



# VETERANS INDIA

Regd. No. Delhi/2149/2015

(AN ALL INDIA ORGANISATION OF VETERANS LED BY EX-SERVICEMEN)

## Employment, Placement, and Skills Development Wing of Veterans India:

### 1. Purpose:

The purpose of this wing is to actively contribute to the employment, placement, and skills development of veterans and youth of the nation, ensuring that their transition to civilian life is smooth and rewarding. Aligned with the principles of nationalism and patriotism, it aims to contribute to nation-building by empowering veterans and youth of the nation through employment opportunities and skill enhancement.

### 2. Vision:

To be a dynamic force in facilitating employment, placement, and skills development for veterans and youth of the nation, fostering self-reliance and contributing to the vision of **BHARAT VISHWAGURU** by empowering those who have served the nation.

### 3. Mission:

Our mission is to actively engage in initiatives that provide veterans and youth of the nation with employment opportunities, facilitate their placement, and enhance their skills for successful integration into civilian life. Through impactful programs, the Employment, Placement, and Skills Development Wing aspires to contribute to the overall vision of making **BHARAT VISHWAGURU** by ensuring veterans and youth of the nation have the resources and support needed for their professional growth.

### 4. Approach:

The approach involves creating platforms for employment, collaborating with industries for placement opportunities, and implementing skill development programs that cater to the unique needs of veterans and youth of the nation. It aims to create a society that recognizes and values the skills and experiences of veterans, providing avenues for their continued professional success.

### 5. Objectives:

- a) **Employment Opportunities:** Facilitate access to diverse employment opportunities for veterans and youth of the nation based on their skills and experiences.
- b) **Placement Assistance:** Collaborate with industries and organizations to provide placement assistance for veterans and youth of the nation seeking opportunities in the civilian workforce.
- c) **Skills Development Programs:** Implement programs that focus on enhancing the skills of veterans and youth of the nation, aligning with the evolving needs of the job market.
- d) **Entrepreneurship Support:** Provide support for veterans and youth of the nation interested in entrepreneurship, fostering the growth of veteran-led businesses and startups.



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- e) **Career Guidance and Counseling:** Offer career guidance and counseling services to help veterans and youth of the nation make informed decisions about their professional paths.

## 6. Role and Responsibilities:

- Employment Opportunities Coordination:** Coordinate and facilitate access to diverse employment opportunities for veterans and youth of the nation based on their skills and experiences.
- Placement Assistance Collaboration:** Collaborate with industries and organizations to provide placement assistance for veterans and youth of the nation seeking opportunities in the civilian workforce.
- Skills Development Program Management:** Manage programs focused on enhancing the skills of veterans and youth of the nation, aligning with the evolving needs of the job market.
- Entrepreneurship Support Coordination:** Coordinate support programs for veterans and youth of the nation interested in entrepreneurship, fostering the growth of veteran-led businesses and startups.
- Career Guidance and Counseling Implementation:** Implement career guidance and counseling services to help veterans and youth of the nation make informed decisions about their professional paths.

**By fulfilling these roles and responsibilities, the Employment, Placement, and Skills Development Wing aims to be a proactive and effective contributor to achieving the broader objectives and goals of Veterans India, aligning with the principles of the 17 Sustainable Development Goals (SGTs) outlined by the United Nations.**

## Organization Structure and Responsibilities - Veterans India

### EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT

#### Wing(Central Level):

7. **National Vice President (EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT Wing):**
- Role:** Provide strategic leadership and vision for the central EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT WING
  - Responsibilities:**
    - Oversee and guide all national-level EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT WING programs and initiatives.



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- ii. Collaborate with other wings and organizational leadership for integrated efforts.
- iii. Represent the EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT Wing at national events and forums.

## 8. National General Secretary (EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT Wing):

- a) **Role:** Assist the National Vice President in administrative tasks and coordination within the EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT Wing.
- b) **Responsibilities:**
  - i. Manage day-to-day operations of the central EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT Wing.
  - ii. Coordinate communication between the central and state levels.
  - iii. Ensure effective implementation of national-level EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT WING programs.

## 9. National Secretaries (EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT Wing) - 36 (One for Each State/UT):

- a) **Role:** Support the National General Secretary in administrative duties and communication at the state level.
- b) **Responsibilities:**
  - i. Maintain records, documents, and communications for the respective state/UT.
  - ii. Provide logistical support for state-level EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT WING events and activities.
  - iii. Act as the primary point of contact for state-level coordination.

## 10. National Senior Joint Secretaries (EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT Wing) - 36 (One for Each State/UT):

- a) **Role:** Represent and coordinate EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT WING activities at the state level.
- b) **Responsibilities:**
  - i. Liaise with state-level coordinators, ensuring effective communication.
  - ii. Oversee and support state-level EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT WING programs.
  - iii. Provide guidance to National Joint Secretaries.

