

## Proceedings of Q-Team Review Meeting as on 20<sup>th</sup> April, 2015

The meeting of the Q-Team members was held on the 20<sup>th</sup> of April, 2015 at 11.00am in the Conference Hall of ORMAS, Bhubaneswar. The meeting was presided over by the Executive Director of ORMAS in which 33 Q-Team members attended. The list of participants enclosed at Annexure-1.

### **Functioning of the Q-Team Members**

1. The Q-Team members are not keeping a proper check on the centers for the smooth functioning of the programme.
2. SoP formats are not maintained properly by the Q-Team and are not even present in respective centers.
3. The members are not thorough on SoP, which has resulted in the improper compliance of the centers.
4. Improper maintenance of the web based (government portal) MIS.
5. Not submitting the reports to ORMAS.

### **Decisions were taken during the meeting:**

1. The Q-Team members should verify and submit the report in the formats as per the SoP guidelines.
2. Due quality check needs to be done of all the centers for proper functioning of the project. The quality of the centers can be maintained by making regular and surprise visits to the respective centers. The Q team member should make surprise visits to respective centers in every fortnightly and submit the report to ORMAS within 2days of such visit.
3. The Q-Team should properly coordinate with the CE-DSMS of concerned districts.
4. The Q-Team should ensure that the operation team and the MIS for timely updating the web based portal of the government.
5. The MIS portal of the PIA website needs to be updated on the details center wise information on training & placement for better transparency of the project.
6. A quality trainer needs to be appointed for each domain for providing good quality training.
7. The Q-Team should visit the DDU-GKY, ORMAS and other related website for updating their knowledge and notifications related to the programme.
8. All Lab equipments must be present in the centers as per the NCVT/SSC norms.
9. Failure to report attendance due to non-availability of bio metric device should not be more than 1, 2 and 3 days for the 3, 6 and 9 months training programme respectively. For any additional days of non- reporting of attendance the training duration will get extended by equivalent period.
10. The PIA's who have not installed Biometric devices for the attendance of the trainees; strict actions will be taken against them.



