



Submission of Assessment Report of 9th Batch of Tihu, Assam

**Work Order no: BOCWWB/SDT/01/14/Pt-9 TSP (Puberun)/958
Assessment date – 11th May, 2019**

Under Assam Building and Other Construction
Workers' Welfare Board, Guwahati

with the assistance of the consultant
TransBiz Associates Pvt. Ltd.

Submitted to:

Labour Commissioner, Assam

-cum-

Member Secretary,

Assam Building and Other Construction

Workers' Welfare Board, Gopinath Nagar,

Guwahati-16, Assam

Copy to:

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a. Introduction of the skill development project under ABOCWWB's

The Assam Building & Other Construction Workers' Welfare Board, Government of Assam running Skill Development Programme for Registered Construction workers of Assam Building and Other Construction Workers' Welfare Board in various districts of Assam.

Construction Workers: Workers engaged in construction, alteration, repairs, maintenance or demolition, of or, in relation to, buildings, streets, roads, railways, tramways, airfields, irrigation, drainage, embankment and navigation works, flood control works (including storm water drainage works), generation, transmission and distribution of power, water works (including channels for distribution of water), oil and gas installations, electric lines, wireless, radio, television, telephone, telegraph and overseas communications, dams, canals, reservoirs, watercourses, tunnels, bridges, viaducts, aqueducts, pipelines, towers, cooling towers, transmission towers and such—other work as may be specified in this behalf by the appropriate Government.

Board: The Commissionerate of Labour as established in the year, 1939 at Shillong. At the establishment stage, the Commissionerate was manned with the Labour Commissioner, One Head Clerk and two Lower Division Assistants. Only three Legislations, i.e. The Indian Trade Union Act, 1926. The Trade Dispute Act, 1929 and the Payment of Wages Act, 1936 was started with.

At present, the Labour Commissionerate of Assam is having altogether 130 nos. of Officers and 332 nos. of staff members, comprising both Head Office and its field offices and its prime responsibility is to implement about 26 nos. of Labour Legislations. Besides Head Office this Commissionerate has got 67 nos. of District, Sub-Division & Block Level Offices spreading all over Assam.

Scope & Scheme: The scope of ABOCWWB is constituted to impart training to the construction workers to enhance their skills with respect to the procedural guidance per the technology along with the practical aspects of various trades. The successful workers are awarded with certification which suffices them to acquire better job opportunities with improved payouts, simultaneously under this scheme a range of financial benefits extended to the Registered Workers being the member of the board.

Assessment and Certification Agency: ITRC has a vertical of Third party assessment; we are empanelled with Assam Building & Other Construction Workers' Welfare Board & Director General of Training (DGT), Ministry of Skill Development & Entrepreneurship, Govt. of India as a Third party assessment body. We are working under this vertical across India and assessing the candidates under National Council on Vocational Training (NCVT) trades in 27 sectors. The trades for which the assessments are being conducted by ITRC includes trades, viz, Agriculture, Information & Communication Technology, Beauty & Culture, Medical, Apparels, Soft Skills, Banking & Accounting, etc.

Since 2013, ITRC is working under this vertical and till March 2018 we have assessed over 50,000 candidates under various trades of NCVT. Under this vertical ITRC is having a fleet of over 130 qualified assessors who are working under various trades and conducting the assessments at various locations which are allotted by the Ministry. All the assessors are qualified through ACE examination (Assessors Competency Evolution Test). ITRC follows a rigorous procedure to regularly update upgrade and the knowledge & skills of its assessors. The assessors are regularly trained by the master assessors from the Head Office on the various assessment tools and techniques.

ITRC also has an online platform to conduct online assessments. The system developed by the ITRC Head Office confirms the highest degree of transparency and integrity in the assessment procedure. This vertical is a very important pillar of ITRC Group and we have developed some best practices in this vertical which has also been appreciated and applauded by various officials across India.