## 11. National Joint Secretaries (EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT Wing) - 72 (Two for Each State/UT):



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- a) **Role:** Support the National Senior Joint Secretaries and assist in state-level coordination.
- b) **Responsibilities:**
  - i. Work closely with state coordinators for seamless communication.
  - ii. Facilitate information exchange between the central and state levels.
  - iii. Assist in the implementation of national-level EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT WING initiatives.

**Total Office Bearers at National Level: 148**

## 12. Charters of Duties and Responsibilities:

- a) Each office bearer must be an expert in EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT WING-related activities.
- b) The National Vice President sets the strategic direction and vision.
- c) The National General Secretary ensures efficient operations and communication.
- d) National Secretaries handle state-level administrative tasks and coordination.
- e) National Senior Joint Secretaries oversee and support state-level programs.
- f) National Joint Secretaries assist in state-level coordination and program implementation.

**This structure ensures a robust and well-coordinated approach to managing EMPLOYMENT, PLACEMENT AND SKILL DEVELOPMENT WING activities at both the national and state levels within Veterans India**

## Monthly Calendar for Employment, Placement, and Skills Development Wing of Veterans India

### 13. January: Foundation and Planning

- a) **1st Week:** Annual Strategy Meeting
  - i. Review the previous year's initiatives.
  - ii. Set strategic goals and objectives for the year.
- b) **2nd Week:** Planning Session
  - i. Develop a detailed plan for skill development and employment programs.
  - ii. Allocate responsibilities within the wing.

### 14. February: Skill Assessment and Planning

- a) **1st Week:** Skill Needs Assessment
  - i. Conduct surveys and interviews to identify specific skills needed by veterans and youth.
  - ii. Analyze current employment trends and demands.
- b) **2nd Week:** Program Design



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- i. Based on assessment results, design skill enhancement and training programs.
- ii. Collaborate with industry partners for relevant certifications.

## 15. March: Awareness and Outreach

- a) **1st Week:** Employment Expo Planning
  - i. Organize logistics for an upcoming Employment Expo.
  - ii. Reach out to potential employers for participation.
- b) **2nd Week:** Skill Development Workshops
  - i. Plan and schedule workshops focusing on key employability skills.
  - ii. Develop promotional material for workshops.

## 16. April: Employment Expo and Awareness Campaign

- a) **1st Week:** Employment Expo
  - i. Host the Employment Expo to connect veterans and youth with employers.
  - ii. Conduct informational sessions on available opportunities.
- b) **2nd Week:** Awareness Campaign
  - i. Launch a campaign highlighting success stories from the Employment Expo.
  - ii. Promote ongoing skill development workshops.

## 17. May: Certification Courses and Career Counseling

- a) **1st Week:** Certification Courses
  - i. Commence industry-aligned certification courses.
  - ii. Monitor participants' progress and engagement.
- b) **2nd Week:** Career Counseling Sessions
  - i. Organize individual and group counseling sessions for career guidance.
  - ii. Share information on emerging career paths.

## 18. June: Skill Enhancement Programs and Networking

- a) **1st Week:** Skill Enhancement Programs
  - i. Evaluate the effectiveness of ongoing programs and make adjustments.
  - ii. Introduce new skill enhancement initiatives.
- b) **2nd Week:** Networking Events
  - i. Organize networking events with industry professionals.
  - ii. Facilitate connections between veterans, students, and potential employers.

## 19. July: Industry Webinars and Job Fairs

- a) **1st Week:** Industry Webinars
  - i. Host webinars featuring experts from various industries.
  - ii. Share insights into industry trends and job opportunities.
- b) **2nd Week:** Job Fairs Planning



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- i. Plan logistics for upcoming job fairs.
- ii. Coordinate with companies for participation.

## 20. August: Job Fairs and Continuous Support Initiatives

- a) **1st Week:** Job Fairs
  - i. Conduct job fairs to connect veterans and youth with diverse employment opportunities.
  - ii. Provide resume submission and interview opportunities.
- b) **2nd Week:** Mentorship Programs
  - i. Launch mentorship initiatives pairing experienced veterans with those seeking guidance.
  - ii. Conduct mentorship orientation sessions.

## 21. September: Resume Building Workshops and Interview Preparation Clinics

- a) **1st Week:** Resume Building Workshops
  - i. Offer workshops on crafting effective resumes.
  - ii. Provide personalized feedback to participants.
- b) **2nd Week:** Interview Preparation Clinics
  - i. Conduct clinics to sharpen interview skills and boost confidence.
  - ii. Simulate real-world interview scenarios.

