



Good Practices in AC&ABC

National Institute of Agricultural Extension Management (MANAGE)

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Good Practices in Agri Clinics and Agribusiness Centre Scheme

A. Request to enrol as a New NTI by Institutions/ Organizations

Process

Step 1: Application submission (Hard copy) by Institutions/ Organizations & scrutiny of applications.

Step 2: Field verification by committee members.

Step 3: Presentation at MANAGE

Eligible institutions can get the application format from Annexure-II available at following link.

<http://www.agriclinics.net/ACABCGuidelines2018.pdf>

After selection in the three-stage verification process, the institution/ organizations will be selected as Nodal Training Institute for implementation of AC&ABC scheme by MANAGE

B. Submission of MoU and Bank Guarantee by NTI

Documents to be submitted

1. Submission of MoU:

- (i) Covering letter with relevant subject.
- (ii) MoU on ₹100/- stamp papers (two copies).
- (iii) Contact details of Nodal Officer.
- (iv) Updated Address of Training Centre.
- (v) Bank Account Details.
- (vi) PFMS detail of the organization.
- (vii) Organization's unique ID registered in NITI Aayog NGO Darpan Portal (exception for Govt. NTIs)

2. Submission of Bank Guarantee:

- (i) Covering letter with relevant subject.
- (ii) Bank Guarantee of ₹2.5 lakhs (exception for Govt. NTIs) issued by the nationalized banks for 5 years under AC&ABC scheme

The Institute should Submit MoU and BG after the selection of the Nodal Institute to MANAGE.

C. Online application forms should be filled up by the candidates

Process

Eligible candidates can apply online.

Application link - <http://www.agriclinics.net/onlineapplication26052020.pdf>

Candidates should have at least one year gap from the eligible qualification to enrol under AC&ABC scheme.

After successful submission of the application form, the NTI to whom first preference is given will call the candidate for an interview. The shortlisted candidates can take up the training at respective NTI

D. Biometric set up by NTI

Process

Before screening the interview, NTI should install the biometric device as per the suggestions of MANAGE (MANAGE will suggest compatible models for existing system).

NTI should ensure uninterrupted connectivity of the biometric device with the MANAGE server during the training program. If any network issue arises, NTI should inform to MANAGE on a priority basis.

E. Request for screening by NTI.

Documents to be submitted

1. Request letter from NTI
2. The undertaking of Covid-19 precaution (during pandemic only)
3. List of the candidates (soft copy)

Note:

- NTIs must ensure that, the candidates have registered online (<https://acabcmis.gov.in/>) for training before appearing for screening.
- NTIs have to collect a registration fee of ₹ 500 from each candidate who are registered and selected for training and deposit the total amount to MANAGE.
- For Screening (selection) of candidates, the presence of at least three officials (KVK, NABARD, Bank, State Agriculture / allied departments, and Agri Business Company in

the area (if any) are necessary to make the minimum quorum of the interview committee besides the Nodal officer and Consultant-MANAGE

- Request for Screening Committee Meeting along with the list of candidates and registration ID should be submitted
- Pre-screening sheet should be submitted to MANAGE one day before Screening Committee Meeting (SCM).

F. Request for new Training Program by NTI

Documents to be submitted

1. Request letter should be submitted by NTI
2. Final Screening committee report with the signature of all committee members should be submitted, signature of MANAGE representative will be done after receiving original SCM report and scorecard of the candidates.
3. Covid-19 negative reports (During pandemic only)
4. NOC from parents (During pandemic only)
5. The final list of the candidates, along with AC&ABC MIS registration, IDs, and Aadhaar Numbers should be sent to MANAGE.
6. If waitlisted candidates are there then, Details of all waitlisted candidates screened earlier to be submitted at each Training Program approval (Soft copy).

