

| Compliance - Assessment Agency/Assessor | | | | | | |
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| S. No | Assessment Guidelines | Stakeholder | Timeline | Remarks | Regulatory Penalty (In case TAT is missed/ non-compliance) | Financial Penalty (In case TAT is missed/ non-compliance) |
| 1 | Respond with the acceptance or non-acceptance for conducting assessments by email and on SDMS. | AA | 1 Day post Batch Assignment | No batch should be returned by AA within the 5 working days before the day of assessment | 3 of such Instances - suspension of 1 month 4 of such Instances - suspension of 2 months 5 of such Instances - suspension of 3 months More than 5 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | - |
| 2 | Post acceptance, the AA will assign an certified Assessor. | AA | Minimum 7 days prior to Assessment | Domain & SCPwD certified Assessor is mandatory Change of assessors shouldn't be done more than 3 times | Single assessment without dual certified assessor may lead to the permanent suspension/blacklisting of the AA. More than 3 instances of change of assessors may lead to suspension of the AA for 2 months. | Penalty of 100% assessment fee in case of non-dual certified assessor for each of such batch |
| 3 | Details of Assessment Plan should be shared by AA with Training Partner. | AA | Minimum 7 days prior to Assessment | It is mandatory to take TP's confirmation email for Assessment | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | - |
| 4 | AA Needs to share the assessment demo link with TP | AA | At least two days Prior to the Assessment | | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | Penalty of the 10% of the Assessment Fee for each of such batch |
| 5 | The Assessor and Proctor will report at TP location at the designated date and time. | Assessor/Proctor | As per specified date, place and time | Working TAB: Candidate Ratio = 1:3 (i.e. 1 tab on every 3 candidates) | * In case of re-assessment due to the the fault from AA or Assessor, Re-assessment fee will have to be afforded by AA only. * In case of unavailability of working TABs/avoidance of the suggested ration 1:3 - It may lead to the suspension of the AA for 1 month. * In case of conduction the assessment through Pen & Paper, AA may be susended for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | - |
| 6 | The Candidates briefed on the assessment process | Assessor | On the day of Assessment (Prior to assessment start time) | Video Recording is mandatory | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | Penalty of the 10% of the Assessment Fee for each of such batch |
| 7 | To checks the lab equipment's and report to Council in-case of any discrepancy | Assessor | On the day of Assessment | Photo/Video Recording is mandatory | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | Penalty of the 10% of the Assessment Fee for each of such batch |
| 8 | Assessor conducts the assessment in accordance with the assessment guidelines and question bank | Assessor | On the day of Assessment | During Assessment, Assessor needs to verify Candidate ID Proof, Disability certificate | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | In case any discrepancy has been found then penalty of the 10% of the Assessment Fee for each of such batch will be imposed. |

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| 9 | The Assessor collect the photos, videos and required documents and will ensure that no unfair practice (including financial dealing with TP/TC) has been followed | Assessor/Proctor | On the day of Assessment | | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | Penalty of the 100% of the Assessment Fee for each of such batch |
| 10 | AA will review and validate the assessment marks and will provide the result of each candidate of the batch | AA | 5 days post Assessment date | Penalty will be levied on AA crossing the TAT(1% per day-Non-PMKVY) | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | Penalty will be levied on AA crossing the TAT(1% per day-Non-PMKVY) |
| 11 | AA will upload the Result in SDMS | AA | 5 days post Assessment date | Penalty will be levied on AA crossing the TAT(As per PMKVY Guideline) | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | Penalty will be levied on AA crossing the TAT(As per PMKVY Guideline) |
| 12 | Passing Criteria | AA | As per Qualification Pack only | | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | - |
| 13 | Round off | AA | No rounding off applicable in result sheet | | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | - |
| 14 | Google Drive Link | AA | All assessed batches documents will be available on google drive | Google drive link share with SCPwD | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | - |
| 15 | AA submits the invoice of assessed batches to SSC | AA | 10th of every next month | | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | Penalty will be levied on AA crossing the TAT(1% per day-Non-PMKVY) |
| 16 | AA will store the original assessment records of the trainees assessed for a minimum of 10 years from the date of the assessment | AA | | | In case of unavailability of the records, may lead to suspension of AA for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | - |
| 17 | Monthly Assessment Completion Report | AA | 1st week of every next month | | 2 of such Instances - suspension of 1 month 3 of such Instances - suspension of 2 months 4 of such Instances - suspension of 3 months More than 4 instances - suspension for rest of the affiliation period with SCPwD as per the SLA. Further AA may also be blacklisted. | - |