



Minutes of the 8th NCVET Council Meeting

Venue: NCVET, Kaushal Bhawan Date: 20 March 2023

Time: 12:00 PM

**National Council for Vocational Education and Training
Ministry of Skill Development and Entrepreneurship Government of India**

Minutes of the 8th Meeting of the National Council for Vocational Education and Training Council held on 20th March 2023

The 8th Council meeting of the National Council for Vocational Education and Training (NCVET) was held on 20th March 2023, under the Chairpersonship of Dr. Nirmaljeet Singh Kalsi, Chairperson, NCVET. The leave of absence was granted to Shri Shailesh Kumar Singh, Secretary, Ministry of Rural Development (MoRD) & Non-Executive Member, NCVET and Sh. Karma Zimpa Bhutia, Joint Secretary, MoRD & Non-Executive Member, NCVET. The list of participants is placed at **Annexure-III**.

The agenda items were discussed, and the decisions taken by the Council with respect to the agenda items in the meeting are given in succeeding paras.

1. Agenda Item C0801: Confirmation of Minutes of the 7th NCVET Council meeting

1.1. The Council confirmed the Minutes of the 7th meeting of the council held on 12th December 2022.

2. Agenda Item C0802: Action Taken Report on “Decisions taken in the 7th NCVET Council Meeting”

2.1. A detailed account of the action taken report on the decisions taken in the 7th meeting of the Council was presented before the Council. The Council Members took note of the action taken and approved the same. Actions taken on the pending compliances are as under:

2.1.1. Adding Employability Skills (ES) as Common NOSs across all NSQF Qualifications: The Council appreciated the inclusion of a common NOS on ES of 120/ 90/ 60/ 30 hrs, as applicable, in all NSQF aligned and approved qualifications. This will further enhance the value and effectiveness of the vocational education and skill training and facilitate better employability of the learners including implementing the same for the qualifications under PMKVY 4.0.

2.1.2. The Council was apprised that NSDC was given responsibility to prepare and submit the e-content and learning material for these common horizontal employability skill NOSs to cater to various qualifications of all Awarding Bodies of different notional hours. In all these NOSs, 12 modules of employability skills were to be developed by NSDC for 120/ 90/ 60/ 30 hours' NOSs as approved in the 16th NSQC meeting held on 24th February 2022.

The Council directed that NSDC be communicated to fulfill this compliance at the earliest so that the same can be shared with the various recognized awarding bodies for implementation in the vocational education training and skilling ecosystem including under the MSDE scheme PMKVY 4.0.

2.1.3. Guidelines on National Occupational Standards (NOS) and Micro-Credentials: The Council was apprised that NCVET has formulated guidelines on national occupational standards and micro credentials.

2.1.4. The draft guidelines were shared with the stakeholders and placed on the NCVET website for wide public consultation. The comments received in response to the stakeholders and public consultations have been duly examined, analyzed and incorporated in the draft Guidelines.

The council appreciated the effort as it was a landmark initiative which was much required in the changing skill ecosystem landscape.

Approval was accorded to both the Guidelines on NOSs and Micro credentials and for further notification.

2.1.5. Enabling Qualification Templates for NSQF alignment of OEM qualifications through NCVET recognized Awarding Bodies: The Council was apprised that the templates for submission of qualifications of OEMs have been developed by NCVET through a consultative process incorporating inputs from various stakeholders and industry representatives. The process for implementing the same has been initiated. These new qualification templates catering to the requirement of the skill ecosystem have been prepared and got approved in the 24th NSQC.

The council appreciated the effort and accorded the approval.

3. Agenda Item C0803: Awarding Body/ Assessment Agency recognition status for ratification

3.1. The Council was apprised about the current status of AB and AA proposals (details of AB and AA proposals are enclosed at **Annexure-II** and **Annexure-III** respectively) as per the summary given below:

Stages of the Recognition Process	AB	AA
Total number of applications received from the Applicant Bodies	127	188
The applications where scrutiny/ evaluation process has been completed	123	170
Applications under scrutiny / processing	4	18
The applications/ proposals withdrawn by the applicant body	14	39
Applications not found eligible	22	64

Rescheduling request received from the Applicant Bodies / Information awaited from Applicant Bodies / New Proposals/ Detailed Scrutiny in progress	04	21
Sub-committee Meeting Conducted, and Compliances Awaited from the applicant body	03	11
LoI Issued and Provisional Recognition Granted to the applicant body	20	05
Agreement Signed for Grant of regular recognition to the applicant body	64	44

(The status of the applications for recognition as on 19.03.2023)

3.2. The Council was apprised that out of 127 applications received for seeking NCVET recognition as an Awarding Body, 123 applications have already been processed/ decided and only 4 proposals are under the screening/ scrutiny stage.

3.3. With regard to the AA proposals, the Council was apprised that out of 188 applications, 170 applications have already been processed and only 18 proposals are under screening/ scrutiny stage. Further, the proposals currently under scrutiny are all fresh proposals which have been received by NCVET in the last two months.

The Council expressed its satisfaction with the diligence and speed with which the recognition process has been taken up and completed by NCVET.