The Third party assessments which we are conducting are for various schemes like DDU-GKY, NULM, MSSDS& other State Govt. Schemes. The candidates who undergo Central Govt. Schemes or State Govt. Schemes & who have been trained under NCVT trades are assessed through third party assessing body empanelled with DGT. ITRC is one of the assessing bodies who has been conducting these third part assessments since 6 years and doing the assessment successfully.

b. Purpose of the Assessment

- To Check the Quality of Training.
- To Check the Training Centre Infrastructure.
- To Check the Quality of Trainers.
- To Check the Satisfaction Level of Trainees.
- To Check the Soft Skill of the Trainees.
- Whether the objective of the ABOCWW are being met.
- Whether the skills acquired during the training are sufficient to gain employment/self employment.
- Whether the trainees are aware about the benefits of the scheme.
- To Assess the basic knowledge related to the trade of the trainee.
- Whether the trainee is able to perform the task required for the job role.
- To certify and award grades as per the assessment criteria.
- To Check the absent candidates and the reasons thereof.

c. Approach and Methodology

The approach for monitoring & tracking through the progressive matrix per the Work order received. The staff & the assessors are been involved during planning, organizing, executing & reporting of the assessment process.

Pre Assessment		
S.No.	Activities (Pre Assessment)	Process of Assessment
1	Allotment of W.O	Batch allotted by ABOCWVB through work order No. BOCWVB/SDT/01/14/Pt-9 TSP (Puberun)/958 dated 6 th May 2019 for assessing 209 trainees of 9th Batch at Tihu, Assam Centre. Attached: Work Order(refer point no. o)
2	Batch List Preparation	Batch list is provided by the TP through ABOCWVB & Transbiz Associates (P) Ltd.
3	Preparing/ Approving Question Paper.	<ul style="list-style-type: none"> • Prepared by subject experts and converted into the regional language (Assamese). • Question paper approved by Transbiz Associates (P) Ltd.
4	Proposing/Approving the Assessment date	We propose the Assessment date to TP for approval, If approved we prepare the Time table of

		assessment and send it to ABOCWVB andTransbiz Associates (P) Ltd for approval. After getting approval from ABOCWVB andTransbiz Associates (P) Ltd, TP acknowledges the Time table for assessment. Attached: Time Table (refer point no. o)
5	Tour Plan for Assessment and Assessment Pack preparation	According to the dates tour plan of Assessor is prepared. Assessment pack provided to the Assessor which includes Attendance sheet, Question paper, Trainees feedback form, TP feedback form & Assessor feedback form etc.
6	Briefing about assessment to assessors	We plan the orientation program for how to conduct assessment, Preparing the Documentation (Assessment Pack) for each batch.
During Assessment		
S.No.	Activities (During Assessment)	Process
1	Visit/Inspection of Training centre	Assessor reaches the centre at least 1 hr. before the assessment and Inspect the training centre and check all tools & equipments as per the Norms. He also checks the training attendance of trainees along with the trainer's qualification.
2	Briefing about the Assessment	The trainees are briefed by the assessor about the purpose and methodology of the assessment as well as benefits of assessment and certification.
3	Assessment Process	<ul style="list-style-type: none"> • Distribution of the theory paper. • Attendance during theory examination. • After theory skill practical were conducted. • Post practical viva was conducted. Attached: Attendance Sheets (refer point no. o)
4	Evidence collection Photographs, Videos, Attendance, etc.	<ul style="list-style-type: none"> • Photograph of Front View of Training centre after reaching training centre. • During Theory/ Practical/ Viva examination Photographs & Attendance Sheet. • Group Photograph after Assessment • Feedback Form from Trainees, TP and Assessor. Attached: Relevant Documents (refer point no. i & o)
Post Assessment		
S.No.	Activities (Post Assessment)	Process
1	Evaluation of Assessment	Assessor evaluate the theory paper and prepare the result sheet by adding remarks of practical & viva. Based on the total marks, Grades (A+, A, B, C, D, E).
2	Assessment report submission	Assessment report is prepared which includes the result sheet of the candidates. Attached: Result Sheets (refer point no. o)

3	Acceptance Letter from ABOCWWB	Awaited
4	Certificates generation	Pending
5	Receiving of Certificate submission from ABOCWWB	Pending
6	Submission of invoice	Pending

d. Pattern of the Assessment

Pattern of Assessment follows three steps :

1. Theoretical Assessment
2. Practical Assessment
3. Viva Assessment

1. **Theoretical Assessment** : 30 Multiple Choice Question were asked which includes the following type of questions:
 - a. Identification of tools by giving pictures of tool & name.
 - b. Use of the tools.
 - c. Knowledge of the trade.
2. **Practical Assessment** : Groups were made of 5 candidates and assign to perform a task related to the trade. The assessor evaluates and award marks on the basis of the accuracy, sequence of task and quality of work done.
3. **Viva Assessment** : Viva was taken in the group of 3 candidates and the question asked were related to identification and use of tools & equipments and also the soft skills.

e. Assessment Time Table Summary

The following is the time table of the Assessment conducted atTihucentre (9th Batch) of M/s Puberun Consortium of Companies on 11thMay 2019.

