



Skill Census

Household Survey – Standard Operating Procedures (SOP)



Andhra Pradesh State Skill Development Corporation

Skills Development and Training Department, Government of Andhra Pradesh

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1. Introduction

The Standard Operating Procedure (SOP) outlines the step-by-step guidelines for conducting the Skill Census, ensuring a systematic and efficient data collection process.

2. What is Skill Census

- A “Skill Census” is a comprehensive assessment and data collection exercise aimed at understanding the skills and competencies possessed by individuals and the skills demanded by industries, in other words “Skill Gap Study”.
- The Andhra Pradesh State Skill Development Corporation (APSSDC) under the Dept. of Skills Development and Training, GoAP is the state nodal body for conducting the skill census (household survey) across Andhra Pradesh.

3. Skill Census Objectives

- Mapping Skill Profiles: To identify the diverse skill sets present within the population across various sectors and domains.
- Assessing Skill Disparities: To pinpoint gaps between the skills in demand and the skills available, thereby highlighting areas for intervention and investment.
- Informing Policy Decisions: To provide Government with data-driven insights for designing effective skill training, education, and employment policies.
- Empowering Individuals: To enable individuals to make informed career choices, access relevant training programs, and enhance their employability.

4. Target Group

- The target group for skill census (household survey) will be the **Working age population of 15 to 59 years** in Andhra Pradesh.

5. Roles & Responsibilities of Stakeholders

The key organizations who will be the part of skill census (household survey) would be following:

5.1. APSSDC, Dept. of Skills Development and Training (SD&T)

- Design & develop a comprehensive skill census plan.
- Provide training of trainers and enumerators identified by District Administration or GSWS Dept. with the pool of master trainers.
- Provide the “NAIPUNYAM App” for skill census survey data collection.
- Prepare a comprehensive timeline with key milestones.

- Provide publicity for the Skill Census through print, electronic, and social media to reach all corners of the state.
- Constitute state level, district level and mandal level teams for daily monitoring of skill census across the state.
- Establish Technical Teams at various levels for timely resolution of all technical related issues of the census.
- Ensure collaboration across departments for smooth execution of skill census.

5.2. Department of Grama-Ward Sachivalayam (GSWS)

- Identify required number of enumerators and supervisors from village and ward Sachivalayams at cluster level and communicate to respective District Collectors and APSSDC.
- Conduct skill census at household level by ensuring community participation.
- Coordinate with local authorities and stakeholders for smooth execution.
- Ensure timely completion of skill census surveys.
- Ensure enumerators have access to necessary resources and information.
- Address local concerns, issues, and grievances regarding skill census and bring them to the notice of higher authorities in case of unresolved issues.
- Provide timely feedback and suggestions for improving the census process.

5.3. District Administration

- Oversee the entire skill census survey process in the district.
- Designate Joint Collectors as Nodal Officers to drive the skill census activity.
- Plan the required number of enumerators, supervisors (mandal, secretariat and cluster level) for the skill census in the district from GSWS dept.
- Plan the training of enumerators at mandal and secretariat levels for all enumerators of the district.
- Plan and arrange sufficient number of "Biometric Devices" for Aadhaar authentication process during census.
- Heads the District Level Monitoring Team to guide, monitor and implement the census activities.
- Follow the State Level Monitoring Team guidance or directions for executing skill census.

- Conduct meetings with local stakeholders, including elected representatives, to update on skill census.
- Provide publicity for the Skill Census through print, electronic, and social media to reach all corners of the state.
- Regularly monitor the progress of the census in the district and address any issues that arise.

6. Enumerator Identification

- The **Sachivalayam staff of GSWS Dept.**, Govt. of Andhra Pradesh shall be the enumerators for Skill Census across the state.
- Respective secretariats shall identify the required number of enumerations based on the number of households, residents of their secretariat and timelines of skill census.
- Enumerators shall be identified or selected by the respective Panchayat Secretaries under the directions of **Municipal Commissioners or MPDOs**.
- In case of insufficient enumerators, the enumerators may be identified from other Govt. departments as per the directions of **District Collector or Municipal Commissioners or MPDOs**.
- The enumerators identification shall be structured to ensure that regular secretariat functions remain undisturbed.

7. Enumerator Training

- Master Trainers:** One (1) master trainer per district from APSSDC HO will be assigned for skill census training.
- Mandal Resources:** Municipal Commissioners and MPDOs shall identify 2 resources (sachivalayam staff) per mandal for training.
- Master trainers will train the mandal resources identified by Municipal Commissioner and MPDOs.
- The mandal resources shall train the identified enumerators on skill census.