The Council approved the status of the recognition of the proposals as per the table listed under para 3.1 above, including ratification of the recognitions granted so far as per Annexures I & Annexures II.

4. Agenda Item C0804: Guidelines on Diploma and Post Diploma Qualifications in Vocational Education Training & Skilling

4.1. The Council was apprised that before the establishment of NCVET, at the time of NSDA, diploma Qualifications were being developed and implemented by NSDA. Now a number of Awarding Bodies had submitted representations to NCVET to consider NSQF alignment and approval of Diploma and Advance Diploma qualifications as these are in high demand in the colleges and other Higher Education institutions (HEI) as well as for job placements abroad. In the light of objectives set out by NEP 2020 and National Credit Framework (NCrF), there was an emerging need for separate set of Guidelines on Diploma/Post Diploma Qualifications.

4.2. Further, it was explained to the Council that the matter was discussed in the 20th Meeting of NSQC held on 30th June 2022 and a committee was constituted on 28th July 2022 to formulate detailed guidelines on NSQF alignment and approval of 'Diploma/ Post Diploma' qualifications pertaining to vocational education and skilling.

4.3. The Council was apprised that NCVET has formulated guidelines on Diploma

and Post Diploma Qualifications in Vocational Education Training & Skilling. The Guidelines has been concurred by the UGC and AICTE.

- 4.4. The draft guidelines were shared with the stakeholders and placed on the NCVET website for wide public consultation. The comments received in response to the stakeholders and public consultations have been duly examined, analyzed and incorporated in the draft Guidelines.

The council approved the Guidelines on Diploma and Post Diploma Qualifications in Vocational Education Training & Skilling.

5. Agenda Item C0805: Guidelines for Work from Home (WFH) for NCVET Officials/ Consultants/ Young Professionals (YPs)

- 5.1. The Council was apprised that in its 7th meeting, the Council had given 'In-principle' approval for framing the detailed Guidelines on '**Work from Home**'. Accordingly, the Council was presented a comprehensive Guideline on 'Work from Home' with a view to enhance productivity by providing flexibility to the NCVET officials/consultants/YPs to manage their work from home during emergent situations while ensuring time bound delivery of the expected outcomes w.r.t the official jobs & responsibilities assigned to them.
- 5.2. The Council observed that the Guidelines may be applicable to the NCVET Consultants and Young Professionals only and not to the regular staff/ officials on deputation/retired officers appointed as consultants. It was also observed by the council that these guidelines will be applied sparingly for handling special circumstances and not as a matter of routine.

The Council approved the Guidelines subject to the above observations of the council.

6. Agenda Item C0806: Final Report on the National Credit Framework (NCrF)

- 6.1. The Council was apprised that the Draft NCrF report prepared by the High-Level Committee headed by Chairperson, NCVET, as constituted by the MSDE was launched for public consultation by the Hon'ble Minister of Education & SDE, on 19th October 2022, followed by multiple awareness and consultative workshops across the country in collaboration with IITs and other stakeholders.
- 6.2. The comments received in response to the stakeholders and public consultations were duly examined, analyzed and incorporated in the draft report.
- 6.3. Further, the High-Level Committee submitted its final report on 9th February 2023 to the MSDE. Subsequently, the Hon'ble Minister, MoE and MSDE had accorded approval 'on file' with instructions that the framework shall be notified by the UGC.
- 6.4. The Council was also given a brief account of the salient aspects of the NCrF.
- 6.5. It was informed to the Council that the final copy of the NCrF has been by

DoHE with the UGC for formal notification. As and when UGC notifies the framework, NCVET would be implementing the all VET & Skilling related aspects in the NCrF in the Higher Education ecosystem and bring them before the Council for ratification by circulation/NCVET Council in the next meeting, whichever is earlier.

The Council appreciated the efforts put in to achieve a major milestone to ensure integration of credits in all dimensions of learning. The Council granted in-principle approval for the adoption of NCrF Report and the action points emerging from this report.

7. Agenda Item C0807: Revision of National Skills Qualification Framework (NSQF) and NSQF Level Descriptors

7.1. In view of the changing educational and skilling landscape and with the launch of transformative policies like NEP 2020 and NCrF, the Council was given an account of the following revisions undertaken in the NSQF:

- a. **Standardization of Qualification parameters** like entry criteria, notional hours, NSQF/ NCrF Levels etc.
- b. **Revision of NSQF levels and descriptors** in accordance with the new NCrF levels, NSQF and NHEQF.
- c. **Revision of QF template** and developing new templates to cater to qualifications related to unorganized/ heritage sectors, **micro credentials, NOS and OEM** based qualifications.
- d. **Inclusion of mandatory Employability NOS** of varied hours namely **30, 60, 90 and 120 hours** to cater to different qualification types depending on its notional hours and NSQF level and recommended inclusion of OJT component in qualifications.
- e. **Revisiting the unique Qualification code** to avoid multiplicity and revision of certificate template to bring in uniformity in the vocational ecosystem.
- f. **Alignment with National Education Policy (NEP) 2020** and National Credit Framework (NCrF) to be notified by UGC.