Place	Trade	No. of Allotted Candidates	Group	Date of Assessment	Assessment Time	Briefing process Duration	Theory Duration	Practical Duration	Viva Duration
Tihu	Carpentry	37	1	11-05-2019	9:00 AM	30 Min	60 Min	60 Min	60 Min
	Painting	41	2	11-05-2019	2:00 PM	30 Min	60 Min	60 Min	60 Min
	Plumbing	61	3	11-05-2019	9:00 AM	30 Min	60 Min	60 Min	60 Min
	Electrician	70	4	11-05-2019	2:00 PM	30 Min	60 Min	60 Min	60 Min
Total		209							

f. Assessment Location & Trades

Location – Tihu, Assam

Trades Assessed –

- 1) Carpentry
- 2) Painting
- 3) Plumbing
- 4) Electrician

g. Allotment of Assessor

The following are the allotment of the assessor along with their qualification with respect to the trades which they assessed at Tihu centre (9th Batch) of M/s Puberun Consortium of Companies on 11th May 2019.

Place	Trade	No. of Allotted Candidates	Group No	Assessor allotted	Qualification
Tihu	Carpentry	37	1	Mridul Das	BE (Civil)
	Painting	41	2	Atul Kalita	JE (Civil)
	Plumbing	61	3	Diganta Kalita	JE (Civil)
	Electrician	70	4	Jayanta Deka	BA, ITI (CWWS)
Total		209			

h. Grading System

The following table shows the distribution of marks in Theory, Practical and Viva assessment.

Assessment	Maximum Marks	Pass Marks
Theory	30	18
Practical	50	30
Viva	20	12
Total Marks	100	60

The grading of the trainees are obtained from total marks of Theory, practical and viva assessment. The following table shows the description of the grading system.

Percentage	Letter grade	Description
90-100	A+	Exceptional
80-89	A	Excellent
70-79	B	Good
60-69	C	Satisfactory
50-59	D	Barely acceptable
0-49	E	Unacceptable

i. Photographical Evidence of the assessment

The following shows the trade wise photographic evidence of assessment conducted at Tihu centre (9th Batch) of M/s Puberun Consortium of Companies on 11th May 2019.

Trade: Carpentry

Assessor Name: Mridul Das



Mridul Das with Assistant and SPOC of the training centre with name of board of the training centre in the background



Theory Assessment of Carpentry trade



Practical Assessment of Carpentry trade



Viva Assessment of Carpentry trade



Group photo of trainees of Carpentry trade along with Centre head and Assessor

Trade: Painting

Assessor Name: AtulKalita



AtulKalita with Assistant and SPOC of the training centre with name of board of the training centre in the background



Theory Assessment of Painting trade



Practical Assessment of Painting trade



Viva Assessment of Painting trade



Group photo of trainees of Painting trade along with Centre head and Assessor

Trade: Plumbing

Assessor Name: DigantaKalita



DigantaKalita with Assistant and SPOC of the training centre with name of board of the training centre in the background



Theory Assessment of Plumbing trade



Practical Assessment of Plumbing trade



Viva Assessment of Plumbing trade



Group photo of trainees of Plumbing trade along with Centre head and Assessor

Trade: Electrician

Assessor Name: Jayanta Deka



Jayanta Deka with Assistant and SPOC of the training centre with name of board of the training centre in the background