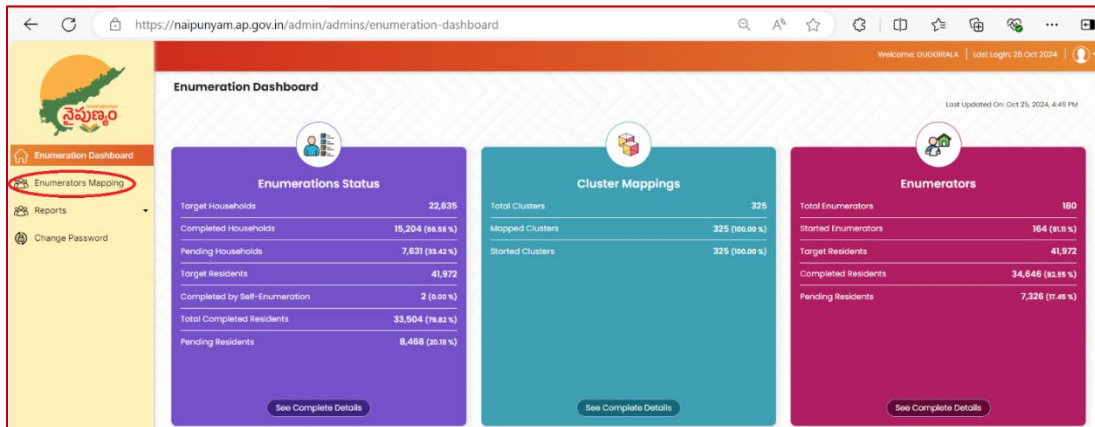
8. Enumerators - Cluster Mapping

- Each identified enumerator shall be mapped to one (1) or more clusters for skill census enumeration.
- The enumerators shall be responsible for conducting skill census enumeration in the clusters mapped to them.

- c. The exercise of enumerator mapping shall be done in the “Skill Census” module of NAIPUNYAM portal. <https://naipunyam.ap.gov.in>
- d. Panchayat Secretary or the officer designated by the Municipal Commissioner or MPDO shall be responsible for enumerator mapping in their respective secretariats.
- e. The Technical Team of skill census shall create login credentials for Panchayat Secretary, or the officer designated by the Municipal Commissioner and MPDO for enumerator - cluster mapping.

9. Process for Enumerators - Cluster Mapping (in NAIPUNYAM App)

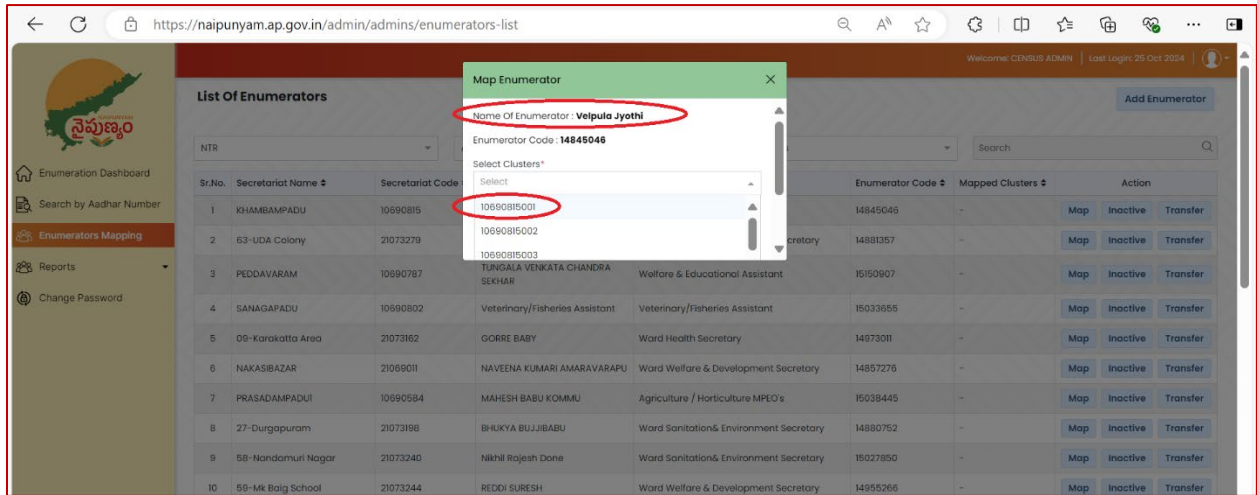
- a. The enumerator - cluster mapping shall be done as per the below process.
- b. Login to the “NAIPUNYAM portal”. <https://naipunyam.ap.gov.in>
- c. Select the “Enumerators Mapping” option from the left ribbon as indicated in the below image.