7.2. The Council was apprised that the revised National Skill Qualification Framework (NSQF) and NSQF levels descriptors in accordance with the new levels have been undertaken and the same were shared with the stakeholders and their inputs were sought. Thereafter these were uploaded for public consultation on the NCVET website on 26 December 2022. **The comments received were duly scrutinized, examined analysed and have been incorporated in the National Skill Qualification Framework (NSQF) and NSQF levels descriptors.** The updated copy of the National Skill Qualification Framework (NSQF) and NSQF levels descriptors and certificate templates are attached as **Annexure V.**

The Council approved the revised National Skills Qualification Framework (NSQF) and NSQF Level Descriptors which will also form an integral part of NCrf as and when the same is notified by UGC.

The granted approval for the same including Annexure IV for notification .

8. Agenda Item C0808: Guidelines for Recognition of Prior Learning (RPL)

8.1. The Council was informed that the National Education Policy (NEP) 2020, emphasizes on ensuring requirement for lifelong learning for everyone and recognizes the provision for Recognition of Prior Learning (RPL). The RPL is a methodology to recognize the prior learning based on competency, skills, professional Level achieved, foundational literacy and education of an individual which are mainly acquired through either non-formal, informal or traditional modes of learning. This will enable individuals to exhibit their personal and professional capabilities in a more formal and effective way and integrate them into the formal education and workforce. RPL also serves as a motivator for the advancement of lifelong learning.

8.2. Further, the Council was apprised that as per the 7th Council meeting held on 12th December 2022 the draft guidelines for Recognition of Prior Learning (RPL) were prepared and shared with the stakeholders in skill ecosystem. Based on the inputs received from the stakeholders the guidelines were revised and the same were put up for public consultation on NCVET website on 30/01/2023.

8.3. The Council member from MSDE observed that they have examined the guidelines in detail. While MSDE broadly agrees with the guidelines, he will be sharing certain comments/ views within the coming week which may be considered for inclusion in the RPL guidelines. It was also absorbed by the Council that the provision of the RCL (Recognition of Continuous Learning) may also be included in the RPL guidelines.

The Council gave in-principle approval to the RPL Guidelines with the note that the comments/ views from MSDE may be considered for inclusion in the RPL guidelines along with the provision for RCL. The final guidelines will be presented to the council for ratification.

9. Agenda Item 0809: New Certificate Templates for Optional Trades in Apprenticeship and Upskilling

9.1. The Council was apprised that ten (10) certificate templates catering to long term and short-term training that were approved in the 24th meeting of NSQC held on 17.11.22. Subsequently, NSQC had advised that two additional templates to be created to cater to the requirement of qualifications for upskilling and for apprenticeship programs as per the requests from the recognised ABs.

9.2. Accordingly, the two templates were prepared and presented to NSQC, these were approved by the NSQC in its 26th meeting held on 31st January 2023.

9.3. The Council was further apprised that after obtaining the approval of NSQC,

the 11 certificate templates (6 pertaining to long term Skilling, 5 pertaining to short term skilling) have been issued with explanatory notes along with CDR files to nodal agencies i.e., NSDC and DGT for implicit implementation.

The Council accorded approval to the two Certificate Templates for Optional Trades in Apprenticeship and Upskilling and desired that design specifications as provided to both the nodal agencies ie, NSDC and DGT shall be followed for its implementation in letter and spirit.

10. Agenda item C0810: Status Update on NQR and NCVET website

10.1. The Council was apprised that the digital project of NCVET for developing/upgrading of NCVET Website and NQR portal contracted through an IT Firm (SEQUOI) following GoI GFR regulations through the GeM portal have since been completed by the vendor.

10.2. The Council was updated on the current status of both these projects and informed that both the projects will be live on NIC cloud from 31st March 2023.

The Council noted with appreciation the completion of the project on NCVET website and NQR Portal.

11. Agenda item C0811: Proposal for according approval to the RFP of Digital Enterprise Portal (DEP) as prepared by Deloitte (the Consultancy Firm hired through GeM for the purpose).

11.1. The Council was updated on the status of RFP on the Digital Enterprise Portal (DEP). DEP is aimed at enhancing transparency, efficiency, and effectiveness of the Council's operation and will facilitate online submission and processing of the applications for seeking recognition as ABs' and AAs' leading to end-to-end digital workflow, monitoring of recognised ABs and AAs, development and management of qualification by recognised ABs, redressal of grievances etc in an objective and transparent manner. The component of business process reengineering has also been included as part of the project.

11.2. The consultant selected through GeM for managing the bid process, namely M/s Deloitte Touche Tohmatsu India LLP, has submitted the final RFP dated 13.02.2023 for selection of system integrator as per the deliverable of phase I of the DEP project (RFP no. GEM/2022/B/2162439 floated on GeM dated 09.05.2022). The RFP has been prepared by working closely with various stakeholders within the skilling ecosystem and the NCVET team. Multiple meetings and deliberations were held to ensure that the RFP adequately addresses the needs of the NCVET and the broader skilling ecosystem.

11.3. A Copy of the RFP has already been shared with the Council Members. The Council was given a brief overview of the RFP giving a comprehensive breakdown of the scope of work including development and implementation of DEP, hosting infrastructure for the DEP Software Applications, as well as post development Operations Maintenance and Support for 5 years.

