

No. M-16/14/2020-AS-Part (1)


Government of India  
Ministry of Food Processing Industries  
Panchsheel Bhawan, August Kranti Marg  
New Delhi – 110049

Date: 19<sup>th</sup> November, 2020

**Subject:** Revised Guidelines for Capacity Building Component under PM FME Scheme

The undersigned is directed to enclose a copy of the Revised Guidelines for Capacity Building Component under PM FME Scheme for information and necessary action.

This has the approval of the component authority.

  
(V. P. Bhatt)

Under Secretary to the Govt. of India

Phone No.: 011-26406612

To  
All States/ UTs

Copy to:

Sr. PPS to Secretary, FPI/ Sr. PPS to Addl. Secretary, FPI/ PS to JS (FME)/ DS (RS)

## **Revised Guidelines for Capacity Building Component**

### **1. Background**

Capacity building is an important component of PMFME Scheme. Under the Scheme, it is envisaged to provide training to food processing entrepreneurs, various groups, such as, SHGs/ FPOs/ Cooperatives, workers and other stake holders connected with the implementation of the scheme such as government officials, project officials etc. The training for the following categories of persons would be provided under capacity building component of the scheme: -

- i. Individual micro-food processing entrepreneurs availing credit linked grant under the Scheme
- ii. Individual existing micro-food processing enterprises those are not taking grant under the Scheme
- iii. Workers of micro-food processing enterprises
- iv. Members of SHGs/ FPOs/ Cooperatives engaged in food processing activities
- v. Government officials and other resources person engaged in implementation of PMFME Scheme
- vi. Resource persons and officials of other Departments collaborating with the implementation of the Scheme, such as, Tribal Development Department, Scheduled Caste Development Department, SRLM, Cooperative Development, etc. at the State level.

### **2. Capacity Building Framework**

**2.1** Capacity building Component of PM FME scheme essentially geared towards strengthening entrepreneurial capability of existing micro food processors and upgradation of the skill of the workers working in those units in critical areas like food handling, safety, hygiene and their own safety at plant level. These objectives are sought to be achieved through creation and strengthening of a structure by mobilising existing institutions such as NIFTEM, IIFPT, FICSI, ICAR/ CSIR institutes, training/ extension departments of SAU, RSETI, RUDSETI, State Level Training Institutions and NGO/ VO for imparting training to the intended beneficiaries. The training at the district level to the entrepreneurs will be imparted through transfer of entrepreneurial and technical knowledge from apex level institutions through intermediation of Master Trainers and the Trainers.

**2.2** Major component of capacity building relevant to the target beneficiaries are EDP training and Product training. PM FME Scheme conceptually based on ODOP theme focused on promoting the perishable produce of which fruits and vegetables form the major segment. Therefore, Master trainers will be trained by the two National Institutes viz. NIFTEM and IIFPT in these two components who in turn will train the Trainers. These Trainers will impart training to the intended beneficiaries at the district level. For products other than those based on fruits and vegetables, the ICAR/ CSIR research institute will meet the training needs of entrepreneurs through Trainers trained by the respective institutions. Ministry of Food Processing at the GOI level and the State Nodal department will enlist support of all the stake

holders in organising the training. Institutions preparing training Modules and participating in other training activities will be financially supported as per the norms prescribed under the guidelines. There will be a system of assessment of the quality of training and learning through third party assessment.

**2.3** In brief, NIFTEM and IIFPT would finalise syllabus and course content of trainings in consultation with FICSI. A Committee consisting of representatives of NIFTEM, IIFPT, CFTRI, FICSI and other experts in relevant fields would supervise technical aspects of training including approval of syllabus, course content, course material including trainers' manual, reading material and video tutorials. NIFTEM would be responsible for EDP training and IIFPT for food sector training. Training of Master Trainers would take place for EDP at NIFTEM and for fruits & vegetables at IIFPT. As number of trainers for other food sub-sectors in each state would be quite small, Master Trainers would be trained only for EDP and F&V. Master Trainers for EDP and F&V would in turn train Trainers in each State at SLTI. For other food sub-sectors and Minor Forest Produce (MFP), training of Trainers would take place online by National Level Research Institutions identified by IIFPT. Trainers could also be District Resource Persons or other Trainers identified by SNAs.