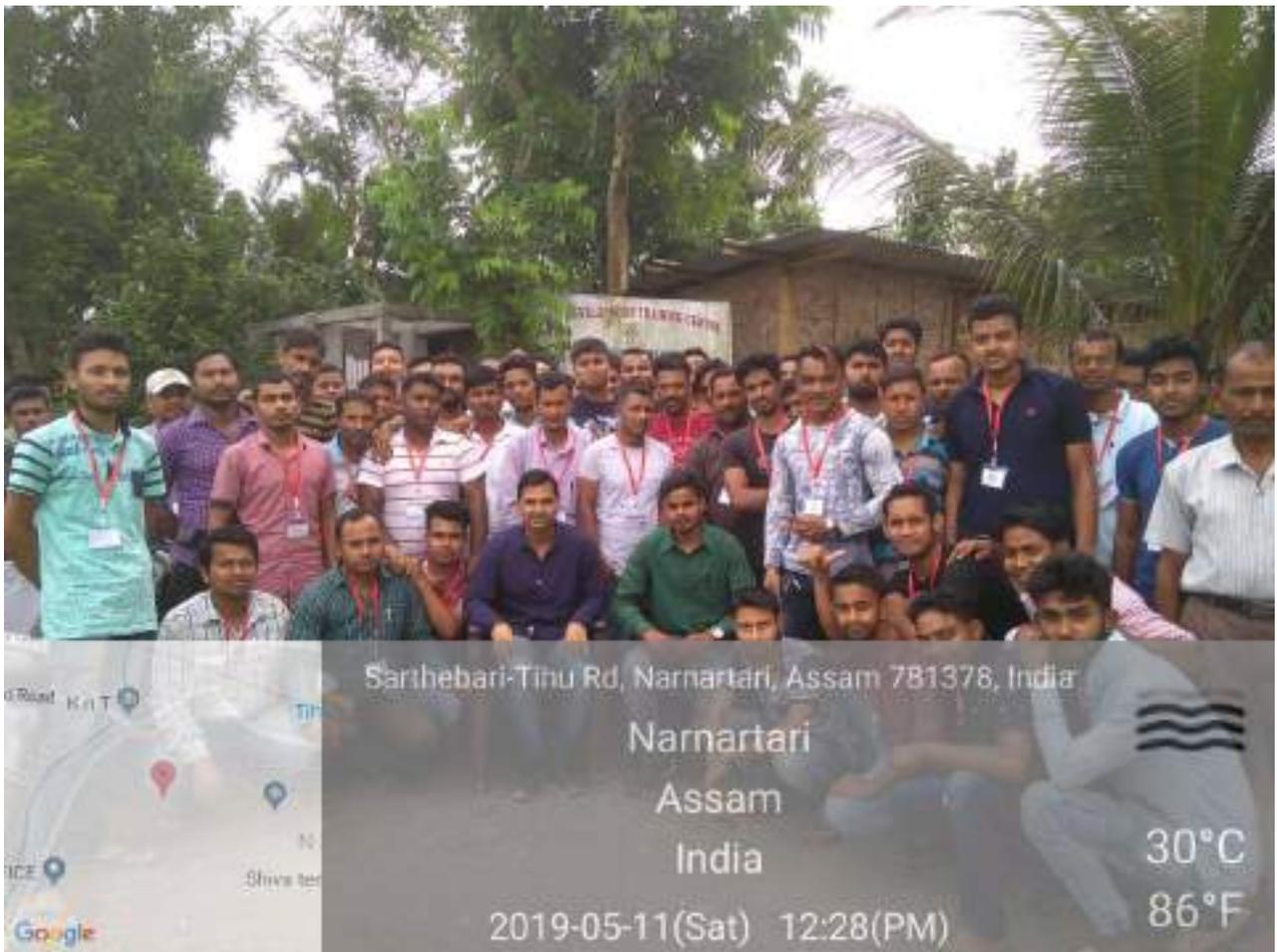
Theory Assessment of Electrician trade



Practical Assessment of Electrician trade



Viva Assessment of Electrician trade



Group photo of trainees of Electrician trade along with Centre head and Assessor

j. Summary of Assessment Done

The following table shows the summary of assessment conducted at Tihu centre (9th Batch) of M/s Puberun Consortium of Companies on 11th May 2019 which also includes the number of candidates present trade wise and number of absent candidates.

Place	Trade	Date of Assessment	No. of Allotted Candidates	No. of Present Candidates	No. of Absent Candidates
Tihu	Carpentry	11-05-2019	37	29	8
	Painting	11-05-2019	41	36	5
	Plumbing	11-05-2019	61	57	4
	Electrician	11-05-2019	70	63	7
TOTAL			209	185	24

k. Summary of Assessment Result

The following table shows the summary of assessment result conducted at Tihu centre (9th Batch) of M/s Puberun Consortium of Companies on 11th May 2019.