Training Program approval letter will be sent by MANAGE

G. Updating in AC&ABC MIS Portal by NTI

1. NTI should ensure all candidates are registered in <https://acabcmis.gov.in/> also ensure all candidates should select the same NTI.
2. NTI should send the approved candidate list to MANAGE for further approval in the online MIS portal.
3. Once approved by MANAGE, NTI should create the batch and upload the inauguration report and group photo.

H. TP number (1st day of the Training program)

Documents to be submitted

1. Inauguration report and photos with Nodal Officers signature should be submitted.
2. Number of candidates along with start & end date of the batch should be mentioned. Along with inauguration report (Soft copy should be submitted)
3. List of selected candidates with online unique MIS ID numbers should be submitted

after approval in MIS Portal.

4. Biometric code, name of candidate and gender in excel sheet should be sent to MANAGE through email.

Training Program number will be allotted

I. First instalment payment (Within 10 days of Training program)

Documents to be submitted

1. Cover letter
2. Original Inauguration report and group photos with Nodal Officer signature
3. Screening Committee Reports (recent and previous SCM report, if waitlisted candidates are selected) on NTIs letterhead with all committee members' signatures. (Highlight the new batch candidates)
4. Training schedule with names of Resource Persons
5. List of the candidates
6. Application fee deposited by candidates (DD/ RTGS details)
7. Individual application of candidates:
 - a. MIS application
 - b. Aadhar Card
 - c. Eligibility certificates
 - d. Bank details (Hard copy)

ID list will be allotted. MANAGE will verify the details with respective NTI. Release of 1st installment (60%) will be done.

J. Issuing Certificates (30th day of the training program)

Document to be submitted

1. Final list proforma (After the correction of names in the ID list)
2. Digital passport size photographs - Digital photos (not selfie) should be captured by a single photographer preferably with a white background covering 2/3 of the face, and submit in a single folder
3. Biometric attendance details of 30 days (soft copy)

Note:

The certificate will not be issued to the candidates having absences more than 2 days during the 45 days training. The candidate should attend the missed classes in the next training at the same NTI along with the record of biometric attendance. Providing the same biometric, certificates will be issued to these candidates.

The certificates will not be issued to the candidate who was absent for 10 days due to any reason.

After varication Certificates will be prepared and dispatched by MANAGE

K. The Second instalment (Within 15 days after the completion of the training program)

Documents to be submitted

1. Cover letter
 2. Original Utilization Certificates **Annexure C & D**
(<http://www.agriclinics.net/OtherDocuments/uc-other-states.pdf>)
 3. Lodging & Boarding certificates
 4. Comprehensive Attendance report.
 5. Complete Biometric attendance Report.
 6. Leave details
 7. Original medical certificate and Leave letters of candidates recommended by Nodal officer. (Hard copy should be submitted)
 8. Valedictory report and photos
 9. Acknowledgment of certificate received
 10. Final feedback summary
- (All documents should be Original, signed by Nodal Officer and Hard copies should be submitted)**

MANAGE will release of 2nd instalment of 40%

L. Submission of DPRs to bank by NTI

NTI should send DPRs to the bank

M. Handholding funds (After the completion of the training program)

Documents to be submitted

1. Cover letter
2. Proforma-A list (<http://www.agriclinics.net/OtherDocuments/Proforma-A-HH.pdf>)
3. Postal receipts for DPRs send to bank
4. Delivery report
5. DPR softcopies (to be upload in MIS portal) (Hard copies should be submitted)

N. Submission of Handholding UC (within one year from the Valedictory date of the training program)

Documents to be submitted

1. Cover letter
2. Hand Holding UC for adjustment
3. Final Performa – B (<http://www.agriclinics.net/OtherDocuments/Proforma-B-HH.pdf>)

4. NTIs need to submit Loan sanctioned details of candidates along with a copy of the bank loan sanctioned letter to MANAGE within a month of loan sanction. (Hard copies should be submitted)

Handholding payment adjustment will be done by MANAGE after verification of the details

