

Hub & Spoke Guidelines for Pradhan Mantri Kaushal Kendra

**Government of India
Ministry of Skill Development and Entrepreneurship**

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Hub & Spoke Guidelines for Pradhan Mantri Kaushal Kendra

1. Background

Ministry of Skill Development and Entrepreneurship (MSDE) is working towards creation of Pradhan Mantri Kaushal Kendra (PMKK) in every district of India to further the “Skill India Mission”. PMKK is MSDE’s initiative towards creation of standardized infrastructure for delivery of skill development training. PMKKs shall be equipped to run industry-driven courses of high quality with focus on employability and create an aspirational value for skill development training. PMKKs shall be set up in every district of India, ensuring coverage of all the parliamentary constituencies.

Pradhan Mantri Kaushal Kendra (PMKK) are envisioned to evolve into a hub for delivery of skill development training having a network of training spokes in the district. Each hub shall operate multiple spokes to create access to skill development training and provide localized delivery. The Hub are envisaged to support the spokes in terms of quality control, training of trainers, training content, internal assessments, mobilization, operations and placement linkages.

2. Contours of Hub & Spoke Model

2.1 Eligibility to setup Spokes

The Training Providers (TPs) interested in establishment of spokes shall be required to comply with the following:

- TPs that have been allocated PMKK (referred as Hub Centre) in a district/PC shall only be eligible to set up spokes.
- For the PMKKs that have been allocated in cluster mechanism, the TPs shall be required to set up PMKKs in each of the districts in the cluster, prior to establishment of spoke in any of the district in the cluster
- Spokes shall be operated by the TP only; any form of franchising shall not be allowed for setting up or operating the spoke Centres
- The TP shall be required to have a functional hub centre, with following number of candidates trained (training and assessment completed) as on date of proposal submission:

S. no.	Category of Centre	Minimum number of candidates that have completed training
1	A	500
2	B	375
3	C	250

- The applicant, promoters and associate entities should not have made any default in repayment of any amount due to NSDC as on date of evaluation

2.2 Setup Costs

- The cost for setting up of spokes shall be completely borne by the TP.
- For Spoke centres where 100% centre capacity is dedicated to women or persons with disabilities AND meet minimum specifications mentioned in point 2 on Special Spokes, loan support as per PMKK guidelines shall be provided, on a case to case basis.

2.3 Geographical Coverage

- Intersection area of district and PC of the Hub centre shall be the boundary for setting up of spokes
- A TP can set up maximum of one spoke per block and up to a maximum of 5 spokes linked to 1 hub centre. The addition of more than 5 spokes should be considered only after gaining some experience and assessing the earlier performance. Requests for additional spokes shall be evaluated on a case to case basis.

2.4 Description of a Spoke

- **Infrastructure:** Minimum built-up area of a spoke shall be 1500 sq. ft. with classroom and lab setup as per SSC specifications. Spokes which are more than 1500 sq. ft. and offer more job role will be encouraged.
- **Training Aid and Equipment:** Spokes should utilize latest training equipment as specified by SSC guidelines.
- **Special Spoke PMKKs:** Spoke centres focusing only on women/persons with disabilities shall be considered for loan support subject to meeting the following specifications:

Parameter	Category A District	Category B District	Category C District
Minimum area for Special Spoke	5600 Sq. ft.	4000 Sq. ft.	3000 Sq.ft
Number of Trades to be covered	4	3	2
Mandatory Manufacturing job roles	1	0	0

- All the training labs required for delivery of training in job roles proposed at the spoke shall be setup at the spoke itself.
- Spokes could be established for delivery of training in sectors such as agriculture/mining which require large open area for training, which may only be available at a distance from the hub centre
- Spokes are required to comply with PMKVY Guidelines for conducting training and Guidelines for Accreditation, Affiliation and Continuous Monitoring of Training Centres. Please refer to the links below for the above mentioned guidelines:

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- [http://www.pmkvyofficial.org/App_Documents/News/PMKVY%20Guidelines%20\(2016-2020\).pdf](http://www.pmkvyofficial.org/App_Documents/News/PMKVY%20Guidelines%20(2016-2020).pdf)
- <https://smart.nsdindia.org/front-assets/media/guidelines/Accreditation%20and%20Affiliation%20guidelines1.pdf>

2.5 Job Role Details for a Spoke

- Spokes are required to impart training in minimum of 2 job roles
- The job roles proposed for the spoke centre should not be same as the job role(s) in which training is being imparted at the hub centre
- In case there is additional demand for the same job role(s) being implemented at the Hub, the Spokes may support in meeting the demand by offering the same job role(s) provided:
 - TP has placed at least 70% of trainees successfully for the candidates that have completed training at the hub

2.6 Operational Support

- a. The sustainability of the spokes shall be supported by training numbers under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) or its successor schemes (any other scheme under MSDE).
- b. Each spoke shall be provided with a training mandate equivalent to capacity of the centre, annually for three years or scheme period, whichever is earlier, under the PMKVY scheme.

