

**National Handicapped Finance and Development Corporation**  
(Ministry of Social Justice & Empowerment, Govt. of India)  
Red Cross Bhawan, Sector-12, Faridabad-121 007.

FINANCIAL ASSISTANCE FOR SKILLS & ENTREPRENEURIAL DEVELOPMENT

**GUIDELINES TO PREPARE TRAINING PROPOSAL**

- i. Identify the trades in which training is to be provided in consultation with the training Institutes / Centre, NGOs etc. The trade to be identified should have large potential for generating employment / self-employment for the persons with Disability.
- ii. Identify suitable training Institute preferably Government training Institute like Industrial training Institutes (I.T.I.), polytechnic, Engineering College, Agriculture University, National Institute for Entrepreneurship and small Business Development etc. Training proposal can also be submitted involving reputed private training institutes.
- iii. An awareness and motivation programme may be carried out in the area where the training is to be organized in order to draw adequate number of persons with Disability.
- iv. After identifying the trade, a detailed training proposal may be prepared based on the points mentioned below :

**1. Details of the training Course:**

- a) Title of the Training Course.
- b) Whether the proposed training is recognised by the Government or not.
- c) Need for the training with full justification for conducting the same.

**2. Profile of training institution:**

- a) Name and address of the Institution with details (its location-rural area, urban area etc.)
- b) Details regarding the ownership of the Institution.
- c) Main activity of the Institution.
- d) Qualification, Experience etc. of Trainers / Instructors with special reference to qualification & experience for conducting disability related training.
- e) Details of infrastructure facilities, machinery, tools equipment etc. available for conducting the proposed training with reference to special needs of the disabled.
- f) Details regarding the hostel, facility for outstation trainees (including the capacity of the hostel).
- g) facilities for conducting training for visually and speech & hearing impaired.

**3. Details regarding training programme organised for the past three years, under NHFDC's scheme; its own scheme; and other schemes;**

- a) Number of courses organised.

- b) Number of candidates trained.
- c) Number of candidates employed / self employed till date.
- d) Number of candidates provided loan assistance by the State Channelising Agency or other organisation.

#### **4. Details regarding trainees:**

- a) Number of trainees to be admitted.
- b) Mode of identifying the trainees.
- c) Criteria of admission.
- d) Minimum qualification, age limit etc. prescribed for admission.
- e) Geographical area from which the trainees are to be selected.

#### **5. Details of syllabus:**

- a) Duration of training programme with details of time devoted each day and the number of days in a week.
- b) Details regarding the learning objective and post training benefits of the training programme (to be specified in the clear action-oriented terms).
- c) Details regarding the theory and practical elements in the syllabus (to be indicated separately).
- d) Details of weekly distribution of theory and practical elements in the syllabus (to be indicated along with the time frame i.e. hours / weeks to be devoted separately for theory and practicals).

#### **6. Details regarding the cost of training:**

- a) Rent of the training centre.
- b) Instructors salary, honorarium etc.
- c) Cost of training material, raw material etc.
- d) Cost of tools, etc. to be given to the trainees wherever necessary.
- e) Cost of study material to be given the trainees.
- f) Any other expenditure to be incurred.

#### **7. Stipend, if any, proposed to be paid to the trainees.**

#### **8. Sharing of expenditure**

- a) NHFDC's share (Maximum 85% of the total cost)
- b) State Corporation's share.
- c) State Government's share, if any
- d) Training Institution's own share, if any
- e) Other sources, if any

#### **9. Follow-up:**

- a) Details regarding arrangements to be made the subsequent placement of trainees either in salaried employment or self-employment.
- b) Other follow up measures, if any, proposed.

## 10. General Information:

- a) Training proposal should be submitted to NHFDC by the respective State Channelising Agency. To safeguard the interest of trained candidates, the respective Channelising Agencies should also, while recommending the training programme, commit themselves to finance the project proposals of trained candidates if need be, in the post training period. Therefore, while submitting the training proposal, the concerned training institute should also submit a tentative project proposal on self-employment indicating its financial implication in prescribed format.
- b) NHFDC provides financial grant upto 85% of the total cost of the programme on merit including fixed cost / capital cost. if any.
- c) The proposal should reflect the commitment of sharing 15% of the cost of the programme either by the co-sponsoring organisation or the respective SCA or any other agency concerned.
- d) The training programme should commence only after obtaining formal sanction from NHFDC and after the number of candidates as per sanction have been selected to attend the course . The programme should commence within 3 months from the date of issue of sanction letter.
- e) Adequate publicity measures are to be undertaken to attract the best disabled unemployed candidates. **The name of NHFDC should be mentioned as the principal sponsor in all the announcement regarding the assisted programme.**
- f) Adequate infrastructure, tools and equipment should be made available for the training and declaration in this respect is to be made to NHFDC .Physical verification of infrastructure facilities available in the Institute may be done by the officials of NHFDC from time to time.
- g) A selection committee be constituted for selection of suitable candidates as well as monitoring of the on going course with a nominee from NHFDC and SCA.
- h) Periodical test be conducted in order to assess the performance of trainees and attendance record of the trainees may be sent to NHFDC from time to time.
- i) The trainees should be given necessary guidance and assistance in preparing project report to enable them to get loan facilities from financial institutions, State Channelising Agency and NHFDC.
- j) Full details of expenditure incurred on the training programme are maintained head wise and duly certified account to be sent to NHFDC immediately after the completion of the programme.
- k) The amount sanctioned by NHFDC will be released in 2 installments. The first one i.e. 50% of sanction would be released soon after the commencement of the course and after receipt of the Minutes of the Selection Committee Meeting along with the list of candidates selected and copies of advertisement. The second installment will be released soon after the completion of the course, subject to compliance with the conditions stated above.

**11. Documents to be submitted along with the proposal:**

- a) Copies of Annual Report, Balance Sheet, (for the last 3 proceeding years)  
Registration Certificate & Bye Laws in respect of the training Institute / centre.
- b) Time table and course syllabus of the training programme.
- c) An undertaking from the sponsoring agency that the amount sanctioned would be utilised for the purpose for which the same was sanctioned. If any misappropriation is found during currency of training, the entire amount will be refund to NHFDC with penal interest in tune with the prevailing Bank rate of interest on deposits.