## 22. October: Entrepreneurship Bootcamps and Internship Programs

- a) **1st Week:** Entrepreneurship Bootcamps
  - i. Organize bootcamps to inspire and guide veterans interested in entrepreneurship.
  - ii. Facilitate discussions with successful veteran entrepreneurs.
- b) **2nd Week:** Internship Programs
  - i. Facilitate partnerships with companies to provide internship opportunities.
  - ii. Monitor and evaluate the progress of veteran interns.

## 23. November: Skill Enhancement Scholarships and Industry Webinars

- a) **1st Week:** Skill Enhancement Scholarships
  - i. Launch scholarship programs for veterans pursuing skill enhancement courses.
  - ii. Publicize scholarship opportunities.
- b) **2nd Week:** Industry Webinars
  - i. Continue hosting webinars to keep participants informed about industry developments.

## 24. December: Annual Recognition Ceremony and Success Stories Publication

- a) **1st Week:** Annual Recognition Ceremony Planning



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- I. Plan logistics for the annual recognition ceremony.
  - II. Prepare awards and certificates for achievers.
- b) **2nd Week:** Success Stories Publication
- I. Compile and publish success stories of veterans and students who have achieved milestones.
  - II. Share achievements on various platforms.

## 25. Continuous Monitoring and Feedback:

### a. Ongoing: Quarterly Reviews and Feedback Sessions

- I. Conduct quarterly reviews to assess the effectiveness of programs.
- II. Gather feedback from participants, employers, and veterans for continuous improvement.

This monthly calendar aligns with Veterans India's mission and the important dates within the organization. It provides a structured plan to support veterans and youth in their employment, placement, and skills development journey throughout the year. Adjustments can be made based on emerging needs and feedback received during the ongoing monitoring process.

## Standard Operating Procedures (SOPs) for Employment, Placement, and Skills Development Wing of Veterans India

### 26. Objective:

The Employment, Placement, and Skills Development Wing of Veterans India is committed to fostering opportunities for veterans and youth in the areas of employment, placement, and skills development. The following SOPs outline the processes and guidelines to achieve these objectives, aligning with the mission and values of Veterans India.

### 27. Strategic Planning:

- a) **Objective:** Develop a strategic plan to guide initiatives throughout the year.
- b) **Activity:**
  - I. Conduct an annual strategy meeting in January to set goals.
  - II. Align plans with Veterans India's overall mission and UNO 17 SGT's.

### 28. Needs Assessment:

- a) **Objective:** Identify the skill and employment needs of veterans and youth.



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b) **Activity:**

- I. Conduct a thorough needs assessment survey in February.
- II. Analyze employment trends and demands to tailor programs.

**29. Program Design:**

a) **Objective:** Design comprehensive skill enhancement and training programs.

b) **Activity:**

- I. Develop detailed program outlines based on needs assessment.
- II. Collaborate with industry partners for certifications.

**30. Employment Expo and Awareness:**

a) **Objective:** Connect veterans and youth with potential employers.

b) **Activity:**

- I. Plan and execute an Employment Expo in April.
- II. Launch awareness campaigns around the Expo's success stories.

**31. Certification Courses and Career Counseling:**

a. **Objective:** Provide industry-aligned certification courses and career counseling.

b. **Activity:**

- I. Commence certification courses in May.
- II. Offer individual and group career counseling sessions.

**32. Networking Events and Job Fairs:**

a. **Objective:** Facilitate networking opportunities and connect individuals with job opportunities.

b. **Activity:**

- I. Organize networking events in June.
- II. Plan and execute job fairs in July.

**33. Industry Webinars and Continuous Support:**

a. **Objective:** Provide insights into various industries and offer ongoing support.

b. **Activity:**

- I. Host industry webinars in August.
- II. Initiate continuous support initiatives like mentorship programs.

**34. Resume Building Workshops and Interview Preparation Clinics:**





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- a. **Objective:** Enhance participants' employability through resume building and interview preparation.
- b. **Activity:**
  - I. Conduct resume building workshops in September.
  - II. Offer interview preparation clinics in October.

## 35. Entrepreneurship Bootcamps and Internship Programs:

- a. **Objective:** Encourage entrepreneurship and provide internship opportunities.
- b. **Activity:**
  - I. Organize entrepreneurship bootcamps in November.
  - II. Facilitate partnerships for veteran internships.

## 36. Skill Enhancement Scholarships and Annual Recognition Ceremony:

- a. **Objective:** Support ongoing skill development through scholarships and recognize achievements.
- b. **Activity:**
  - I. Launch skill enhancement scholarships in December.
  - II. Plan and execute the annual recognition ceremony.

## 37. Quarterly Reviews and Feedback Sessions:

- a. **Objective:** Monitor program effectiveness and gather feedback for continuous improvement.
- b. **Activity:**
  - I. Conduct quarterly reviews throughout the year.
  - II. Organize feedback sessions with participants, employers, and veterans.