3. Synergy between Hub & Spokes

Spokes are envisaged to leverage the infrastructure and resources available at the hub centre along following aspects:

- a. Hub and all spokes may work in close coordination for mobilization support referring trainees to each other basis the job role(s) the trainee is interested in and facilitating initial registration process and subsequent follow-up, if needed.
- b. Training of trainers for Spokes may take place at Hub Centre.
- c. Hubs may support Spokes for delivery of Life skills and IT training and also provide access to SMART classroom facility of the hub for virtual trainings
- d. Hubs may facilitate and manage placement interviews/ on the job training and post placement follow-up
- e. Hubs may provide pre and post training counselling support to trainees and conducting aptitude tests for trainees undergoing training at the spokes
- f. Hubs may assist spokes in material management, accounts, compliances, etc.

4. Application Process for Spokes

4.1 Application Fee

A one-time non-refundable application fee of INR 10,000/- (Ten Thousand Rupees only) per spoke shall be submitted by the TP in the form of a Demand Draft in favour of 'National Skill Development Corporation – PMKK' payable at New Delhi towards processing of proposal.

For proposals seeking loan for establishing Special Spokes as defined in Point 2, a one- time non-refundable application fee of INR 25,000/- (Twenty five Thousand Rupees only) per spoke shall be applicable.

4.2 Application Process

Eligible training providers will be required to submit the request for setting up of spokes in a particular district to PMKK PMU. PMKK PMU shall issue standard template for proposal on its website which shall cover the following aspects:

A. Geographical Coverage:

- a. Details of the blocks of the district in which TP intends to set up spokes

B. Job Role Details:

- a. Details of the job roles proposed to be run by TP in each of the selected spokes.
- b. Rationale for selection of the job roles
- c. Proposed number of candidates expected to be trained annually under each job role.

C. Training Performance:

- a. Training Progress- Hub Level - SDMS data depicting the total number of candidates trained in the hub centre under PMKVY 2.0 or any other MSDE scheme
- b. For any CSR funded trainings, Student funded trainings operated at the Hub training performance to be CA certified along with revenue reconciliation certificate (if applicable) to be provided.

5. Approval Process

- The TP is required to submit the proposal in the template as issued by NSDC
- PMKK PMU shall check the completeness of the proposal and conduct an eligibility test on the following parameters defined in section 2.1, 2.3 and 2.4 of this document only
- Basis the eligibility test, an approval shall be provided by the PMKK PMU to the PMKK for establishing the spokes. For Spokes eligible for loan support, due diligence shall be conducted and approval process shall be similar to hub centres (PMKKs), as defined in PMKK guidelines.
- PMKK PMU shall share the list of hub Centres to whom approval has been provided for setting up of spokes on a weekly basis.
- Basis the approval, the TP shall apply on SMART portal for allocation of training numbers under PMKVY, as per the SMART guidelines.

