placement institution wise/training wise/course wise over the last five years i. e. 2009-10 to 2013-14?

11. What need to be done institution wise? (what courses to be wound up and what is to be continued to be inferred.)

12. Are the Institutions providing technical service by getting work orders from the industries in their respective areas? If yes, what is the type of service provided and to which industry? Give details, If not, why not?

13. Do these Institutions have any tie ups with Karnataka German Multi Skill Development Centres (KGMSDC) for any tailor designed skill development training programmes? If yes, what is the design sought? Give details? If not, Why not?

14. How many ATIs are actually functioning? Those not, why not? Give details

15. What is the sanctioned staffing pattern of these institutions? Are all the posts filled up? If no, what is the plan of action for filling the vacancies? Institution wise details may be furnished.

16. How are private Skill Development Institutions working? One or two Private Institutions be studied in comparison with two govt run Institutions to ascertain about best practices adopted by them.

6. Deliverables time Schedule

The Industries and Commerce Department will provide year wise centres wise data required. The MDs of the institutions and district officers of DICs to be instructed by the department to furnished the required information to the evaluator for the study. It is expected to complete the study in 6 months time excluding the time taken for approval. The evaluating agency is expected to adhere to the following timelines and deliverables.

- | | |
|----------------------------|---|
| a. Work plan submission | : One month after signing the agreement. |
| b. Field Data Collection | : Three months from date of work plan approval. |
| c. Draft report Submission | : One month after field data collection. |
| d. Final Report Submission | : One month from draft report submission. |
| e. Total duration | : 6 months. |

7. Qualification of Consultant

Consultants should have and provide details of evaluation team members having technical qualifications/capability as below-

- i. Principal Investigator to be a post graduate in Engineering in the trades of Mechanical/Instrumentation/Mechatronics/Electronics/Electrical/Fabrication etc (does not include Civil, Construction and the like) with about 10 years of experience, preferably in the field of Teaching or R&D.
- ii. MBA (preferably in HRD) graduates with at least 5 years of experience, and,
- iii. Statistician with at least 5 years experience in conducting statistical experiments.

And in such numbers that the evaluation is completed within the scheduled time prescribed by the ToR.

Consultants not having these number and kind of personnel will not be considered as competent for evaluation.

8. Contact person to get further details about study

Sri. Abdul Aziz, Additional Director (DIC), Industries and commerce Dept. Deputy Director (DIC), Industries and commerce Dept. 080-22389901-8 Sri. Gopal Rao, Assistant Director (DIC) 080-22389901-8, 9341723429 will be the contact persons for giving information and details for this study. Further, the MDs of GTTC, KSCDC Ltd, KILT, KGTTI may also be contacted to get information.

9. Selection of Consultant Agency for Evaluation

The selection of evaluation agency should be finalized as per provisions of KTPP Act and rules without compromising on the quality.

10. Qualities Expected from the Evaluation Report :

The following are the points, only inclusive and not exhaustive, which need to be mandatorily followed in the preparation of evaluation report:-

- a) By the very look of the evaluation report it should be evident that the study is that of Industries and Commerce department of the

Government of Karnataka, and Karnataka Evaluation Authority (KEA) which has been done by the Consultant. It should not intend to convey that the study was the initiative and work of the Consultant, merely financed by the Industries and Commerce department of the Government of Karnataka, and Karnataka Evaluation Authority (KEA).

- b) Evaluation is a serious professional task and its presentation should exhibit it accordingly. Please refrain from using glossy, super smooth paper for the entire volume overloaded with photographs, graphics and data in multicolor fancy fonts and styles.
- c) The Terms of Reference (ToR) of the study should form the first Appendix or Addenda of the report.
- d) The results should first correspond to the ToR. In the results chapter, each question of the ToR should be answered, and if possible, put up in a match the pair's kind of table, or equivalent. It is only after all questions framed in the ToR that is answered, that results over and above these be detailed.
- e) In the matter of recommendations, the number of recommendations is no measure of the quality of evaluation. Evaluation has to be done with a purpose to be practicable to implement the recommendations. The practicable recommendations should not be lost in the population maze of general recommendations. It is desirable to make recommendations in the report as follows:-

(A) **Short Term practicable recommendations**

These may not be more than five in number. These should be such that it can be acted upon without major policy changes and expenditure, and within say a year or so.

(B) **Long Term practicable recommendations**

There may not be more than ten in number. These should be such that can be implemented in the next four to five financial years, or with sizeable expenditure, or both but does not involve policy changes.

(C) Recommendations requiring change in policy

There are those which will need lot of time, resources and procedure to implement.

11. Cost and Schedule of Budget release

Output based budget release will be as follows-

- a. The **First instalment** of Consultation fee amounting to 30% of the total fee shall be payable **as advance** to the Consultant after the approval of the inception report, but only on execution of a bank guarantee of a

scheduled nationalized bank valid for a period of at least 12 months from the date of issuance of advance.

- b. The **Second instalment** of Consultation fee amounting to 50% of the total fee shall be payable to the Consultant after the approval of the Draft report.
- c. The **Third and final installment** of Consultation fee amounting to 20% of the total fee shall be payable to the Consultant after the receipt of the hard and soft copies of the final report in such format and number as prescribed in the agreement, along with all original documents containing primary and secondary data, processed data outputs, study report and soft copies of all literature used to the final report.

Tax will be deducted from each payment as per rates in force. In addition, the evaluator is expected to pay statutory taxes at their end.

This is an internal evaluation study, which means that the cost of the study will be borne by the line department. They are expected to allot the work to a competent evaluating agency following the procedure of Karnataka Transparency in Public Procurement Act and Rules and in consultation with the Karnataka Evaluation Authority. This should be done as early as possible but not later than 30 days from the approval of the ToR. The evaluating agency should present the inception report before the Technical Committee of the KEA within 30 days of the allotment of study to them.

The entire process of evaluation shall be subject to and conform to the letter and spirit of the contents of the government of Karnataka order no. PD/8/EVN(2)/2011 dated 11th July 2011 and orders made there under.

Chief Evaluation Officer
Karnataka Evaluation Authority