- 11.4.** While deciding the **Quality Cost based System (QCBS) ratio**, Council members deliberated on the Technical: Financial ratio of QCBS method for selection of System Integrator.
- 11.5.** It was discussed that the Digital Enterprise Portal is a business critical application for the effective management and implementation of training and employment in the Vocational Education and Training & skilling ecosystem rich to be accessed by not only the Awarding Bodies, Assessment Agencies but also all other stakeholders like schools, colleges, polytechnics, engineering colleges, universities, industrial training institutes, training providers, and training centers, teachers, trainers, students and their parents, industry partners, employers etc for looking at the details of the available/ suitable qualifications and job roles for various purposes. Keeping in view such requirements of executing the important mandated tasks as an overarching regulator in the VET & skilling ecosystem as also given the anticipated high volume of access and viewership of the portal, the quality, reliability, robustness, UI/UX and business critical component were felt to be of utmost importance. The Council therefore decided to continue with the QCBS method in the bidding process through GeM with a ratio of 70:30 as recommended by the consultant selected through GeM for managing the bid process, namely M/s Deloitte Touche Tohmatsu India LLP.
- 11.6.** Given that the estimated budget of the DEP falls within the approval authority of NCVET Council as per the 1st NCVET council meeting (Agenda no. 06, Annex 04, Item no. 27) held dated 21.07.2020, wherein the council had approved the financial powers w.r.t. RFPs for procurement of services and consultancy:
- 11.6.1.** Above Rs. 20.00 crores - NCVET Council.
 - 11.6.2.** Upto Rs. 20.00 crores - NCVET Council.
 - 11.6.3.** Upto Rs 10.00 crores - Chairman, NCVET
- 11.7.** Based on the above delegation of financial powers and the Projected Financial Estimates by the consultant selected through GeM for managing the bid process, namely M/s Deloitte Touche Tohmatsu India LLP, the proposal was put up for the approval by the Council.
- 11.8.** After the approval of the Council the process shall be initiated to upload the Request for Proposal (RFP) on the GeM portal to obtain the competitive bids including the actual financial bid through the Government e-Marketplace (GeM) for actual price discovery. Thereafter the bids received through the Government e-Marketplace shall be evaluated as per the procedure prescribed in the RFP for the selection of the H1 bidder by following the QCBS method as indicated in para 11.5 above.
- 11.9.** Once this process is complete and the H1 bidder has been identified based on the bid process, the approval of the council shall be sought again before awarding the contract to the H1 bidder.
- 11.10.** Further, the Council also recommended that representatives of may be

requested to nominate one official each as part of the evaluation committee for Pre bid Qualification, Technical Evaluation and financial evaluation. It may also be requested to MSDE and NIC that the member so detailed should be well versed in the technicalities to evaluate the proposals received on the basis of tender for DEP.

The Council accorded approval to the RFP for the Digital Enterprise Portal (DEP) prepared by the consultant selected through GeM for managing the bid process, namely M/s Deloitte Touche Tohmatsu India LLP along with above mentioned recommendations.

12. Agenda item C0812: Progress of implementation of Indian Languages in VET

12.1. The Council was apprised that **NCVET** has been relentlessly working with its recognized Awarding Bodies for making available the NSQF aligned and approved qualifications in **Hindi/ Indian languages**.

12.2. The Council was informed that as on date, about **55%** of NSQF aligned and approved qualifications have been translated by the Awarding Bodies into **Hindi/ Indian languages**.

12.3. It was explained that the Qualifications in **English, Hindi/ Indian languages** being submitted for NSQF alignment and approval in the NSQC w.e.f. **15th April 2023** has been made mandatory with further provision that a written commitment by the submitting body shall be given that the approved qualification shall be made available in other Indian languages as and when the same is offered in the concerned state. ABs have been requested to update the status on translation, **every month for review** by the NSQC meeting.

12.4. The Council also advised to request MSDE to issue suitable directions to the SSCs for submission of any new qualifications w.e.f. **15th April 2023** and translation of existing qualifications in **Hindi/ Indian languages** in a time-bound manner.

The Council noted the progress and also recommended that all the recognised Awarding Bodies have to also ensure that the 650 odd NSQF aligned and approved qualifications selected for implementation under the PMKVY 4.0 are made available in Hindi/ Indian languages within two months' time period, i.e. by end of May 2023 positively to enable the ministry to offer these qualifications under PMKVY 4.0.

13. Agenda item C0813: Administrative and Finance Matters of NCVET

13.1. Credit of advance leave within the same entitlement in respect of retired Govt. Officials engaged as consultant:

13.1.1. The Council was informed that in the 5th Council meeting held on 16th March 2022, it was decided that eighteen days (18) of leave of absence in a year (Year defined as starting from the date of their contract with NCVET) may be credited in two equal parts i.e,9 days at the commencement of the

contract/extension while the Balance 9 days after completion of six months of the contract.

13.1.2. Keeping in view, the principle of equality, the same has also been extended to the retired Govt. servants engaged on contract basis as Consultants in NCVET.

The Council ratified the agenda.