- d. Once you select “Enumerators Mapping” option, you will see the list of enumerators and options to map as indicated in the below image.

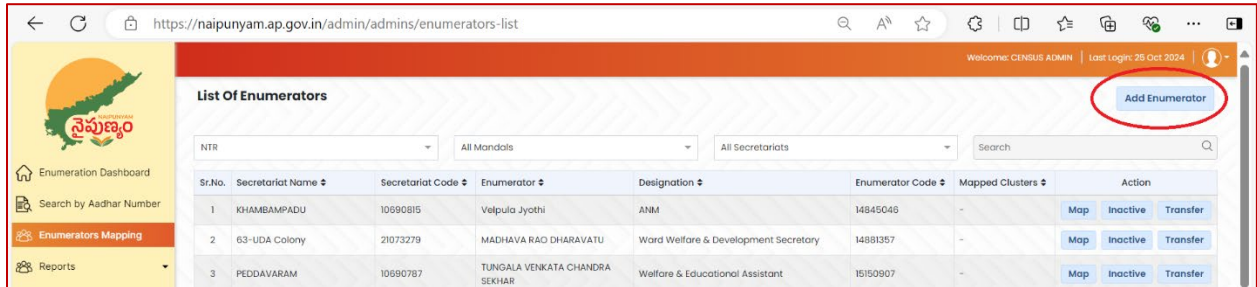
Sr.No.	Secretariat Name	Secretariat Code	Enumerator	Designation	Enumerator Code	Mapped Clusters	Action
1	KHAMBAMPADU	10690815	Velpula Jyothi	NM	14845046	-	Map Inactive Transfer
2	63-UDA Colony	21073279	MADHAVA RAO DHARAVATU	Ward Welfare & Development Secretary	14881357	-	Map Inactive Transfer
3	PEDDAVARAM	10690787	TUNGALA VENKATA CHANDRA SEKHAR	Welfare & Educational Assistant	15150907	-	Map Inactive Transfer
4	SANAGAPADU	10690802	Veterinary/Fisheries Assistant	Veterinary/Fisheries Assistant	15033955	-	Map Inactive Transfer
5	09-Karrikatta Area	21073162	GORRE BABY	Ward Health Secretary	14973301	-	Map Inactive Transfer
6	NAKASIBAZAR	21065011	NAVEENA KUMARI AMARAVARAFU	Ward Welfare & Development Secretary	14857276	-	Map Inactive Transfer
7	PRASADAMPADUJ	10690584	MAHESH BABU KOMMU	Agriculture / Horticulture MPEO's	15038445	-	Map Inactive Transfer
8	27-Durgapuram	21073198	BHUKYA BUJJIBABU	Ward Sanitation& Environment Secretary	14980752	-	Map Inactive Transfer
9	58-Nandamuri Nagar	21073240	Nikhil Rajesh Dora	Ward Sanitation& Environment Secretary	15027850	-	Map Inactive Transfer

e. Click on the **“Map”** option to map the enumerator with cluster as indicated in the below image.