6. Spoke Registration on SMART

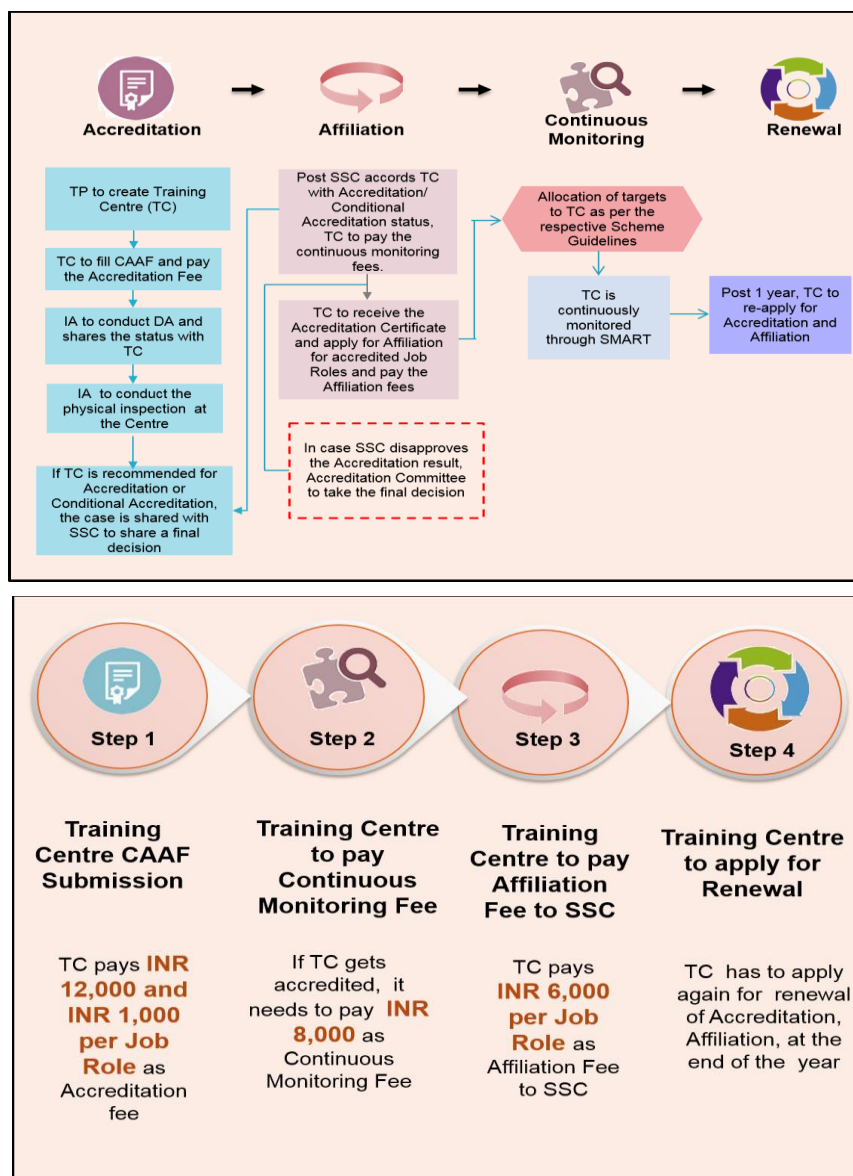
- TP logs on SMART using credentials and creates Training Centre(s)
- The Training Centre(TC) fills the Centre Accreditation Application Form (CAAF) along with **Time stamped & Geo tagged Photographs of TC infrastructure**
- Once TC clears Desk Assessment stage, **inspection** is conducted by empanelled Inspection Agency **through mobile app, with video recording**
- The TC is assessed basis the **Accreditation Standards Grading Metrics** and SSC specifications which includes:

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- Capacity of Class/Lab
- Mandatory Placement/ Entrepreneurship Cell
- Separate Washroom facility for Male/Female
- Hygienic / Safe Training facilities for trainees
- SSC/NIESBUD certified Trainers
- SSC prescribed Lab equipment
- TC area & Building type
- Training Facilities (CCTV, projector, internet, library)
- Accessibility of TC (proximity to Public transport, differently abled friendly)
- Training support services (Power backup & AC)
- Based on the Inspection, Inspection agency recommends or not recommends a TC for Accreditation and accords **Grading & Score:**
 - 5 Star to Centre scoring 85-100%
 - 4 Star to Centre scoring 70-84%
 - 3 Star to Centre scoring 55-69%
 - 2 Star to Centre scoring 40-54%
 - 1 Star to Centre scoring below 40%
- Job role wise final approval on Inspection report by concerned SSCs

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- The below diagrams brief the step by step process of applying on SMART Portal and the payment modules:



Please refer to [Guidelines for Accreditation, Affiliation and Continuous Monitoring of Training Centres](#) for details.

7. Monitoring

7.1 Set-up Monitoring

The Spoke centres once setup shall have to be registered on SMART Portal and shall follow the same accreditation and grading process as defined for PMKVY centres.

7.2 Continuous Monitoring

A continuous monitoring of all the spokes shall be done by PMKVY monitoring team as defined under PMKVY guidelines 2016-2020

8. Branding Specifications

- Spoke shall follow branding specifications as per PMKK branding guidelines issued on NSDC website.
- Due care should be taken to brand the spokes. Training Providers should connect to Public representatives including MLAs/ MPs and local district authorities for disseminating the impact of the programme.