Place	Trade	No. of Allotted Candidates	No. of present candidates	No. of absent candidates	No. of candidates passed	Grades					
						A+	A	B	C	D	F
Tihu	Carpentry	37	29	8	29	0	9	20	0	0	0
	Painting	41	36	5	36	0	0	8	28	0	0
	Plumbing	61	57	4	57	10	31	16	0	0	0
	Electrician	70	63	7	63	4	19	32	8	0	0
Total		209	185	24	185	14	59	76	36	0	0

l. Summary of Feedback taken from Trainees

The following table shows the summary of feedback taken from the trainees against the overall quality of the TSP at Tihu centre (9th Batch) of M/s Puberun Consortium of Companies on 11th May 2019.

Training Centers	Scale	Parameters				
		Quality of the Trainer (in terms of Friendliness, Clarity in Instructions given, etc.)	Quality of Training Material Provided to the Candidates (in terms of Relevance, Depth, Coverage, etc.)	Infrastructure present at the Training Center (in terms of No. of classrooms, State of Laboratories, etc.)	Counseling and Mentoring Support (in terms of relevance, usability, etc.)	Overall Training Effectiveness (in terms of knowledge gained, up skilling, etc.)
Tihu	1-Very Good	82%	70%	78%	83%	84%
	2-Good	18%	30%	22%	17%	16%
	3-Average	-	-	-	-	-
	4-Poor	-	-	-	-	-
	5-Very Poor	-	-	-	-	-

Attached:(refer point no. o)

m. Summary of Training Centre Feedback Form

The following table shows the summary of feedback given the by the Tihu TSP against the overall quality of the Assessment conducted by ITRC Technologies Pvt Ltd on 11thMay 2019.

Training Centers	Scale	Particulars					
		Time taken for issuing a date for assessment	Assessment Coordination Work	Knowledge level of the Assessors	Standard of Theory Test	Standard of Practical Test and/or Viva	Behavior of the Assessor towards trainees
Tihu	Satisfactory	√	√	√	√	√	√
	Not Satisfactory						

Attached: (refer point no. o)

n. Summary of Assessor's Feedback Form which includes classroom infrastructure, Lab Infrastructure, Quality of Training provided by the trainer etc.

Assessor	Trade Assessed	Place	Scale	Particulars						
				Satisfied with infrastructure of the centre?	Were there adequate no. of tools and materials available for practicals at the VTP?	Were the trainers /faculties present in the centre?	Satisfied with the broad observation about the candidate (physical appearance)?	Were the trainees aware about MES courses ?	Were the trainees comfortable with the questions?	Were the performance of the trainees satisfactory (Theory, Practical, Viva)?
Mridul Das	Carpentry	Tihu	Yes			√	√	√	√	√
			No	√	√					
AtulKalita	Painting		Yes			√	√	√	√	√
			No	√	√					
DigantaKalita	Plumbing		Yes			√	√	√	√	√
			No	√	√					
Jayanta Deka	Electrician		Yes			√	√	√	√	√
			No	√	√					

Attached:(refer point no. o)

o. Evidence of assessment

The following evidences related to this Assessment conducted atTihucentre (9th Batch) of M/s Puberun Consortium of Companies on 11thMay 2019 are hereby attached.

1. Letter of Empanelment
2. Work order
3. Time Table
4. Feedback Form from Trainees, TP and Assessor
5. Attendance sheet
6. Result Sheet

p. Overall Programme Performance

- We have Checked the Tools, Equipments and Materials used for the training purpose at the training centre but we found that sufficient no of tools, materials and equipments for practicals are not available as compared to the no of Trainees in all the trades.
- We have also Checked the infrastructures of the Centres as per the guidelines, and we found out that the centre doesn't have the adequate infrastructure for the Trainees.
- Trainees are aware about the schemes and the benefits from the training.
- Total no of Trainees who did not attend the Assessment were 24 which comes to 11% of the candidates enrolled, the root caused analysis for finding out the reasons for the same was not documented and explained.
- The Overall performance of the TPs were satisfactory as per our observations during the course of Assessment though there is lot of scope for improvement.

During 9th Batch, we have successfully Assessed 185 trainees out of 209 allotted target on the given time slot.

Assessment includes Theory, Practical & Viva. Out of 185 trainees, 14 trainees received A+ grade, 59 trainees got A grade, 76 trainees got B grade and 36 trainees got C grade.

185 trainees successfully completed training and assessment and these are eligible for certification which is to be provided by us.