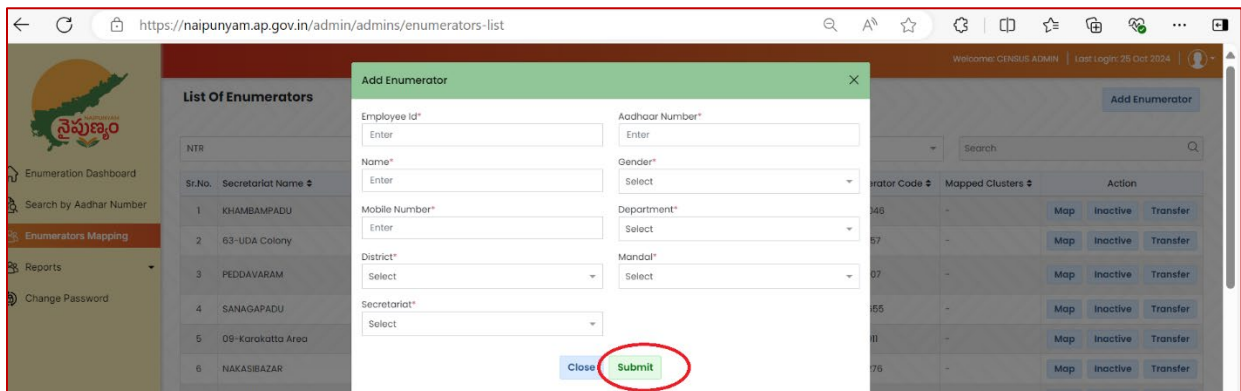


f. Similarly, you can also **un-map** an enumerator from the mapped cluster and **inactive** the enumerator from logging into skill census application.

g. There is a provision to add new enumerator also by clicking the **“Add Enumerator”** option as indicated in the below image.

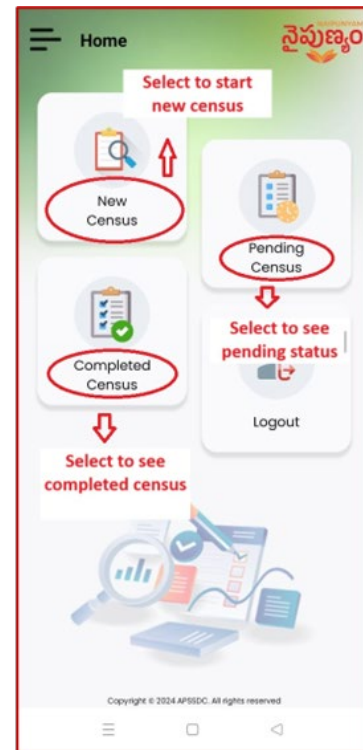
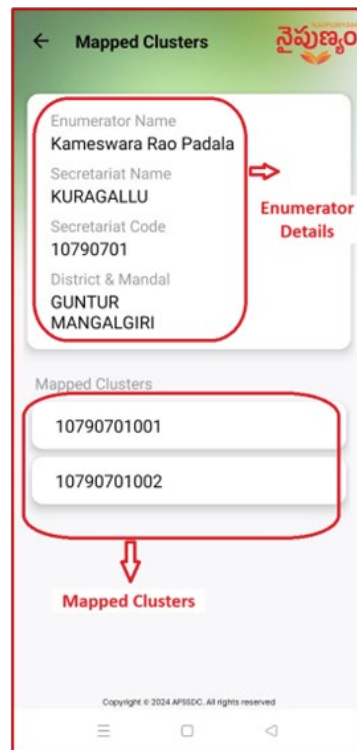
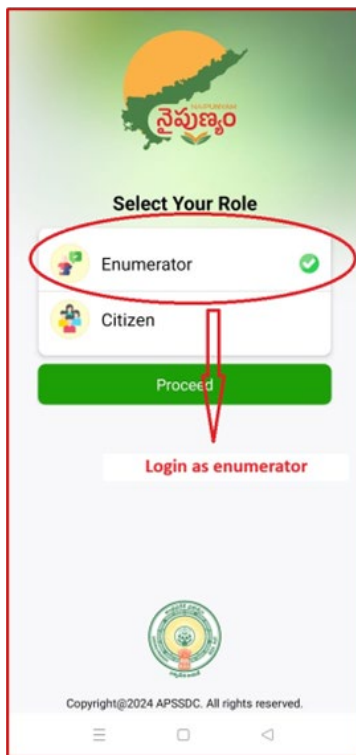


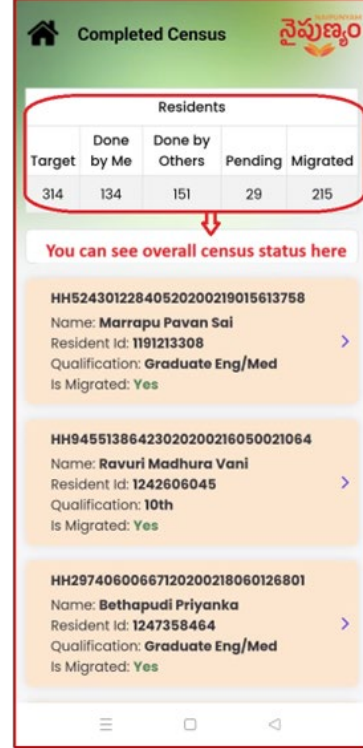
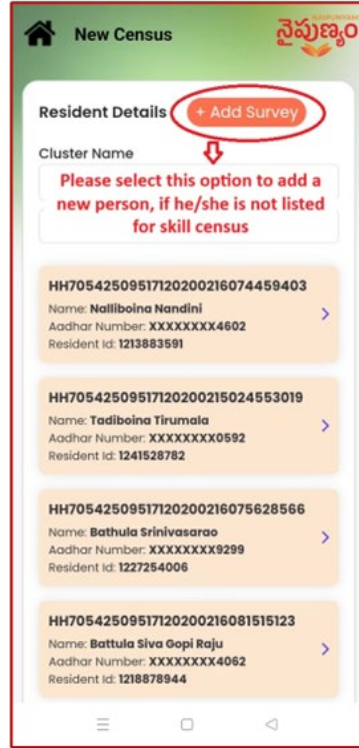
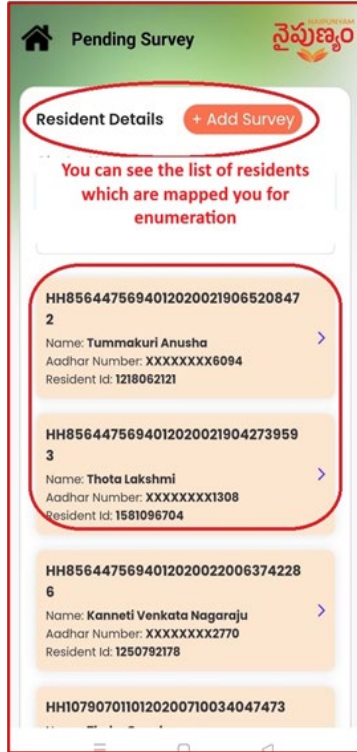
h. Please fill the details of enumerators and click on **“Submit”** option as indicated in the below image.



10. Enumerator Login

- The enumerator can download the **"NAIPUNYAM App"** from Google Play store or Apple App store and login with their Aadhaar number.
- Once the Aadhaar authentication is completed, the enumerator can login and start enumeration.
- The enumerator can see the list of clusters mapped to them along with the details of candidates to be enumerated in their login.
- The enumerators can see the list of enumerations completed, pending etc.
- Refer below images depicting the flow in the **"NAIPUNYAM Mobile App"** for enumeration process.





11. Monitoring of Skill Census:

a. The monitoring of Skill Census shall be done at multiple levels to ensure the implementation of the same as per the given timelines.

- State Level
- District level
- Mandal Level
- Secretariat Level

b. State Level Monitoring Team:

- The state level monitoring team shall do the decision making, providing strategic guidance for overall skill census implementation.
- Principal Secretary, SD&T and MD&CEO, APSSDC will monitor the skill census implementation across the state.
- Principal Secretary, SD&T and MD&CEO, APSSDC will conduct periodical reviews at various levels, issue necessary directions, and provide resolution if any issues arise.

- *Team: Principal Secretary SD&T or MD&CEO APSSDC, DCs, JCs, Municipal Commissioners, MPDOs, EDs, DEOs, DSDOs.*

c. District Level Monitoring Team:

- District Collectors (DC) or Joint Collectors (JC) are responsible to monitor the skill census implementation at district level.
- DCs and JCs to address the administration issues related to census at district level.
- DCs and JCs to conduct regular reviews with Municipal Commissioners, MPDOs and other team at district level.
 - *Team: DCs or JCs, Municipal Commissioners, MPDOs, EDs, DEOs, DSDOs, District Coordinators from GSWS and APSSDC.*

d. Mandal Level Monitoring:

- Municipal Commissioner or MPDO are responsible to monitor and implementation of skill census in their mandals.
- Panchayat Secretary from secretariat shall be reporting to Municipal Commissioner or MPDO of respective mandal.
- APSSDC will assign one (1) mandal level coordinator for each mandal.
- Similarly, Municipal Commissioner or MPDO shall also assign one (1) mandal level coordinator from GSWS or any other dept.
- These mandal coordinators specifically look after admin and technical issues in coordination with district level teams and technical team.
 - *Team: Municipal Commissioners, MPDOs, Panchayat Secretary, Mandal Coordinators from GSWS and APSSDC.*

e. Secretariat Level Monitoring:

- Panchayat Secretary or the officer designated by Municipal Commissioner or MPDO shall be responsible to monitor and implementation of skill census in their secretariat.
- Panchayat Secretary shall report to the Municipal Commissioner or MPDO of respective mandal.
- All enumerators shall work under the directions of Municipal Commissioner, MPDO and Panchayat Secretary.
 - *Team: Panchayat Secretary and enumerators assigned.*

It is advised to create “WhatsApp groups” at various levels for better coordination, implementation, timely resolution of issue related to Skill Census.

12. Monitoring through NAIPUNYAM App:

- The monitoring of Skill Census can be done through the **“NAIPUNYAM portal”**. <https://naipunyam.ap.gov.in>.
- Dashboards at various level are created to monitor the skill census and access to the respective officials will be given for the same.
- State Level Dashboard will show overall status of census across AP. Select **“Show Complete Details”** option to see District level details.

The screenshot shows the 'Enumeration Dashboard' with the following data:

Enumerations Status		Cluster Mappings		Enumerators	
Target Households	1,68,13,143	Total Clusters	2,029	Total Enumerators	1,183
Completed Households	1,09,404 (0.65%)	Mapped Clusters	2,027 (99.90%)	Started Enumerators	963 (81.40%)
Pending Households	1,67,03,739 (99.35%)	Started Clusters	2,029 (100.00%)	Target Residents	2,79,486
Target Residents	3,40,54,910			Completed Residents	2,27,233 (81.30%)
Completed by Self-Enumeration	631 (0.00%)			Pending Residents	52,253 (18.70%)
Total Completed Residents	2,28,805 (0.67%)				
Pending Residents	3,38,26,105 (99.33%)				

- District wise** overall status of census can be seen as indicated in the below image.

The screenshot shows the 'Enumerations Status' section with the following data:

Sr.No.	District	Self Enumerations	Households			Residents		
			Target	Target Completed	Pending	Target	Target Completed	Pending
1	Guntur	115	7,32,148	99,064 (13.53%)	6,33,084 (86.47%)	14,41,434	2,15,203 (14.93%)	12,26,231 (85.07%)
2	Nlr	45	7,25,163	2,597 (0.36%)	7,22,566 (99.64%)	14,84,848	3,700 (0.25%)	14,91,148 (99.75%)
3	Bapatla	39	5,60,351	1,319 (0.24%)	5,49,032 (99.76%)	10,26,589	1,731 (0.17%)	10,24,858 (99.83%)
4	Krishna	30	6,16,262	1,229 (0.2%)	6,15,033 (99.8%)	11,73,496	1,602 (0.14%)	11,71,896 (99.86%)
5	Palnadu	37	7,04,593	1,503 (0.21%)	7,03,090 (99.79%)	14,18,685	1,911 (0.13%)	14,16,774 (99.87%)
6	Prakasam	46	7,76,011	863 (0.11%)	7,75,148 (99.89%)	15,55,790	1,191 (0.08%)	15,54,599 (99.92%)
7	Eluru	20	7,20,752	516 (0.07%)	7,20,236 (99.93%)	14,17,184	679 (0.05%)	14,16,505 (99.95%)
8	Dr. B. R. Ambedkar Konaseema	16	6,03,227	151 (0.03%)	6,03,076 (99.97%)	11,85,722	215 (0.02%)	11,85,507 (99.98%)
9	Kakinada	24	7,45,920	199 (0.03%)	7,45,721 (99.67%)	14,81,693	249 (0.02%)	14,81,444 (99.98%)

e. **District Level dashboard** will show overall status of the district and mandal wise status as indicated in the below image.

Home > GUNTUR

Households

Target	7,32,148
Target Completed	99,064 (13.53%)
Pending	6,33,084 (86.47%)

Residents

Target	14,41,434
Target Completed	2,15,203 (14.93%)
Pending	12,26,231 (85.07%)

Sr.No.	Mandal	Self Enumerations	Households			Residents		
			Target	Target Completed	Pending	Target	Target Completed	Pending
1	Duggirala	3	22,835	15,369 (67.3%)	7,466 (32.7%)	41,972	33,982 (80.96%)	7,990 (19.04%)
2	Thulluru	5	22,573	14,698 (65.1%)	7,875 (34.9%)	40,756	32,093 (78.74%)	8,663 (21.26%)
3	Mangalgi	14	33,082	22,164 (67%)	10,918 (33%)	63,530	49,280 (77.57%)	14,250 (22.43%)
4	Mangalgi - Tadepalli (Urban)	37	45,934	31,811 (69.25%)	14,123 (30.75%)	96,452	69,803 (72.37%)	26,649 (27.63%)
5	Tadepalli	7	18,427	11,856 (64.33%)	6,572 (35.67%)	36,776	25,873 (70.36%)	10,903 (29.65%)
6	Kallipera	1	21,286	220 (1.03%)	21,066 (98.97%)	34,664	290 (0.84%)	34,374 (99.16%)
7	Pedakakani	14	27,149	320 (1.18%)	26,829 (98.82%)	51,606	422 (0.81%)	51,184 (99.19%)
8	Tadikonda	2	24,980	255 (1.02%)	24,725 (98.98%)	46,177	313 (0.68%)	45,864 (99.32%)
9	Chebrole	2	24,935	200 (0.8%)	24,735 (99.2%)	47,421	252 (0.53%)	47,169 (99.47%)
10	Tenali	1	28,351	106 (0.66%)	28,156 (99.31%)	52,020	259 (0.5%)	51,761 (99.5%)
11	Tenali	3	55,869	356 (0.64%)	55,513 (99.36%)	1,10,391	481 (0.44%)	1,09,910 (99.56%)
12	Vatticherukuru	0	16,357	100 (0.61%)	16,257 (99.39%)	29,482	122 (0.41%)	29,360 (99.59%)

f. Similarly, Mandal, Secretariat, and Cluster level dashboards are also created to monitor the status till last level unit. Samples are indicated in below images.

Home > GUNTUR > DUGGIRALA

Households

Target	22,835
Target Completed	15,369 (67.30%)
Pending	7,466 (32.70%)

Residents

Target	41,972
Target Completed	33,982 (80.98%)
Pending	7,990 (19.04%)

Sr.No.	Secretariat	Self Enumerations	Households			Residents		
			Target	Target Completed	Pending	Target	Target Completed	Pending
1	Chintalapudi	0	589	422 (71.65%)	167 (28.35%)	1,050	941 (89.62%)	109 (10.38%)
2	Perukalopudi	0	1,787	1,257 (70.34%)	530 (29.66%)	3,228	2,806 (86.93%)	422 (13.07%)
3	Godavaru	0	1,025	708 (69.07%)	317 (30.93%)	1,834	1,582 (86.26%)	252 (13.74%)
4	Tummapudi	0	865	636 (73.76%)	226 (26.13%)	1,657	1,429 (86.24%)	228 (13.76%)
5	Srungarapuram	1	636	441 (69.34%)	195 (30.66%)	1,188	1,010 (85.02%)	178 (14.98%)
6	Emani-1	0	1,241	800 (64.46%)	441 (35.54%)	2,110	1,768 (83.79%)	342 (16.21%)
7	KantamrajuKonduru	0	1,138	786 (69.25%)	373 (32.75%)	2,066	1,701 (82.33%)	365 (17.67%)
8	Moramudi	0	1,781	1,200 (67.38%)	581 (32.62%)	3,270	2,675 (81.8%)	595 (18.2%)
9	Duggirala-2	0	2,081	1,451 (69.73%)	630 (30.27%)	3,929	3,205 (81.6%)	723 (18.4%)
10	Emani-2	0	1,621	1,124 (69.34%)	497 (30.66%)	3,106	2,492 (80.23%)	614 (19.77%)
11	Pedapalem	0	1,134	740 (65.26%)	394 (34.74%)	1,989	1,590 (79.94%)	399 (20.06%)
12	Reventrapadu	1	1,718	1,174 (68.34%)	544 (31.66%)	3,286	2,624 (79.85%)	662 (20.15%)

Home > GUNTUR > DUGGIRALA > CHINTALAPUDI

Households: Target 589, Target Completed 422 (71.65%), Pending 167 (28.35%)

Residents: Target 1,050, Target Completed 941 (89.62%), Pending 109 (10.38%)

Sr.No.	Clusters	Self Enumerations	Households			Residents			
			Target	Target Completed	Pending	Target	Target Completed	Pending	
1	10790460005	0	60	48 (80%)	12 (20%)	125	123 (98.4%)	2 (1.6%)	
2	10790460001	0	64	50 (78.13%)	14 (21.88%)	98	95 (96.94%)	3 (3.06%)	
3	10790460004	0	62	45 (72.58%)	17 (27.42%)	121	115 (95.04%)	6 (4.96%)	
4	10790460009	0	60	45 (75%)	15 (25%)	115	108 (93.91%)	7 (6.09%)	
5	10790460002	0	63	44 (69.84%)	19 (30.16%)	100	92 (92%)	8 (8%)	
6	10790460008	0	70	48 (68.57%)	22 (31.43%)	132	113 (85.61%)	19 (14.39%)	
7	10790460006	0	74	54 (72.97%)	20 (27.03%)	133	113 (84.96%)	20 (15.04%)	
8	10790460007	0	67	47 (70.15%)	20 (29.85%)	122	102 (83.61%)	20 (16.39%)	
9	10790460003	0	69	41 (59.42%)	28 (40.58%)	104	80 (76.92%)	24 (23.08%)	
Total			0	589	422	167	1,050	941	109

g. The dashboard has the provision to monitor the **progress of enumerators** also at district, mandal, secretariat, and cluster levels.

13. Technical Issue Resolution Process:

- A **Technical Team** at state level (**APSSDC HO**) has been setup to provide the immediate resolution of technical issues raised during enumeration.
- A technical issue may be an issue related to census mobile app, OTP related issue etc.
- Panchayat Secretary and mandal level coordinators will play the crucial role in census implementation at ground level. All these resources shall be equipped with sufficient knowledge to resolve technical issues at their level.
- Enumerators may reach out to panchayat secretary or Mandal Level coordinators of their mandal incase of any technical issue.
- Mandal level coordinators will resolve the issue at his/her level.
- In case of non-resolution of issues, mandal level coordinators shall immediately contact Technical Team for resolution.
- The Technical Team shall maintain and update incident and resolution logs.
- A comprehensive **"Frequently Asked Questions (FAQ)"** document addressing the technical issues raised during the pilot census @ Mangalagiri is prepared

and will be circulated. All enumerators, panchayat secretaries, and coordinators at the mandal and district levels are encouraged to familiarize themselves with this document. This will help to resolve most technical issues at the ground level.

14. Quality Control of Skill Census

- a. Continuous supervision of enumerators during the census is essential to ensure data accuracy and adherence to collection protocols.
- b. Panchayat Secretary, Mandal Level coordinators may act as supervisors.
- c. **Training and Supervision:** It's the supervisor's role to train and supervise enumerators before they begin working and offer guidance where needed in terms of data collection techniques and quality control checks.
- d. **Review and Monitoring:** It is the supervisor's responsibility to regularly monitor enumerators' work to ensure accuracy and consistency of the data collected. This includes reviewing completed forms, checking for errors, discrepancies, and ensuring that all requirements are being met.
- e. **Data Analysis:** Supervisors should analyze the data collected by the enumerators to identify any anomalies and incongruities in the data that may require rework by the enumerators.

15. Report Preparation or Generation

- a. As explained in the **"Monitoring Section"**, report download option is provided at various dashboards levels.
- b. District wise, mandal wise, secretariat wise, cluster wise and enumerator wise reports can be downloaded.
- c. Panchayat Secretaries, coordinators from mandal and district level shall generate various reports and insights from the base reports made available in the **"NAIPUNYAM App"**.

16. Do's and Don'ts – Skill Census Survey

Do's	Don'ts
<ul style="list-style-type: none">▪ Familiarize with the census objectives, methodology, and tools before going into the field.	<ul style="list-style-type: none">▪ Avoid hurrying through the questionnaire; take the time needed to gather thorough responses.

Do's	Don'ts
<ul style="list-style-type: none"> ▪ Dress appropriately and conduct yourself in a respectful manner while interacting with respondents. ▪ Communicate the purpose of the census clearly to respondents to encourage participation. ▪ Stick to the provided questionnaire to ensure consistency and accuracy in data collection. ▪ Take care to record all responses accurately and double-check your entries for mistakes. ▪ Allow respondents ample time to answer questions and be respectful of their opinions and concerns. ▪ If uncertain about a response or procedure, seek guidance from a supervisor or experienced colleague. ▪ Encourage community participation by explaining the benefits of the census for skill development in the region. 	<ul style="list-style-type: none"> ▪ Refrain from sharing personal views or biases during data collection; remain neutral. ▪ Do not change or interpret responses based on your own understanding; record what the respondent says. ▪ Follow the established procedures and guidelines; deviations can lead to inconsistencies in data. ▪ Avoid discussing individual responses or any gathered data outside the census context. ▪ Maintain professionalism and avoid using jargon or language that may confuse respondents. ▪ If a respondent is unavailable, make a note to follow up later, rather than skipping them.