## 38. Important Dates:

- a. **Annual Strategy Meeting:** January 1st Week
- b. **Needs Assessment Survey:** February
- c. **Employment Expo:** April 1st Week
- d. **Certification Course Commencement:** May
- e. **Job Fairs:** July 2nd Week
- f. **Industry Webinars:** August 1st Week
- g. **Annual Recognition Ceremony:** December 1st Week

This SOP provide a structured framework for the Employment, Placement, and Skills Development Wing of Veterans India, ensuring alignment with Veterans India's mission and objectives while adhering to important dates throughout the year. Adjustments can



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be made based on emerging needs and feedback received during the ongoing monitoring process.

## Source of Funds Generation for Employment, Placement, and Skills Development Wing of Veterans India

The Employment, Placement, and Skills Development Wing of Veterans India plays a crucial role in facilitating opportunities for veterans and youth. To sustain and enhance its initiatives, the following sources of funds generation are proposed, aligning with the overall mission of Veterans India:

### 39. Corporate Partnerships:

- a. **Approach:** Collaborate with corporate entities that share a commitment to veteran employment and skill development.
- b. **Activity:** Establish partnerships with companies willing to sponsor skill enhancement programs, job fairs, and workshops.
- c. **Important Dates:** Initiate corporate engagement activities at the beginning of the financial year.

### 40. Government Grants and Funding:

- a. **Approach:** Explore available government grants and funding opportunities that support veterans and youth' employment initiatives.
- b. **Activity:** Regularly monitor government funding programs and submit grant applications.
- c. **Important Dates:** Align grant application submissions with government funding cycles.

### 41. Skill Development Course Fees:

- a. **Approach:** Charge nominal fees for certain skill development courses and certification programs.



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- b. **Activity:** Design courses with certifications that hold value in the job market, encouraging participants to enroll.
- c. **Important Dates:** Regularly offer courses throughout the year, adjusting schedules as needed.

## 42. Industry Workshops and Webinar Sponsorship:

- a. **Approach:** Attract sponsors for industry workshops and webinars that provide insights into various sectors.
- b. **Activity:** Approach industries to sponsor events that align with their business interests.
- c. **Important Dates:** Plan workshops and webinars strategically, allowing sponsors to align their support with key events.

## 43. Donations and Fundraising Events:

- a. **Approach:** Organize fundraising events and encourage individual donations.
- b. **Activity:** Plan and execute fundraising events like charity walks, marathons, or online campaigns.
- c. **Important Dates:** Schedule fundraising events strategically, considering national holidays or significant patriotic occasions.

## 44. Alumni Contributions:

- a. **Approach:** Engage with Veterans India alumni and encourage financial contributions.
- b. **Activity:** Create an alumni support program, highlighting the impact of their contributions.
- c. **Important Dates:** Launch alumni contribution drives during alumni reunions or anniversaries.

## 45. Skill Enhancement Scholarships Sponsorship:

- a. **Approach:** Attract sponsors for skill enhancement scholarships aimed at supporting veterans.



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- b. **Activity:** Promote scholarship opportunities for veterans and youth of the nation seeking to upgrade their skills.
- c. **Important Dates:** Launch scholarship programs at the beginning of the academic year.

## 46. Collaboration with NGOs and Foundations:

- a) **Approach:** Form partnerships with non-profit organizations and foundations that focus on veterans and youth welfare.
- b) **Activity:** Collaborate on joint initiatives and seek financial support for shared objectives.
- c) **Important Dates:** Identify potential partners and initiate collaborations throughout the year.

## 47. Membership Fees and Dues:

- a. **Approach:** Encourage members to contribute through annual membership fees and dues.
- b. **Activity:** Communicate the importance of financial support from members for sustaining initiatives.
- c. **Important Dates:** Collect annual membership fees at the beginning of the calendar year.

## 48. Publication Sponsorships:

- a. **Approach:** Seek sponsorships for publications, including success stories, achievement reports, and newsletters.
- b. **Activity:** Regularly publish materials showcasing the impact of Employment, Placement, and Skills Development programs.
- c. **Important Dates:** Coordinate publication schedules with sponsors and key events.

## 49. Monitoring and Review:

- a. Regularly review the effectiveness of each funding source.
- b. Adjust fundraising strategies based on feedback and evolving financial needs.
- c. Conduct financial audits periodically to ensure transparency and accountability.

**By diversifying funding sources, Veterans India's Employment, Placement, and Skills Development Wing can ensure the sustainability and growth of its initiatives, contributing to the achievement of UNO 17 Sustainable Development Goals. Adjustments**



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to the fundraising plan should be made as needed, taking into account changing circumstances and feedback from stakeholders.

## List of Corporates, Public Sector Undertaking (PSUs), Govt. Agencies, and Other Institutions have been actively involved in CSR activities ,

Here are some examples.

### 50. Corporates:

- a. Tata Consultancy Services (TCS)
- b. Infosys
- c. Reliance Industries Limited
- d. Wipro
- e. Hindustan Unilever Limited (HUL)
- f. Tech Mahindra
- g. Larsen & Toubro (L&T)
- h. Mahindra & Mahindra

### 51. Public Sector Undertakings (PSUs):

- a. Oil and Natural Gas Corporation (ONGC)
- b. Bharat Petroleum Corporation Limited (BPCL)
- c. Coal India Limited
- d. Indian Oil Corporation Limited (IOCL)
- e. Power Grid Corporation of India Limited (PGCIL)
- f. National Thermal Power Corporation (NTPC)
- g. Steel Authority of India Limited (SAIL)

### 52. Government Agencies:

- a. National Skill Development Corporation (NSDC)
- b. Ministry of Skill Development and Entrepreneurship
- c. National Rural Livelihoods Mission (NRLM)



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d. State Skill Development Missions/Agencies

## 53. Other Organizations:

- a. Rotary Foundation
- b. Bill & Melinda Gates Foundation
- c. United Nations Development Programme (UNDP)
- d. World Bank Group
- e. Ford Foundation
- f. Michael & Susan Dell Foundation

## 54. Important Dates:

- a. CSR grant application deadlines vary by organization.
- b. Corporates and PSUs often announce their CSR initiatives annually.
- c. Government agencies may release grant opportunities based on their budget cycles.
- d. Non-profit foundations may have specific grant cycles or accept applications year-round.

## 55. Tips for Accessing CSR Grants:

- a. Regularly visit the official websites of these organizations for updated information.
- b. Subscribe to newsletters or announcements from relevant corporate and government entities.
- c. Attend industry conferences, seminars, or networking events to stay informed about new opportunities.
- d. Establish connections with CSR managers or representatives from potential funding organizations.

**Remember, the availability of grants and specific CSR activities may change over time, so it's crucial to stay connected with these organizations and keep an eye on their official communications for the latest information.**



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## Guidelines for Office Bearers of Employment, Placement, and Skills Development Wing of Veterans India

As office bearers of the Employment, Placement, and Skills Development Wing, your role is crucial in advancing the mission of Veterans India. Here are guidelines to ensure effective leadership, alignment with Veterans India's goals, and adherence to important dates:

### 57. Leadership and Vision:

- a. **Objective:** Lead with a clear vision for enhancing employment opportunities and skill development for veterans and youth.
- b. **Guidelines:**
  - I. Articulate a vision aligned with Veterans India's commitment to UNO 17 Sustainable Development Goals.
  - II. Inspire and motivate team members to contribute passionately to the mission.

### 58. Strategic Planning:

- a. **Objective:** Develop and execute strategic plans that align with Veterans India's overarching goals.
- b. **Guidelines:**
  - I. Conduct periodic strategic planning sessions to set short-term and long-term objectives.
  - II. Ensure plans align with the specific needs of veterans and the broader community.

### 59. Collaboration and Partnerships:

- a. **Objective:** Foster collaborations with corporates, government agencies, NGOs, and other stakeholders for impactful initiatives.



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## b. Guidelines:

- I. Actively seek partnerships that support employment, placement, and skills development programs.
- II. Maintain open communication channels with existing partners to strengthen relationships.

## 60. Program Development and Implementation:

**Objective:** Design and execute programs that address the skill enhancement and employment needs of veterans and youth.

### a. Guidelines:

- I. Regularly assess the effectiveness of ongoing programs and make data-driven adjustments.
- II. Innovate and introduce new initiatives to stay responsive to evolving needs.

## 61. Fundraising and Resource Management:

a. **Objective:** Secure funding for initiatives and efficiently manage resources for sustainable programs.

### b. Guidelines:

- I. Explore diverse funding sources, including corporate partnerships, grants, and donations.
- II. Develop a transparent and accountable system for resource allocation.

## 62. Communication and Outreach:

a. **Objective:** Effectively communicate initiatives, success stories, and opportunities to stakeholders.

### b. Guidelines:

- I. Utilize various communication channels, including social media, newsletters, and events.
- II. Regularly engage with veterans, community members, and partners to maintain a strong network.

## 63. Monitoring and Evaluation:

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- a. **Objective:** Regularly monitor the impact of programs and evaluate their effectiveness.
- b. **Guidelines:**
  - I. Implement key performance indicators (KPIs) to measure the success of initiatives.
  - II. Conduct periodic evaluations to gather feedback from participants and stakeholders.

## 64. Compliance and Reporting:

- a. **Objective:** Ensure adherence to legal and regulatory requirements, and provide transparent reporting.
- b. **Guidelines:**
  - I. Stay updated on relevant laws and regulations related to employment and skills development.
  - II. Generate comprehensive reports for stakeholders and authorities as needed.

## 65. Regular Updates:

- a. Regularly update an annual calendar with key milestones, program launches, and reporting deadlines.
- b. Align key events with national holidays, patriotic observances, and relevant industry timelines.

**As office bearers, you play a pivotal role in realizing the objectives of Veterans India. Regularly review and adapt these guidelines to meet the dynamic needs of the veteran community and youth. Embrace innovation, collaboration, and a commitment to excellence in every aspect of your responsibilities.**

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**Recommended approach for Employment, Placement, and Skills Development Wing of Veterans India can generate EMPLOYMENT, PLACEMENT and SKILL DEVELOPMENT opportunities aligned with Veterans India's mission.**

**66. Strategic Partnerships:** Form collaborations with corporates, government agencies, and NGOs to create a network that facilitates employment opportunities for veterans and youth.



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**67. Industry-Aligned Training Programs:** Develop skill enhancement programs that align with current industry needs, increasing the employability of participants.

**68. Job Fairs and Recruitment Drives:** Organize regular job fairs and recruitment drives, providing a platform for veterans and youth to connect with potential employers.

**69. Internship Opportunities:** Establish partnerships with companies to offer internship programs, bridging the gap between education and employment.

**70. Corporate Training Initiatives:** Work with corporates to design training programs tailored to their specific needs, enhancing the skills of veterans and youth for targeted employment.

**71. Resume Building Workshops:** Conduct workshops on crafting effective resumes, empowering individuals to present their skills and experiences effectively.

**72. Networking Events:** Organize events that facilitate networking between veterans, industry professionals, and potential employers, creating valuable connections.

**73. Mentorship Programs:** Introduce mentorship initiatives where experienced professionals guide veterans and youth in their career paths.

**74. Entrepreneurship Support:** Provide resources and mentorship for veterans interested in entrepreneurship, fostering a spirit of self-employment.

**75. Certification Courses:** Offer industry-recognized certification courses that enhance the skill set of participants and make them more attractive to employers.

**76. Skill Enhancement Scholarships:** Establish scholarship programs to support veterans in pursuing additional skills or certifications for career advancement.



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**77. Placement Assistance Services:** Develop services that assist veterans and youth in securing employment, including resume reviews, interview coaching, and job matching.

**78. Corporate CSR Collaborations:** Leverage corporate social responsibility initiatives to fund **EMPLOYMENT, PLACEMENT** and **SKILL DEVELOPMENT** programs aligned with the organization's goals.

**79. Government Grants and Programs:** Explore opportunities for government grants and support programs aimed at promoting employment and skills development.

**80. Skill Assessment and Career Counseling:** Offer skill assessments and career counseling services to guide individuals in choosing suitable career paths.

**81. Industry Webinars:** Host webinars featuring industry experts to provide insights into current trends and opportunities in various sectors.

**82. Placement Drives on Patriotic Occasions:** Strategically plan placement drives around patriotic occasions, creating a sense of national pride and involvement.

**83. Alumni Engagement:** Engage with Veterans India alumni who have successfully transitioned into various careers, encouraging them to mentor and support others.

**84. Participation in National Job Portals:** Collaborate with national job portals to showcase employment opportunities specifically for veterans and youth.

**85. Continuous Monitoring and Adaptation:** Regularly monitor the effectiveness of initiatives, adapt to changing employment landscapes, and adjust programs accordingly.

## 86. Important Dates:

- a. Quarterly Job Fairs: Conducted every three months.
- b. Annual Employment Expo: Showcasing employment opportunities and networking.



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- c. Skill Enhancement Scholarship Application Period: Annually, coinciding with the academic calendar.
- d. Industry Webinars Series: Monthly events featuring different industries.

By implementing these strategies and aligning activities with key dates, the Employment, Placement, and Skills Development Wing can significantly contribute to the achievement of Veterans India's goals. Regularly assess the impact of these initiatives and make adjustments for continuous improvement.

## Standard Operating Procedures (SOPs) for Fund Generation by Employment, Placement, and Skills Development Wing of Veterans India

### 87. Objective:

The SOPs below outline a systematic approach for the Employment, Placement, and Skills Development Wing to generate funds aligned with Veterans India's mission and UNO 17 Sustainable Development Goals.

### 88. Diversification of Funding Sources:

- a. **Objective:** Explore various channels for fund generation to ensure sustainability.
- b. **Activities:** Identify potential sources, including corporate partnerships, government grants, individual donations, and CSR collaborations.

### 89. Corporate Partnerships:

- a. **Objective:** Establish collaborations with corporates for financial support and sponsorship.
- b. **Activities:**
  - I. Create a comprehensive proposal highlighting the benefits of supporting veterans and youth' employment and skill development.
  - II. Conduct regular outreach to potential corporate partners.

### 90. Government Grants and Funding:



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- a. **Objective:** Tap into government grants and funding programs supporting employment initiatives.
- b. **Activities:**
  - I. Regularly monitor government funding opportunities at both central and state levels.
  - II. Formulate grant proposals aligning with Veterans India's goals.

## 91. Corporate Social Responsibility (CSR) Collaborations:

- a. **Objective:** Leverage CSR initiatives for funding EMPLOYMENT, PLACEMENT and SKILL DEVELOPMENT programs.
- b. **Activities:**
  - I. Identify corporates with CSR goals aligned with the mission of Veterans India.
  - II. Develop tailored proposals showcasing the impact of CSR contributions.

## 92. Fundraising Events:

- a. **Objective:** Organize events to raise funds and create awareness about the mission.
- b. **Activities:**
  - I. Plan and execute fundraising events such as charity walks, marathons, or online campaigns.
  - II. Utilize national holidays or patriotic occasions for themed events.

## 93. Alumni Engagement for Donations:

- a. **Objective:** Encourage financial contributions from Veterans India alumni.
- b. **Activities:**
  - I. Establish an alumni support program, emphasizing the impact of alumni contributions.
  - II. Launch contribution drives during alumni reunions or anniversaries.

## 94. Skill Enhancement Scholarships Sponsorship:

- a. **Objective:** Attract sponsors for skill enhancement scholarships supporting veterans.
- b. **Activities:**
  - I. Promote scholarship opportunities for veterans seeking to upgrade their skills.
  - II. Collaborate with companies or philanthropists for scholarship sponsorship.



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## 95. Industry Workshops and Webinar Sponsorship:

- a. **Objective:** Attract sponsors for industry workshops and webinars.
- b. **Activities:**
  - I. Approach industries to sponsor events that provide insights into various sectors.
  - II. Offer branding opportunities for sponsors during workshops and webinars.

## 96. Membership Fees and Dues:

- a. **Objective:** Encourage members to contribute through annual membership fees.
- b. **Activities:**
  - I. Communicate the importance of financial support from members for sustaining initiatives.
  - II. Collect annual membership fees at the beginning of the calendar year.

## 97. Publication Sponsorships:

- a. **Objective:** Seek sponsorships for publications showcasing the impact of initiatives.
- b. **Activities:**
  - I. Regularly publish materials highlighting success stories, achievement reports, and newsletters.
  - II. Coordinate publication schedules with sponsors and key events.

## 98. Important Dates:

- a. Corporate Partnership Outreach: Ongoing throughout the year
- b. Government Grant Application Periods: As per government grant cycles
- c. CSR Collaboration Proposals: Ongoing throughout the year
- d. Fundraising Event Planning: Quarterly
- e. Alumni Contribution Drives: Annually during alumni reunions
- f. Scholarship Program Launch: Annually, coinciding with the academic calendar
- g. Membership Fee Collection: January

**By following these SOPs and aligning fund generation activities with important dates, the Employment, Placement, and Skills Development Wing can secure sustainable financial**



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support for the realization of Veterans India's goals. Regularly assess the effectiveness of each strategy and adapt as needed to meet evolving financial needs.

## Guidelines for Collaboration with Skills Development Sectors for EMPLOYMENT, PLACEMENT and SKILL DEVELOPMENT by Veterans India's Employment, Placement, and Skills Development Wing

### 99. Objective:

To establish effective collaborations with various skills development sectors, enhancing EMPLOYMENT, PLACEMENT and SKILL DEVELOPMENT opportunities for veterans and youth aligned with Veterans India's mission and UNO 17 Sustainable Development Goals.

- a. **Sector Mapping and Analysis:** Identify key skills development sectors relevant to veterans' employment.
- b. **Activities:**
  - I. Conduct a comprehensive analysis of skills development sectors, focusing on high-demand areas.
  - II. Prioritize sectors aligning with veterans' expertise and industry demands.

### 100. Industry Forums and Seminars:

- a. **Objective:** Facilitate discussions between Veterans India and skills development sectors.
- b. **Activities:**
  - I. Host regular industry forums, inviting key stakeholders from skills development sectors.
  - II. Organize seminars to share insights on industry trends, challenges, and opportunities.

### 101. Memorandums of Understanding (MoUs):

- a. **Objective:** Formalize collaborations through MoUs with skills development entities.
- b. **Activities:**



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- I. Draft MoUs outlining mutual objectives, responsibilities, and expected outcomes.
- II. Engage in discussions with skills development organizations to secure collaborative agreements.

## 102. Advisory Board Inclusion:

- a. **Objective:** Include representatives from skills development sectors in advisory boards.
- b. **Activities:**
  - I. Form an advisory board with diverse expertise, including professionals from identified skills development sectors.
  - II. Hold regular advisory board meetings to gather insights and guidance.

## 103. Program Co-Creation:

- a. **Objective:** Collaborate with skills development sectors to design tailored programs.
- b. **Activities:**
  - I. Work closely with sector experts to co-create training and skill enhancement programs.
  - II. Ensure programs address the specific needs of both veterans and the targeted industry.

## 104. Industry-Specific Training Modules:

- a. **Objective:** Develop industry-specific training modules for enhanced employability.
- b. **Activities:**
  - I. Customize training content based on feedback and insights from skills development sectors.
  - II. Integrate real-world industry scenarios into training modules.

## 105. Internship Opportunities:





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- a. **Objective:** Secure internship placements for veterans and youth through collaboration with skills development sectors.
- b. **Activities:**
  - I. Establish partnerships with companies within the identified skills development sectors for internship opportunities.
  - II. Promote internships as pathways to employment.

## 106. Skill Certification Partnerships:

- a. **Objective:** Collaborate with recognized certification bodies for skill validation.
- b. **Activities:**
  - I. Partner with reputable certification organizations to validate and endorse veterans and youth of the nation 'acquired skills.
  - II. Ensure certifications align with industry standards.

## 107. Continuous Feedback Mechanism:

- a. **Objective:** Establish channels for ongoing feedback from skills development sectors.
- b. **Activities:**
  - I. Create regular feedback loops to gather insights on the effectiveness of collaborative initiatives.
  - II. Adapt programs based on industry feedback and evolving skill requirements.

## 108. Industry Networking Events:

- a. **Objective:** Facilitate networking opportunities between veterans and industry professionals.
- b. **Activities:**
  - I. Organize networking events that bring together veterans and youth, skills development professionals, and potential employers.
  - II. Include interactive sessions to foster connections and information exchange.

## 109. Important Dates:

- a. Sector Mapping and Analysis: First quarter of the year
- b. Industry Forums and Seminars: Bi-annual events
- c. MoU Discussions and Agreements: Ongoing throughout the year
- d. Advisory Board Meetings: Monthly
- e. Program Co-Creation Sessions: Second quarter of the year
- f. Internship Placement Periods: Aligned with academic calendars
- g. Skill Certification Partnerships: As needed
- h. Continuous Feedback Sessions: Quarterly



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- i. Industry Networking Events: Bi-annual gatherings

By following these guidelines and aligning collaboration activities with important dates, the Employment, Placement, and Skills Development Wing can foster impactful partnerships with skills development sectors, ultimately enhancing employment opportunities for veterans and youth. Regularly assess the success of collaborations and adapt strategies based on industry feedback and emerging trends.

List of skill development sectors that Veterans India's Employment, Placement, and Skills Development Wing can consider collaborating with for generating EMPLOYMENT, PLACEMENT and SKILL DEVELOPMENT opportunities, aligned with Veterans India's mission and UNO 17 Sustainable Development Goals:

**110. Information Technology (IT) and Software Development:**

Ongoing throughout the year

**111. Healthcare and Medical Services:**

Bi-annual health awareness campaigns

**112. Manufacturing and Industrial Skills:**

Quarterly industry expos and fairs

**113. Renewable Energy and Environmental Sustainability:**

World Environment Day (June 5) initiatives

**114. Digital Marketing and Social Media Management:**

Monthly webinars and workshops

**115. Entrepreneurship and Small Business Development:**

Annual Small Business Day (October 1)

**116. Financial and Banking Skills:**

Financial Literacy Month (April)

**117. Cybersecurity and Information Assurance:**

Cybersecurity Awareness Month (October)



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- 118. Agricultural and Rural Development Skills:**  
National Farmers' Day (December 23)
- 119. Tourism and Hospitality Management:**  
Travel and Tourism Week (May)
- 120. Logistics and Supply Chain Management:**  
Logistics Day (April 7)
- 121. Artificial Intelligence (AI) and Machine Learning:**  
AI Day (December 2)
- 122. Telecommunications and Networking:**  
World Telecommunication and Information Society Day (May 17)
- 123. Creative Arts and Design:**  
National Arts and Humanities Month (October)
- 124. Automotive and Mechanical Engineering:**  
Auto Expo (Bi-annual event)
- 125. Construction and Civil Engineering:**  
Construction Safety Week (May)
- 126. Language and Communication Skills:**  
International Mother Language Day (February 21)
- 127. Education and Teaching Skills:**  
Teacher's Day (September 5)
- 128. Data Science and Analytics:**  
Data Science Week (Bi-annual event)
- 129. Retail and Customer Service Management:**  
National Customer Service Week (October)

**These skill development sectors cover a wide range of industries and professions, providing diverse opportunities for collaboration. By aligning initiatives with important dates and industry-specific events, Veterans India can enhance its impact on the employment and skills development landscape. Regularly review and update the list based on emerging trends and the evolving needs of veterans and youth of the nation.**



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