O. Hand holding - 2 (50%)

Documents to be submitted

1. Cover letter
2. Annexure – I (<http://www.agriclinics.net/OtherDocuments/Annexure-IFormatHHPayment.pdf>)
3. Annexure-II (<http://www.agriclinics.net/OtherDocuments/Annexure-IIFormatHHPayment.pdf>)
4. Annexure – III (<http://www.agriclinics.net/OtherDocuments/Annexure-IIIFormatHHPayment.pdf>)
5. (MANAGE letter for reference - MNG-20/CAD-GEN/2016-17; dated 08.04.2017 available on following link can be referred <http://www.agriclinics.net/LatestNews%2f2.pdf>)

The receipt of payment (original Copies should be submitted)

P. Success Stories submission by NTI:

Documents to be submitted

1. Cover letter.
2. List of the candidates.
3. Success stories of candidates with photos and proof of Agri venture establishment should be submitted in the format given by MANAGE (Annexure VII of AC&ABC guideline 2018).

Note

NTIs should regularly submit the success stories to MANAGE after completion of training. The new training approvals will be given based on the success rate of each NTI (number of Agri-ventures established by trained candidates)

Q. Incentives to NTI

NTIs with a cumulative and respective batch success rate of more than 50% are eligible to get additional incentives of ₹ 2000/-per candidate for every candidate established after 50% success rate, reported in respective batch.

Documents to be submitted by NTI:

1. Cover letter
2. List of the candidates

3. Application form of candidates with photos, proof of establishment, Aadhaar and Aadhaar seeded Bank account details.

MANAGE letter MNG/ACABC/NTIs/2017-18; dated 17.07.2017 can be referred <http://www.agriclinics.net/LatestNews%2f2.pdf>

R. Incentives to Candidate

Every candidate who establishes his/her venture and submits proof to that effect is eligible to receive an incentive of ₹1000/- only. This incentive amount may be electronically transferred to the candidate on verification by NTI.

S. Awarding Best NTI

1. The three best NTIs will be awarded every year.
2. Once awarded an NTI may not be considered for the award for the next three years
3. The award consists of citation and cash award as follows
 - I. First prize - ₹ 3 lakhs
 - II. Second prize - ₹ 2 lakhs
 - III. Third prize - ₹ 1 lakhs

Eligibility criteria for Best NTI:

- (i) Should be an Active NTI for the last 3 years (must have completed at least 3 courses in each of the last 3 years)
- (ii) Should have trained at least 250 candidates during last 3 years
- (iii) Should have a minimum 50% overall success rate in the last 3 years. This success rate will be reviewed regularly by MOA, GOI.
- (vi) Should be able to demonstrate qualitative success in terms of business excellence and extension services provided by documenting 25 highly successful cases of ventures established during the last 3 years.

T. Awarding the best Agripreneurs

Awards shall carry the following cash prize besides a citation for best Agripreneurs:

- I. First Prize - ₹ 40,000/-
- II. Second Prize - ₹ 25,000/-
- III. Third Prize - ₹ 15,000/-

For more details related to awarding best NTIs/Agripreneurs:

Refer <http://www.agriclinics.net/ACABCGuidelines2018.pdf> clause 9.

U. Regular Activities during 45 DAYS of Training Program:

- NTI Should send all the documents of activity at the same time.
- NTIs should maintain a common signboard.
- NTIs should maintain a well-equipped Training Hall having the capacity to accommodate 35 candidates.
- NTIs should provide decent boarding and lodging facilities with separate amenities for the women.
- NTIs need to appoint subject matter specialist for each training sessions.
- NTIs should create a Facebook page (e.g.: AC&ABC - NTI Name Location) and give access to MANAGE.
- NTIs should create a WhatsApp group for each TP by adding respective state Consultant, MANAGE.
- NTIs should update the activities on the Facebook page on daily basis.
- Nodal Officers should ensure to conduct Weekly skype interaction of training candidates with Consultant, MANAGE during each TP
- Submission of Weekly Biometric attendance every Monday. (Last Monday-Sunday).