**2.4** Training to beneficiaries at the District level for EDP and ODOP for that District would be imparted by the Trainers in the class room. For beneficiaries other than ODOP, EDP training would take place at the District level in the same format while product specific training would take place online by National Level Research Institutions identified by IIFPT. These National Level Research Institutions would conduct training for 7 food sub-sectors and for Minor Forest Products (MFP) each month for one week. Schedule for this online training would be announced by IIFPT. FICSI would arrange for assessment and certification for various trainees at the conclusion of their training through third parties. The Salient Features of Training under PM FME Scheme are given in the following paragraphs.

### **2.5 Entrepreneurship Development (EDP+)**

The standard Entrepreneurship Development Program as imparted under other MSME schemes will be customized to include health, hygiene, standards, quality aspect of food processing. Some of the important features of such ED Program (EDP+) are as under:

- i. To impart knowledge on identification of business opportunities and preparation of business plan
- ii. Familiarization on procedure and formalities of setting of an enterprise including Registration
- iii. Develop skills on management of a unit including their finance, regulatory & statutory requirements
- iv. Hygiene, FSSAI standards, Weights & Measures Regulation and Registration etc. issues specific to food processing sector.

## 2.6 Product Specific Skilling

- i. Profile of products under the group, procurement and quality standards complementary products, by-products and their use
- ii. Profile of processing technology, overview of machinery, their costing and sourcing
- iii. Different types of packaging, scientific storage, shelf life and food handling
- iv. Product quality & safety requirements as per the national & international standards
- v. Appreciation of the importance of quality of products in value addition, branding and marketing

### 2.6.1. Domain Skills & Platform Skills

**Domain Skills** refers to the sector-specific skills, technical knowledge, and know-how to perform a specific job accurately. **Platform Skills** refers to presentation behaviors that a trainer uses to transmit content effectively. Trainers must demonstrate excellent platform skills to get their messages across. Both Masters Trainer and DLTs would be trained for two core skills being Domain skills and Platform Skills.

## 2.7 Modes of Delivery

The training would be delivered by following modes

- i. Classroom Lecture & Demonstration
- ii. Live Classes (online)
- iii. Self-Paced Online Learning Material
- iv. Training on Machines

## 3. Levels of Training

### 3.1 Master Trainers

**3.1.1** Each State Nodal Agency of medium and large states should empanel Master Trainers (MT) who would be trained by National Institutes. There would be two categories of training to the MTs viz. EDP<sup>+</sup> and Product specific training. The number and type of MT may vary depending on the clusters identified under different ODOP by the states. The state can empanel additional MTs as per the geographical spread of the state. Moreover, states having significant tribal population and Minor Forestry Products as ODOP would have one additional trainer for Minor Forestry Products. Smaller states and UTs may avail services of Master Trainers of the nearby states. MTs would be trained “online” by the National Institutes.

**3.1.2** The SNA may select one Master Trainers for EDP training (Plus one Stand by) and One Master Trainers for Fruits & Vegetables Processing (Plus one Stand by) and nominate for training by NIFTEM and IIFPT. For food products other than Fruits & Vegetables

Processing, Trainers training will be organised by IIFPT through the Sector Specific Institutes.

**3.1.2** Details of the type of training, duration and cost of training and qualification of Master Trainers are given in **Annexure-1 & 1A**.

### **3.2 District Level Trainers (DLT)**

**3.2.1** Master Trainers would train the District Level Trainers (DLT) who would in turn impart training to the beneficiaries. Rural Self Employment Training Institute (RSETI) & Rural Development Self Employment Training Institute (RUDSETI) operating at the district level or any other District Level Training Institutions/ Organization would be designated by the SNA for undertaking training at the district level. The designated training institution at the district level would empanel or engage DLTs as per the requirement of training. SNA will organize training of the DLT. These Trainers will be imparted EDP+ and Product Specific Training by the Master Trainers. The training would be imparted through “on line” mode or physical mode, as decided by the SNA. Some of the Product specific training will be organized, online, by IIFPT through Sector Specific Institutes. ,

#### **3.2.2. Training of DLT- EDP**

Existing EDP trainers of the District level training Institutes/ Agencies would be trained for EDP+ as per the curriculum of Management & Entrepreneurship and Professional Skills Council (MEPSC) customized for the PM FME Scheme.

#### **3.2.3. Training of DLT- ODOP**

Product Specific Training given to DLT-ODOP would be on processing of food products relevant to approved ODOPs for the district, technology & processes for the range of food products relevant to the ODOP, processing equipment & their major suppliers, techno-commercial viability, quality parameters, packaging, and storage as relevant to an entrepreneur who largely have some experience in managing their food business. Product specific training on Fruits & Vegetables will be imparted by the Master Trainer trained by IIFPT.

**3.2.4** Details of the type of training, duration and cost of training to be organised by the SLTI are given in **Annexure-2 A**.

**3.2.5** For Products (primarily other than Fruit & Vegetable Products) Online training would be provided for Non-ODOP products by product specific research institution of ICAR/ CSIR, State Level technical institutions or any other Agencies nominated by the state governments based on well-defined training modules. Online classes would be organized by the concerned technical institution under ICAR/ CSIR in a “live” mode for a week in every month for ODOP and few non ODOP products.

**3.2.6** Details of the duration and cost of training to be imparted by Product Specific Research Institutions are given in **Annexure- 2B**. Qualification of Trainers are given in **Annexure-2C**

### **3.3 Beneficiaries- Individuals and Groups**

**3.3.1** A total 50 hours of training will be imparted to the existing food processing entrepreneurs & group members, which will consist of 30 Hours for Entrepreneurship Development Training and 20 Hours for Product Training. New entrepreneurs and groups should be trained for 60 hrs., out of which 10 hrs. training would be delivered through On-Line mode using Learning Management System (LMS).

**3.3.2** The break-up of training hours and cost of training is given in **Annexure-3**.

#### **3.3.2. Organization of Training**

The training to beneficiaries would be delivered at the district level through the existing training facilities currently available. RSETI & RUDSETI under the aegis of Ministry of Rural Development, Government of India with the network of nearly 600 training centers throughout the country would be utilized for the purpose of imparting training. Besides the network of RSETI & RUDSETI training centers, training institutes of the state departments, NGOs, autonomous and private training institutes located at the district level could be designated by the SNA for imparting training in the similar manner.

#### **3.3.3. Mode of Training**

Class room EDP (+) Training would be imparted to both ODOP and Non-ODOP beneficiaries, existing and new entrepreneurs, using the approved modules developed especially for food processing entrepreneurs. Product Specific Training for ODOP products would be imparted in the class room by District Level Trainers who are trained by the Master Trainers and the sector specific Institutes.

#### **3.3.4. Training for Tribal Beneficiaries**

Training should be organized for tribal beneficiaries for minor forest produce and other products at locations close to their place of work/ residence in collaboration with Tribal Development Departments of the States. All the persons belonging to scheduled tribes, who are engaged in collection and processing of minor forest produce should preferably be provided training. The course content, hours of training, etc. would be same as other micro-food processing enterprises, suitably modified to meet the special requirements of tribal beneficiaries.

### **3.4 Workers' Training for Skilling, Safety and Hygiene**

**3.4.1** This would be at the shop floor level to be imparted by the Product Specific Trainer twice; once after the installation of machinery & hands on training by the machinery supplier and a fortnight after commercial production. In addition, training of workers through multi -

media material for food handling, safety, hygiene and worker's safety at plant level would be provided with modules designed for the purpose. FICSI would provide syllabus, text, guidelines and training material for such training of the workers of beneficiary enterprises.

### **3.4.2 Cost of Training: Class Room & Online**

Payment for organizing various training programmes will be charged as per the rates provided in Annexures. Cost of training have been adopted as per the MSDE framework for skill training. The MSDE framework is based on the presumption of participation of 20 Master Trainers, 20 Trainers and 30 trainees in each batch. Thus if the number of trainees in a batch are less than those stipulated, the amount provided to the organization conducting training would not suffice as the rates are per trainee. In the first year and later also, the number of Trainers and Trainees in each batch may not be as per the required scale for organizing a viable training programme. Moreover, given the restriction and limitation in conducting class room training, adoption of online training would be encouraged limiting classroom training. In case of trainings organized at the District level at RSETI/ RUDSETI or other organisations providing class room training, amount provided would be on the basis of 30 trainees, if the number of trainees is less than 30. Similarly, for online training, the cost structure would be based on per session training irrespective of the number of participants.

## **4. Curriculum & Training Material**

### **4.1 Curriculum & Course Content**

**4.1.1** The curriculum of trainings is envisaged under National Skills Qualifications Framework (NSQF) to ensure the quality and uniformity of training program throughout the country.

**4.1.2** The curriculum and course content for EDP+ and Product Specific training, for training of MT, Trainers and Beneficiary entrepreneurs, would be developed by NIFTEM and IIFPT respectively in consultation with other concerned organizations and crop specific ICAR/ CSIR research institutes. Curriculum and course content would be reviewed by the Expert Committee envisaged in the guidelines. .

### **4.2 Development of Training Modules**

**4.2.1** The product training modules for ODOP would consist of trainer's guide, participant handbook, multimedia tutorials- audio & videos, PowerPoint Presentations, bankable DPR, etc. MoFPI will come out with the rates, from time to time, as applicable for outsourcing training materials/ technologies etc. under the capacity building component of PM FME Scheme. This was circulated vide OM No. M-16/14/2020-AS-Part (1) dated 23<sup>rd</sup> October, 2020. The current rates are given in **Annexure-4**.

**4.2.2** Apart from NIFTEM & IIFPT, training modules would be developed by ICAR/ CSIR institutes, training/ extension departments of SAU or by their in-house experts. Organizations/ Agencies having relevant experience and expertise could also be awarded work for the development of training modules by adopting transparent procedures. Content

and Quality of every Module would be reviewed by the Expert Committee. The SNA may also undertake preparation of training module based on state/ region specific requirements.

### **4.3 Online Teaching in Regional Languages**

**4.3.1** A large number of beneficiaries would require teaching in regional languages. For national level research institutions, it might be difficult to provide teaching in languages other than English/ Hindi and the regional language of the State in which the institute is located. Therefore, SNA should organize online live classes in regional languages. They should use course material developed by the National Level Research Institutions for preparing teaching material in regional language. The state level technical institutions would be provided funds at the same rate as National level research institutions for development of teaching materials.

**4.3.2** Domain specific institutes can conduct online trainings for particular products on monthly basis. State nodal agency can nominate MT and Trainers for attending the same. The rates for these online trainings are given in **Annexure -2A**

### **4.4 Expert Committee**

A Expert Committee is constituted with representatives from IIFPT, NIFTEM, CFTRI and FICSI to review curriculum, course content prepared by NIFTEM/ IIFPT and training materials developed under the capacity building component. Experts from other relevant fields viz. online training etc. could be coopted, to share their expertise, as and when required.

## **5. Assessment and Certification Mechanism**

**5.1** Formal assessment of all the trainees would be done by a third party agency & Certificate of Training would be issued to trainees under the framework of FICSI. The assessment and certification would increase the popularity of training program as the certificate would add to the experience and qualification of trainee which in turn would be useful in availing bank loans by entrepreneurs, increase the chances of employment of floor workers. The assessment would also ensure the quality and uniformity of trainings imparted under the scheme.

### **5.2 Modes of Assessment**

The assessment agency may be engaged by FICSI/ SNA/ RSETI. Based on the assessment, certificate for training would be issued to the trainees. The assessment would be evidence based and could be done in either of two modes Online or Offline decided by SNA.

### **5.3 Certification and Cost of Assessment**

After the assessment, the mark sheet and certificates would be issued by training agency, which would be jointly signed by training agency, assessment agency and the representative of SNA. The certificate would carry logo of MoFPI and PM FME Scheme on it. The cost of assessment is @ Rs. 900 per trainee.



## **6. Handholding Services**

District Level Resource (DLR) would offer handholding services to the trainees for a period of up to 3 (three) years. This is to address teething problems, sanction of loan and to ensure that the units are properly grounded. DLR would seek assistance from district level designated training institutes viz. RSETI/ RUDSETI or other District level training Agencies as and when required and the Institutes/ Agency would be under obligation to give necessary support & guidance.

## **7. Role of Ministry & NPMU**

- i. Monitoring the capacity building components including training activities of National Institutes, SLTI and SNAs
- ii. Formation of Expert Committee to approve curriculum course content and training materials prepared under the capacity building component.
- iii. NPMU to coordinate with the National Programme Division at MoFPI and the State Nodal Agencies to ensure that training milestones are fully met as per the stated timeline.
- iv. NPMU will coordinate with the National institutions (IIFPT & NIFTEM) in all activities related to capacity building.

## **8. Role of State Nodal Agency**

State Nodal Agency would play crucial role in implementation of Capacity Building of Food Processing Enterprises. Some of the specific responsibilities are indicated below:

- i. Overall coordination and monitoring of the capacity building component implementation in state along with SLTIs and other supporting agencies
- ii. Designate District level training Agencies, Nomination of Master Trainers and Trainers
- iii. Organize Training of Trainers (ToT) and Training of Beneficiaries (ToB)
- iv. Preparation/ customization of state relevant training modules, dubbing or reproduction of audio video content into the regional languages
- v. Mobilization of beneficiaries and co-ordination with IIFPT/ NIFTEM/ SLTI & other Technical Institutes for capacity building activities
- vi. Reporting the progress in capacity building activities to NPMU and respective National institutes (IIFPT/NIFTEM) from time to time and evaluation of the capacity building training programs

## **9. Role of FICSI**

Food Industry Capacity & Skill Initiative (FICSI) is autonomous industry-led body promoted by FICCI with financial support by NSDC. FICSI has been conducting training of trainers as well as assessing and certifying trainees on curriculum aligned to approve National Occupational Standards. FICSI would be the Capacity Building and Training & Assessment partner under the PM FME scheme. The organization would carry out following activities:

- i. Support development of structure of training programs, distribution of training hours for all levels of training
- ii. Prepare training content and materials for workers in the shop floor
- iii. Assessment of Master Trainers, Trainers and Beneficiaries and issuing certificates to those who complete the training under the program
- iv. Customizing training modules available with FICSI for training of workers at shop floor level
- v. Review the content and course material developed by IIFPT/NIFTEM

## **10. Role of National Institutes**

**10.1** The National Institutes would be technical partners for the capacity building program. The role of these institutes would be as following:

- i. Prepare curriculum, course content as well as training materials for all levels of training
- ii. Training of Master Trainers under the Scheme
- iii. Engagement with ICAR/ CSIR, SLTI training/ extension departments of SAU, agencies for development of training modules and impart product specific training;

### **10.2 Role of NIFTEM: Content Development for EDP**

NIFTEM will be responsible for EDP component of training including preparation of complete training Module (Syllabus, Course Content, Trainer's guide, Participant Handbook, Multimedia tutorials- audio & videos, PowerPoint Presentations, Bankable DPR), Training of Master Trainers and monitor performance of trainers at different level.

### **10.3 Role of IIFPT: Content Development for ODOP**

IIFPT will be responsible for ODOP component of training including Training of Master Trainers and monitor performance of trainers at different level. While the Institute will prepare complete training Module (Syllabus, course content, Trainer's guide, Participant handbook, multimedia tutorials- audio & videos, PowerPoint Presentations, bankable DPR) for Fruits & Vegetable based products, IIFPT will engage with Sector Specific Institutes for training of DLT.

Detailed roles and responsibility table is attached as **Annexure- 5**.

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**Annexure -1**

<b>Training of Master Trainer (Product Domain/ EDP)</b>		
<b>Sub Category</b>	<b>No. of Training Hours</b>	<b>Cost per Training<sup>^</sup></b>
<b>Training</b> (Product Domain/ EDP)	40 hrs./ 5 days training (26 hrs – live classes, 14 hrs self-learning)	
Product Domain/ EDP Training	20 hrs./ 2.5 days	(i) Experts: Honorarium @ Rs. 3000 per session of 2.0 hrs.
Platform Training for both categories of MTs	16 hrs. / 2 days	Rs 3417#/ hour inclusive of internet charges, PPT, Text material in collaboration with FICSI and their empaneled Agencies.
Training Materials		(i) Onetime payment to Experts for preparation of PPT @Rs 2000 and Study material/ Handouts @ Rs 1500 for training permitted. Soft copy of all materials retained by NIFTEM/ IIFPT.  (ii) Rates for outsourcing of training Modules by Institutes/ Agencies given in Annexure-IV.
Trainee Stipend		MTs stipend: (i) Online: No remuneration for Government officials Rs. 500 per diem for Private and Non-Government participant (ii) Off-station: Rs. 500 per diem for all participants (iii) Honorarium Rs Rs.5000 to all MTs on successful completion of the training and assessment.
Assessment by FICSI	4 hrs.	Rs 900 per Trainees
Expenditure for training of Master Trainers would be met by respective Institutes from the fund allocated to them under PM FME scheme. # NSDC Equivalence		

**Annexure-1A**

<b>Eligibility of Master Trainer:</b>		
<b>Educational Qualification</b>	<b>Teaching/training Experience</b>	<b>Relevant Industrial/ Sectoral Experience<sup>#</sup></b>
<b>Food Product MT:</b> UG/ PG degree in Food Technology/ Food Engg/ Food Science or any related subject to Food processing	Minimum 5 years	Desirable
<b>EDP MT:</b> Diploma/ Degree in Management / Trainers in EDP Institutes of the state govt, private Institutions, RSETI/ RUDSETI	Minimum 2 years of EDP training experience	Desirable

**Annexure- 2**

<b>Training of Trainers by MTs at the Designated State Level Training Institutes</b>		
<b>Sub Category*</b>	<b>No. of Training Hours</b>	<b>Cost per Training^</b>
<b>New Trainers</b>	<b>64 hrs. / 8 Days</b>	(i) Honorarium to MT @ Rs. 2500 per session of 2 hrs. (ii) Onetime payment for preparation of PPT Rs 1500. (iii) Onetime payment for preparation of Study material/ Handouts Rs 1000. Soft copy of all materials retained by SLTI.
EDP Training	32 hrs. / 4 days	
Product Domain Training	32 hrs. / 4 days	
<b>Existing trainers</b>	<b>16 hrs. / 2 days</b>	
EDP Training	8 hrs. / 1 day	
Product Domain Training	8 hrs. / 1 day	
<b>Trainers' stipend</b>		(i) Online: No remuneration for Government officials Rs. 500 per diem for Private and Non-Government participant (ii) Off-station: Rs. 500 per diem for all participants (iii) Honorarium to Trainers: Rs.3000 to all the Trainers after successful completion of the training and assessment.
<b>Training Institutes</b>		State Level Technical Institute or any other designated Agency will be paid the training fee @ Rs 10,000/ trainees subject to a minimum of Rs 2 lakh per training session.
Both EDP and Product Domain training will have common components of Platform Training. Additional amount to be paid on the account of GST as applicable All the Payments will be made by the SNA from the funds released under PM FME Scheme		

**Annexure-2A**

<b>Training of Trainers by National Level Sector Specific Institutes</b>	
Duration of Training	3 – 5 days
No of hours per day	5 hrs.
Frequency of Online Training	Once in a month with live classes, online demonstrations and interactive sessions
Cost per session of 2.0 Hrs	<p>Honorarium</p> <p>(i) Experts: Honorarium @ Rs. 3000 per session of 2.0 hrs.</p> <p>(ii) Onetime payment for preparation of PPT Rs 2000.</p> <p>(iii) Onetime payment to Experts for preparation of PPT @Rs 2000 and Study material/ Handouts @ Rs 1500 for training permitted. Soft copy of all materials retained by the NIFTEM/ IIFPT.</p> <p>(ii) Rates for outsourcing of training Modules by Institutes/ Agencies given in Annexure-IV.</p>

**Annexure-2B**

<b>Eligibility of Trainers</b>		
<b>Educational Qualification</b>	<b>Teaching/training Experience</b>	<b>Relevant Industrial/ Sectoral Experience<sup>#</sup></b>
<b>Food Product Trainers:</b> UG degree / Diploma in Food Technology/ Food Engg/ Food Science or any related subject in Food processing	Minimum 2 years	Desirable
<b>EDP Trainers:</b> EDP trainers of RSESI/ RUDSETI and designated District level training Institutes/ Agencies		

## Annexure- 3

<b>Beneficiary Class Room Training</b>		
<b>Sub Category</b>	<b>No. of Training Hours</b>	<b>Amount Payable for Training of Beneficiary (In Rs)</b>
<b>Existing Entrepreneurs</b>	50 hrs.	Rs 3974.60*/ Trainee
<b>New Entrepreneurs</b>	60 hrs.- 50 hrs. Classroom & 10 hrs. online training	Rs 3974.60*/ Trainee for Classroom Training Rs 2500/ Session of 2.5 Hrs for Online Training
<b>Group beneficiaries (SHG/ FPO/ Co-operatives)- Existing</b>	50 hrs.	Rs 3974.60* Trainee
<p>This training amount is payable by SNA to the RSETI/ RUDSETI or any other Agency Designated by SNA for offering the training.</p> <p>*NSDC Equivalent rates based on participation of 30 Trainees. If the participation is less than 30 trainees, the amount provided would be for 30 trainees.</p> <p>The cost of training includes orientation and mobilization expenses, cost of promotional items, training material, stationary, beneficiary payout, subscription to online learning material, food and refreshment provided to trainees excluding cost of assessment. Excludes Assessment cost of . Rs 900 per trainees.</p> <p>^ GST as applicable will be paid as additional amount</p>		

**Annexure-4**

<b>Rates for the Training Modules, Content &amp; Translation</b>		
<b>Sl. no</b>	<b>Content</b>	<b>Per unit cost capping (Rs.)</b>
I	Entire module of EDP/ Product (Including Video (for 10 mins duration: Rs. 50,000), DPR (Rs.5000), Power Point presentation, packaging, food safety, (Min 25 slides of each: Rs.7000), audio voice over per language (Rs.5000) and reading manuals (Rs.5000); For conversion of reading material from English into other languages (Rs 1.50 to 1.75 per word; About 1700 to 2000 words: Rs. 3000)	75,000*/-
II	One video with English language (duration: 5-10 min, Rs. 25,000/- for up to 5 mins and Rs. 50,000/- for up to 10 mins)	50,000/-
	For audio voice over per language for up to 5 mins (Rs.2500) and above 5 mins to 10 mins (Rs. 5000)	5,000/-
	Reading manuals related to the training modules (in English/Hindi) (min pages 25 to 100)	5,000/-
	DPR for bankable project	5,000/-
	PowerPoint presentation on product development, packaging, and food safety (min 25 slides of each)	7,000/-
III	For conversion of reading material from English into other languages (Rs 1.50 to 1.75 per word; About 1700 to 2000 words: Rs. 3000)	3000/-
IV	Process / product technology	As per Institute norms
<p>* For Entire Module in English, the applicable capping of total cost will be Rs ,62, 000 (less voice over and conversion Charges)</p> <p>Contents of each items of the Modules will be prescribed by NIFTEM/ IIFPT and approved by Expert Committee</p> <p>^ Additional amount on the account of GST as applicable</p>		



### Responsibility of Institutes

#### I. Syllabus & Content

Training of	Syllabus	Review	Content/ Materials	Review
<b>(i) Master Trainers</b>				
Eight Product Groups plus MFP	IIFPT	Expert committee	Content: IIFPT (In house); Materials: (In-house/ Contract/ Outsource)	Expert committee
EDP+	NIFTEM	Expert committee	Content: NIFTEM (In house); Materials: (In-house/ Contract/ Outsource)	Expert committee
<b>(ii) Trainers</b>				
EDP+	NIFTEM	Expert committee	Content: NIFTEM (In house); Materials: (In-house/ Contract/ Outsource)	Expert committee
Products plus MFP	IIFPT	Expert committee	Content: IIFPT (In house); Materials: (In-house/ Contract/ Outsource)	Expert committee
<b>(iii) Beneficiaries</b>				
EDP+	NIFTEM	Expert committee	Content: NIFTEM (In house); Materials: (In-house/ Contract/ Outsource)	
Products plus MFP	IIFPT	Expert committee	Content: IIFPT (In house); Materials: (In-house/ Contract/ Outsource)	Expert committee

#### II. Training Modules

Training Material	Content	Review	Material	Review
Trainer's Guide	EDP related content by NIFTEM & ODOP content by IIFPT	Expert committee	EDP related materials by NIFTEM & ODOP based materials by IIFPT (In-house/ Contract/ Outsource)	Expert committee
Participant Handbook				
AV Tutorials				
Power Point Presentations				
Model Bankable DPR	NIFTEM		NIFTEM (In-house/ Contract/ Outsource)	

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