13.2. Sitting fee for External Experts invited for official Tasks as part of various Committees in NCVET:

13.2.1. The Council was apprised that most vacancies in NCVET are being filled through deputation or contractual basis through constitution of selection committees with at least one external member/ expert from outside.

13.2.2. NCVET Council in its 6th meeting held on 13.07.2022 had approved engaging external experts for the purpose of sub-committee review meetings for grant of recognition to Awarding Bodies and Assessment Agencies and giving a sitting fee of Rs.4000/-to such external sub-committee members (non-government/ retired).

13.2.3. It is proposed to extend the same scale of sitting fee to all external experts or subject matter experts, invited as the member of the Consultancy/ Evaluation Committees or for selection of YPs/Consultants/ Sr. Consultants/ other recruitment related committees or for any other committees constituted for the purpose of discharge of business by NCVET, approved at the level of the executive member.

13.2.4. The Council also requested to ratify all such payments made to the external experts engaged by NCVET for the said purpose since the 6th Council meeting held on 13.07.2022.

The Council approved to the above proposal and rectified all such payments made to the external experts since 13.07.2022.

13.3. Ratification of the proposal for creation and filling up of one post of IT Software Engineer:

13.3.1. The Council was apprised about the urgent need for one software engineer to maintain the large IT Infrastructure including a number of PCs, Laptops, Printers, Scanners, etc for the implementation of e-office as also the operationalization and maintenance of NCVET & NQR portal.

13.3.2. In view of the above-mentioned urgency, during the selection process of hardware engineer through GeM for which the approval was granted in the 6th Council meeting held on 13.07.2022, one IT Software Engineer was also taken on outsourcing basis over and above the existing vacancy.

13.3.3. Accordingly, one IT Software Engineer to be engaged on outsourcing basis through GeM was moved 'on file' for approval of the Competent Authority.

The Council took a note of the same and ratified the same.

13.4. Update on Engagement of Interns and Ratification of Virtual Internship:

13.4.1. The Council was updated on the filling of the vacancies of intern. Out of 10 interns so far 2 vacancies have been filled up and the process is on for filling of the balance vacancies.

13.4.2. The council was further apprised that some of the intern applicants have also requested in their application for allowing them internship on virtual/ online mode. The matter was deliberated in the NCVET and the chairperson NCVET permitted engaging virtual intern subject to fulfilling the following conditions:

- a) The intern is otherwise eligible as per the internship guidelines.
- b) The intern working on virtual mode will not be paid any internship amount by NCVET.
- c) This will be over and above the total 10 nos. of interns approved by NCVET Council.
- d) The virtual interns shall be given specific project with measurable output.
- e) The internship certificate will be issued subject to the successful completion of the project and its assessment by the director concerned.

The Council ratified the agenda.

13.5. Ratification of fixation of Professional Fee of Consultant (Rajbasha):

13.5.1. The Council was apprised that in the 6th meeting held on 13.07.2022 approval was accorded to engage one retired government servant (on pay minus pension basis at SO/US level) proficient in Hindi translation and well versed with the Rajbasha policy.

13.5.2. The Council was further updated that one retd govt employee from IDA pattern under pay scale of Rs.50,000 – 160000 has been selected and **his remuneration has been fixed at 31050/- per month** after following the due process as approved by the Council.

The Council ratified the agenda.

13.6. Engagement of 02 Consultants (Admin & Accounts) from amongst retired Director Level Govt. Officers.

13.6.1. The Council was apprised that in the 6th meeting held on 13.07.2022, the Council had approved the engagement of one consultant from amongst Government Officials retired at the US/ DS and above level, to support the work of the Admin, Est & Fin in NCVET.

13.6.2. The Council was further apprised that as one retired Govt. Officer who was already employed as consultant (Admin) had attained the age of 65 years, he had to be relieved to vacating another position.

13.6.3. In view of the above position two (02) consultants retired at the level of

Director (PB-13) have since been engaged after following the due process. One consultant has been hired against the position vacated by the consultant who attained the age of 65 years and the other one has been hired against the post approved in the 6th Council meeting.

The Council took a note of the same and ratified the above agenda.

13.7. Review of Delegation of Administrative & Financial Powers in NCVET:

13.7.1. The Council was apprised that with a view to achieve better efficiency and timely decision making on financial matters in NCVET, there is a requirement to review the delegation of financial powers as approved by the council in its 1st meeting held on 21.07.2020.

13.7.2. Accordingly it was proposed before the Council to accord in-principle approval to carry out comprehensive review of item-wise existing delegation of administrative and financial powers at respective levels and obtain the approval on the same from the council either through circulation or through ratification in the next council, whichever is earlier.

Accordingly, the Council accorded 'In-principle' approval to the Agenda.

13.8. Regularizing the Loss to the Government Property

13.8.1. The council was given a detailed account of loss of two assets, one during the NSDA regime and another in NCVET with following details:

a) Loss of Mobile and WI-FI Expenses for sh. Abdul Wahid, PS to Secretary, MSDE and ex-officio Chairman, NSDA

- i. Sh. Abdul Wahid, PS to then Secretary, MSDE and ex-officio Chairman, NSDA was reimbursed an amount of Rs. 27,599/- on account of purchase of an official mobile phone and Rs.12,992/-(Feb 2017 to January 2018) as Wi-Fi expenses. The mobile was reported to have been stolen and accordingly the both the expenses (Rs 27599/ + Rs12,992/) were charged off by the then secretary, MSDE and ex-officio Chairman.
- ii. However, on account of the above a long pending Audit objection is outstanding since then despite adequate efforts undertaken for recovering the amount by NCVET any further effort is economically not viable.
- iii. Therefore, it was proposed before the Council to write off the cost of lost mobile handset and WIFI charges reimbursed to Sh. Abdul Wahid to settle the audit objection.

b) Loss of an Official Laptop with accessories issued to Sh. Lav Bhardwaj, Consultant Gr. II

- i. The Council was given a brief account of the technical workforce of NCVET comprising of consultants (Grade-II), consultants (Grade-I) and young professionals who are the main workforce driving delivery besides providing research inputs, working on policy initiatives, scrutiny, analysis, and evaluation of wide ranging matters regarding the skill ecosystem. It was further elucidated that the Senior Consultants (Consultants Grade -II) are leading many such projects and carry out these tasks on the official

laptops that have been provided to them and are also often required to provide inputs beyond office hours and on weekends. Therefore, most of the Consultants/YPs carry the laptop wherever they move.

- ii. The Council was apprised about the incident of laptop along with accessories having been stolen of a consultant (Grade-II), Shri Lav Bhardwaj who while returning from office, at around 21.30 hours, had halted temporarily near Hari Nagar area of Delhi. A thief broke into his car, through the rear window and stole the bag containing laptop (HP) issued by NCVET from his vehicle (Tata Harrier HP 17 F8348). The FIR was filed FIR No. WD – HN – 000024 dated 9th January 2023 under section 379 at the Hari Nagar, west police station.
- iii. The stolen laptop's specification (HP laptop Core I-5 with S.No. 5CG1486BZ5 ITBSSD/16GB RAM/14 INCH 11GEN along with Adaptor and Laptop Bag having Cost Rs.71050/-.
- iv. The Council was also informed that there was, however, **no loss of the data stored in the stolen laptop as the backup was taken and kept safely.**
- v. To obviate the undue hardship to the consultants and other staff members, as Laptop was issued to the discharge official functions, it was proposed to the Council to write off the cost of lost laptop with accessories.
- vi. It was further discussed and proposed that search equipment should be insured to safeguard the interest of the staff as well as NCVET.

The Council approved the above proposal for writing off the losses as proposed in para 13.8.1 (a &b) and initiating the process of insurance by following due process.

13.9. Extension of Lease of the Present Premises of HTL Building:

13.9.1. The Council was apprised that the agreement of the presently occupied rented building from M/s Hindustan Times, B-2 Pusa Road, Karol Bagh, New Delhi is valid up to 30th April 2023. MSDE has conveyed the approval of the Competent Authority for the extension of the existing lease agreement between NCVET and the Hindustan Times Limited till 30th April 2023 for peaceful vacation of the premises.

13.9.2. Further, MSDE was communicated through request letter to carry out certain minor changes without affecting the structural design of the new building/ floor which has in-principle been agreed by the Ministry. However, it was communicated by the Ministry vide OM No PC-11016/1/2022-O/o JS(FINANACE) dated 09 February 2023 that NCVET should shift to the new building and the changes shall be undertaken subsequent to the shifting. However, keeping in view the scope of the work pace of work by NBCC any changes initiated after shifting to the new building would severely affect the time bound work, projects and efficiency of work of the council. It would also make the entire process very messy and interfere with the working of NCVET if the changes are not made before shifting.

13.9.3. NCVET vide letter no 20005/29/2017-18/NSDA/Vol.III/1464 dated 14.03.2023 has requested the MSDE to confirm the date of shifting to the Kaushal Bhawan, Chanakyapuri, to enable NCVET to take up case for any further extension of the lease agreement with the HT Ltd accordingly.

13.9.4. It may also be mentioned that three (03) months advance notice has to be served to the lessor in case the existing HT building is to be vacated. Therefore, any further extension, if required, has to be decided at the earliest.

13.9.5. The member representative from MSDE also appreciated the concern of NCVET and agreed that the concerned authority looking after the issue in MSDE will be communicated the concerns of the Council and request them to carry out the proposed changes before shifting. The period of delay, inadvertently caused, may be covered by giving further extension as deemed appropriate. The council member also agreed that sharing of the office space on the same floor by the NCVET as regulator with any other department or agency, including the recognised awarding body of NCVET like DGT, would not be appropriate and advisable and should not be resorted to.

13.9.6. It was accordingly discussed by the council to not to unnecessarily fit in any other office on 4th floor as there is already shortage of space for NCVET with its expanding scope and volume of work. Moreover, there should be no interference in the working of the regulator by any other agency by inter-mixing the spaces. In case independent space cannot be given by MSDE in the new building in that case either the council should be allowed to work from the existing building, or an alternate space is allotted to enable independence and fair working of the regulator.

The Council approved the agenda and advised to approach MSDE accordingly.

14. Agenda item C0814: Any other agenda item with the permission of Chair

14.1. Engagement of a Legal Consultant for Legal support

14.1.1. The Council was informed that with the implementation of all the mandated tasks as per the GoI Notification, the scope and volume of work at NCVET has expanded manifold. As NCVET is in the process of signing Agreements with all recognized entities (ABs, AAs) which are enforceable in the court of competent jurisdiction, legal vetting and interpretation of such instruments is an ongoing activity. So far, NCVET has sought the one-time expertise of Dept. of Legal Affairs (DLA) for legal vetting of AA/ AB Agreements.

14.1.2. Keeping in view the robust scrutiny process deployed for the review of applications, the Council was also apprised of the considerable number of ineligible applicants (ABs-22; AAs-64 so far). Consequently, there may be court cases relating to the rejected applications found ineligible, or other grievances with respect to recognized entities which would need expert legal examination of the cases. Further, various guidelines and standards being formulated by NCVET also need examination and vetting from the legal aspect.

14.1.3. The Council was apprised about the need to engage one Legal Consultant, preferably a retired Government official, who has to be well-versed

in legal affairs, to facilitate NCVET in dealing with interpreting laws, coordination with CGSCs for handling and helping with ongoing court cases and other legal matters. However, in case any retired government official is not found suitable for the position, then the minimum eligibility criteria for the hiring of legal consultant through the open market should be LLB degree with minimum age of 35 years with at least 5 to 7 years of experience.

The Council approved the above proposal.

The Meeting ended with a Vote of Thanks to the Chair.

List of participants

Name of Member	Designation	
1. Dr. Nirmaljeet Singh Kalsi	Chairperson, NCVET	Attended Physically
2. Dr. Vinita Aggarwal	Executive Member, NCVET	Attended Physically
3. Dr. Neena Pahuja	Executive Member, NCVET	Attended Physically
4. Shri. KK Dwivedi, IAS	Joint Secretary MSDE, & Nominated Member, NCVET	Attended Online
5. Ms. Samya Gupta, IAS	Joint Secretary, Dept of Higher Education, MoE & Non-Executive Member, NCVET	Attended Online
6. Shri Shailesh Kumar Singh, IAS	Secretary, Ministry of Rural Development & Non-Executive Member, NCVET	Could not attend*
7. Shri. Karma Zimpa Bhutia, IFoS	Joint Secretary, MoRD & Non-Executive Member, NCVET	Could not attend*
8. Col Santosh Kumar	Director, NCVET & Secretary to the Council	(in attendance)
9. Lt. Col Gunjan Chowdhary	Director, NCVET	(in attendance)
10. Shri Sushil Agarwal	Director, NCVET	(in attendance)
11. Sh Purnendu Kant	Director, NCVET	(in attendance)



List of Awarding Bodies to whom Lol has been Issued and Provisional Recognition Granted

S. No.	Name
1	Beauty and Wellness Sector Skill Council
2	Electronics Sector Skill Council
3	Green Jobs Sector Skill Council
4	Handicraft and Carpet Sector Skill Council
5	Automotive Sector Skill Council
6	Food Processing Sector Skill Council
7	Rubber, Chemical & Petrochemical Skill Development Council
8	Sports Sector Skill Council
9	Management Sector Skill Council
10	Apparel Sector Skill Council
11	Capital Goods Sector Skill Council
12	Media Sector Skill Council
13	Power Sector Skill Council
14	Textile Sector Skill Council
15	Agriculture Sector Skill Council
16	Hydrocarbon Sector Skill Council
17	Healthcare Sector Skill Council
18	Paint and Coating Sector Skill Council
19	Construction Sector Skill Council
20	Instrumentation Sector Skill Council
21	Telecom Sector Skill Council
22	Tourism Sector Skill Council
23	Plumbing Sector Skill Council
24	Furniture and Fitting Sector Skill Council
25	Domestic Workers Sector Skill Council
26	National Association of Software and Service Companies (NASSCOM)
27	Logistics Sector Skill Council
28	Aviation Sector Skill Council
29	Gems and Jewellery Sector Skill Council
30	Skill Council for Person with Disability



31	Infra structure Equipment Sector Skill Council
32	Indian Iron and Steel Sector Skill Council
33	Mining Sector Skill Council
34	Banking, financial services and insurance (BFSI) Sector Skill Council
35	Life Sciences Sector Skill Development Council (LSSSDC)
36	Retailers Association's Skill Council of India (RASCI)
37	Centurion University, Odisha
38	Leather Sector Skill Council
39	Safety Skill Dev Foundation, Gujarat
40	Medhavi Skill University, Sikkim
41	Central Institute of Petrochemical Engineering, Chennai
42	National Institute of Electronics and Information Technology, Delhi
43	National Film Development Corporation, Mumbai (NFDC)
44	Jan Shikshan Sansthan (JSS)
45	Indira Gandhi National Open University (IGNOU)
46	Additioanl Skill Acquisition Programme, Kerala (ASAP)
47	Karnatka Skill Development Cooperation
48	State Council for Technical Education & Vocational Training (SCTEVT), Odisha
49	Indian Air Force
50	Indian Navy
51	Armoured
52	Corps of Military Police
53	Artillery
54	Army Medical Corps
55	Remount Veterinary Corps
56	Army Air Defence
57	Electrical & Mechanical Engineering
58	Army Aviation
59	Corps of Signals
60	Corps of Engineers
61	Mechanised Infantry
62	Infantry
63	Army Ordnance Corps
64	Army Service Corps
65	Intelligence Corps

66	Army Physical Training Corps (APTC)
67	Army Education Corps
68	The National Institute of Open Schooling (NIOS)
69	National Academy of RUDSETI, Karnataka
70	National Institute of Wind Energy Ministry of New & Renewable Energy, Government of India
71	Broadcast Engineering Consultants India Limited (BECIL)
72	Centre for Development of Advanced Company (CDAC)
73	Sri Vishwakarma Skill University, Haryana (SVSU)
74	UP Skill Development Mission
75	West Bengal State Council of Tech and Vocational Education & Skill Development
76	Haryana State Electronics Dev Corp.
77	Chhatisgarh Swami Vivekanand Tech University
78	Nettur Tech Training Foundation, Karnataka
79	IIT Guwahati
80	iACE
81	CBSE
82	Mewar University
83	Maharaja Ranjit Singh Punjab Technical University (MRSPTU)
84	Gujarat Council of Vocational Training

List of Assessment Agencies to whom Lol has been Issued and Provisional Recognition Granted

S. No.	Name
1	Skill Mantra Edutech. Consulting India Pvt. Ltd.
2	Trendsetter Skill Assesors Pvt. Ltd.
3	MSAG Skill India LLP
4	Navriti Technologies Pvt. Ltd.
5	IRIS Corporate Solutions Pvt. Ltd.
6	SP Institute
7	SHL India
8	Federation of Indian Women Enterprises
9	TAG Assessors Guild Private Ltd.
10	A2PL
11	Radiant Infonet Pvt. Ltd.
12	Brisk Mind Pvt. Ltd.
13	Eduvantage Pvt. Ltd.
14	I Assess Consultants LLP
15	Indore Skill Assessment Services Pvt. Ltd.
16	Knowledge Partner Technologies
17	Rational Multi Skill
18	Prima Competencies Pvt. Ltd.
19	Mercr-Mettl (Induslynk Training Services Pvt. Ltd.)
20	Diversified Business Solutions Pvt. Ltd.
21	Ginger Webs Pvt. Ltd.
22	Proximo Education Society
23	Palmary Projects & Services Pvt. Ltd.
24	CEE Vision Technologies Pvt. Ltd.
25	Vedokt Skill & Consulting Pvt. Ltd.
26	IVintage Solutions Pvt. Ltd.
27	Independent Qualitative Assessors Glide Pvt. Ltd.
28	Cleveratti Skills Pvt. Ltd.
29	Demorgia Consulting Services Pvt. Ltd.
30	Sai Graphics Assessment Body Pvt. Ltd.

31	Invigilate Technologies Pvt. Ltd.
32	Methods Apparel Consultancy India Pvt. Ltd.
33	PVR Skills Central Pvt. Ltd.
34	Hemsen Exim LLP
35	MASCOT
36	Amrit Skill Development Pvt. Ltd.
37	India Skill Pvt. Ltd.
38	Integrated learning Solutions (wheebox)
39	Sai Skill Technology Pvt. Ltd.
40	InTouch Professional Services Pvt. Ltd.
41	Ajoooni Skills India Pvt. Ltd.
42	elitmus Evaluation Pvt. Ltd.
43	TCS
44	Shiksha Bharti
45	Vistaskills
46	NSDOS
47	Pearson VUE
48	Yuva Skills Foundation
49	ACE Assessment
50	Swargiya Shrimati Durga Devi Charitable Trust
51	Udhyog Vikas Sansthan
52	Khwaspuria Advisory Pvt Ltd
53	Agam Skills Pvt. Ltd.



New Certificate Templates for Optional Trades in Apprenticeship and Upskilling


Optional Trades in Apprenticeship

NAC - OT

		अवार्डिंग बॉडी का नाम Name of the Awarding Body राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद् द्वारा मान्यता प्राप्त Recognised by NCVET राष्ट्रीय अपरेन्टिसशिप प्रमाणपत्र National Apprenticeship Certificate Optional Trade		Photo of Candidate प्रमाणपत्र संख्या Certificate No. :
प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स This is to certify that Mr./Ms./Mx)				अनुक्रमांक संख्या Enrolment No
सुपुत्र/सुपुत्री/प्रतिपालित Son/Daughter/Ward of	जन्म तिथि Date of Birth	Skill India कौशल भारत - श्रेणी भारत आर्जित किया having earned		क्रेडिट Credits at
व्यवसाय Optional Trade	अवधि of Duration	एनसीआरएफ/एनएसक्यूएफ स्तर NCrF/NSQF Level	एनसीआरएफ/एनएसक्यूएफ स्तर NCrF/NSQF Level	
सेक्टर Sector	स्थापन Establishment	जिला District	राज्य State	
का आकलन सफलतापूर्वक has successfully cleared the assessment with		प्रतिशत/श्रेणी के साथ उत्तीर्ण किया। %/grade.		
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1. Upskilling

RPL

		अवार्डिंग बