

Skill Satellite Centres
Technology Development and Utilization Programme for Women (TDUPW/A2K+)

Guidelines for Submission of Proposals for Skill Satellite Centres Under
Technology Development and Utilization Programme for Women TDUPW/A2K+



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Ministry of Science and Technology
Department of Scientific and Industrial Research
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GENERAL INFORMATION

1. Introduction

Gender equality is important for the entire society. If given proper opportunity and encouragement, women have the potential to excel in every field. However, opportunities need to be provided to women so that they are empowered to face the world confidently. Empowerment begins with awareness and subsequently through capacity building.

In 2017 Global Gender Gap Index's list of countries, India ranked 139th in terms of women's economic participation and opportunity. Women's economic empowerment is a prerequisite for sustainable development, pro-poor growth and is about rights and equitable societies. According to a McKinsey Global Institute study, India could boost its GDP to \$2.9 trillion by fully bridging the gender gap in the workplace by 2025, if female workforce participation rate is improved. This would be equivalent to bringing 68 million more women into the non-farm labour force. According to National Sample Survey Organization (NSSO), there were over 30 lakh unemployed women in India in 2012. The National Policy on Skill Development and Entrepreneurship, 2015, mentions the need for gender mainstreaming of training and envisions skill development as a vehicle for women's empowerment. In order to bridge the gap, the policy identifies the need for special delivery mechanisms such as mobile training units, flexible afternoon batches along with local needs based training.

2. Women Economic Empowerment, A Challenge

Women who are left behind do not easily receive the benefits of the prevalent economic development. India needs an employment revolution which encourages women to play their full role in a modern Indian economy. Innovative approaches and partnerships are needed to scale up women's economic empowerment. Women perform 66% of the world's work and produce 50% of the food, yet earn only 10% of the income and own 1% of the property. The challenge is to reach out to the farthest women and ensure that these women have access to the opportunities and benefits of economic growth and trade. Satellite Centres can help women to be skilled near their home and eventually become economically empowered.

3. Skill Satellite Centres

The main aim of DSIR in setting up Skill Satellite Centres is to enhance the quality of life of women by imparting knowledge and skills. Women thrive when their community truly values women's work both at home as well as in the public sphere and therefore, this initiative of DSIR is committed to working towards gender parity and making women's work visible at all levels of development. DSIR will support proposals for setting up "Skill Satellite Centres" in close vicinity of rural/tribal or other needy groups of women, which would be different from the usual vocational training centres for women, established by various other organisations. In addition to the skills training, all the women enrolled with the satellite centres will also go through a short duration literacy curriculum. In addition to training on specific technical subjects, training will also be given on financial literacy and enterprise development. This will ensure that after completion of the training, they are not only financially independent but can also face social challenges more effectively. The programme is expected to help the local women uplift their socio-economic status significantly.

3.1 Advantages of Skill Satellite Centres

- Saves commuting time and takes care of transportation problem prevalent in the community
- Convenient learning time as women in rural India have very limited time available with them, along with the responsibility of other household chores. DSIR satellite centre will allow them to join such programs according to their convenience and time availability
- Caters to more number of beneficiaries
- Safety assurance to parents, spouses, siblings.

3.2 Objectives of Skill Satellite Centres

- To provide vocational skills to women that give employability to women and enable them to supplement their family income as well as enhancing their self esteem in the society.

- To provide competencies and skills that enable women to become self employed/entrepreneurs.
- Enable women or groups of women (Self Help Group mode) to take up employment or income generation programmes of their own.
- To help them learn new skills that will improve their efficiency and productivity..
- Mobilize women in viable groups and render facilities such as access to credit, acquisition of productive assets etc.

3.3 Support by the Skill Satellite Centres

- Customised training, among other tools and resources
- Trained mentors who will help women entrepreneurs overcome business challenges
- Capacity building through educational programs, accelerated strategies to access finance and markets, innovation, and bootstrapping techniques
- Education on how to use technology for enhancing productivity and reducing drudgery.
- Opportunity to develop a business model.
- Sector-specific exposure.
- Networking opportunities

4. Possible Sectors

S.No	Sector	Suggested Vocations
1.	Pottery	Production of terracota pottery items
2.	Health & Hygiene	Small units for producing low cost sanitary napkins
3.	Sericulture	Mulberry Cultivation, Cocoon Rearing, Reeling of Yarn
4.	Food Processing and Nutrition	Value added farm produce, Fortified foods, Bakery
5.	Agro Processing	Tissue culture, Stevia farming
6.	Marine Product Processing	Fisheries, pearl culture
7.	Handicrafts	Hand made home décor items, hand made papers etc.
8.	Textile	Khadi, block printing etc.

5. Target Group

The scheme is intended to benefit women who are in the age group of 18 years and above, for skilling purpose.

6. Eligible Organizations

Grants-in-aid will be given to the following organizations, having a distinct legal entity :

- Institutions or Organizations set up as Autonomous Organizations, under a specific statute or as a society registered under the Societies Registration Act, 1860 or Indian Trusts Act, 1882 or other statutes.
- Voluntary organizations or Non-Government Organizations carrying out activities which promote the welfare schemes and programmes of the Government.
- Educational and other institutions.
- Urban and Rural local self-government institutions.
- Co-operative societies.

The organization must be in existence for at least 3 years, and must have experience in carrying out activities for imparting skills related to employability and entrepreneurship.

7. Duration

A particular proposal for Skill Satellite Centre may be formulated initially for a maximum duration of 36 months, including time set aside for post-training activity evaluation. Training courses/ modules shall typically be of three month duration and with a maximum duration of six months for a course in exceptional cases. At the expiry of initial period, proposal for continuation may be submitted for consideration along with output/outcome report and necessary justification.

8. Funding Norms

The financial assistance will be subject to the following:

- Training is expected to be for six days each week, with a training time of six hours per day, exclusive of breaks for travel, lunch i.e. a minimum of 432 hours and 864 hours

for 3 and 6 months courses respectively. The focus should be on hands on training and not on

assessment or certification. 100 to 150 women should be trained per year.

- The cost of providing refreshments during trainings may not exceed Rs. 75 per day per beneficiary.
- Project costing may include heads like mobilization of beneficiaries, preparation of curriculum, equipment, raw material, and teaching aids. Acquisition costs of equipment may form a part of the proposal, but may not exceed 25% of the proposal cost supported by DSIR.
- Utilization Certificate and Statement of expenditure will have to be submitted for release of subsequent grant. The organization/ institution shall record a certificate to the effect that the expenditure has been incurred in accordance with the sanctioned grant.
- The persons employed in the Skill Satellite Centres will be treated as the employees of the organization/ institution and not of the Government of India and the conditions of their service will be governed in accordance with the rules and orders of the organization applicable to such persons.
- DSIR Skill Satellite Centres will not finance any capital expenditure on lands or buildings.
- On completion of the duration of Skill Satellite Centres, the organization/ institution shall submit final report along with supporting documents such as photographs and utilization certificate for the grant-in-aid.
- The applicant organization will issue a certificate to the trainees on the course imparted after their successful completion of the training.

- The applicant organization will submit the proposal in the prescribed application format with necessary documents as per the guidelines.
- Unspent amount of grant-in-aid released by DSIR will be refunded to DSIR.
- The unsatisfactory performance/non-performance of the organization with respect to targets/deliverables would lead to refund of grant-in-aid released along with interest accrued to DSIR.
- DSIR reserves the right to terminate the Skill Satellite Centres if it finds that its implementation is unsatisfactory or improper.

9. Reports to be Submitted by the Applicant Organisation :

While submitting a project proposal for Skill Satellite Centre, the applicant organisation must submit the following reports along with the application :

- Baseline survey report of the area where Skill Satellite Centre is to be established.
- Cost Benefit analysis of the Skill Satellite Centre.
- Target women groups who will benefit from the Skill Satellite Centre.
- Details of course curriculum for the skills training.
- Likely business enterprises that the Skill Satellite Centre will give rise to.
- The likely business model to make the Skill Satellite Centre sustainable.
- The layout map to be provided showing an earmarked space for the Skill Satellite Centre.

10. Guidelines and Application Format

[Click Here](#) for Guidelines and Application Format.

For any other details, you may contact

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Forwarding Letter

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To

Dated:

Shri Ashwani Gupta
Scientist G and Head (A2K+)
Department of Scientific and Industrial Research
Technology Bhavan
New Mehrauli Road
New Delhi – 110 016

Subject: Proposal for undertaking

Sir,

I am glad to forward herewith a proposal for undertaking at a total cost of Rs..... (Rupeesonly) The project is proposed to be completed over a period of..... months/. Mr./Ms./Dr..... who is working as in this institution will be the Project Director/ Principal Investigator.

2. I certify that this institution will provide all the facilities and infrastructure for the completion of the project as follows:

- a) This proposal or other similar proposal has not been submitted to any other agency/ Department for funding/ the proposal has also been submitted to..... for partial funding up to Rs.....lakhs.
- b) The Project Director/ Principal Research Investigator will continue to work in the institution till the completion of the project. In case the Project Director leaves without completing the project, the institution will immediately suggest a suitable Project Director/ Principal Research Investigator and take permission of DSIR to appoint hime as the new Project Director/ Principal Research Investigator. The institution will take full responsibility to complete the project as per the existing terms and conditions.
- c) The institution will take full responsibility for monitoring the progress of the project, sending progress reports and utilisation certificates, etc. and ensuring proper and timely implementation.

3. It is requested that the project proposal may be considered favourably for providing financial assistance of Rs.....

4. Details of documents enclosed are given in the attached Checklist.

**Signature of the Head of the Institution
Name of the Head of the Institution & Stamp**

Certificate from the Investigators

Project Title:-----

1. I/We did not submit the project proposal elsewhere for financial support.
2. I/We have explored and ensured that equipment and facilities (as enumerated in section) will actually be available as and when required for the purpose of the Project. I/We shall not request financial support under this project, for procurement of these items.

Date :-----

Place :-----

Name and Signature of the Investigators

Department of Scientific and Industrial Research**Format for Submission of Proposals for Skill Satellite Centres Under Technology Development and Utilization Programme for Women (TDUPW/A2K+)**

For official use only		
Project code:	Date of receipt	Received by
TAC No. and Date	Decision :	

Part I : General Information and Technical Details

1	Title of the Project	
2	Name and address of the Institute/ University/ Organization submitting the Project Proposal	
3	Status of the Organisation (whether it is a registered society/Trust/Company registered under Company Law) and details of its activities(in 100 words)	
4	Name and Designation of the Executive Authority forwarding the application	
5	Details of Bank Account Number of the Organisation (Please fill the ECS Form) Is the filled ECS Form enclosed with the application?	
6	<u>Details Project Investigator</u> Name Designation Sex & Date of Birth Address City Telephone, Fax, Email, Mobile Also enclose detailed Curriculum Vitae of Project Investigator.	
7.	<u>Details Co-Project Investigator</u> Name Designation Sex & Date of Birth Address	

	City Telephone, Fax, Email, Mobile Also enclose detailed Curriculum Vitae of Co-Project Investigator.	
8	Objectives of the project	
9	Project Summary (Please do not exceed one page)	
10	Review of Status (<i>not exceeding 600 words covering each of the following</i>): International status of development in the subject; National Status, Importance of the proposed project in context of the current status	
11	Duration / Time Schedule	
12	Major activities to be undertaken (<i>Please do not exceed one page</i>)	
13	Methodology	

14. Activity Schedule

Sl. No	Task	Activities	Months												Period	Output

15. Details of major projects completed during last five years

Title of the project

Name of the Project Investigator

The agency/ institution which supported the project

Duration of the Project

Cost of the Project

Major Outcomes

16. Existing Facilities (Give complete list of facilities with their cost)

16.1 Available equipment and accessories to be utilized for the project

16.2 Available expert/ Manpower in the institution to be utilized for the project

17. Sustainability of the Project after the DSIR support is over

18. Whether the same or similar proposal has been submitted to any other agency for full or partial support?. If yes, give details.

19. Provide name, address, telephone number, mobile number and e-mail address of ten experts in the subject field

PART II : BUDGET PARTICULARS

20. Total cost including foreign exchange (in Rupees)

(Please provide following break-up and also provide justification for each head and sub-head separately).

20.1 Manpower:

Designation	No. of Persons	Quantum of Support Required (in Rs)	Financial	Total

20.2 Consumables:

Details of Consumables	Quantity year wise	Total amount (in Rs)

20.3 Travel (year wise break-up)

Purpose	Year 1	Year 2	Total

20.4 Equipment (Give the details of equipment with their cost)

20.5 Monitoring & Review meetings

20.6 Institutional Overheads

21. Summary table giving year-wise break up under heads mentioned in col.20.1 to 20.6 above

Note : Please give justification for each head and sub-head separately.

Place
Date

Signature of the PI
Name
Designation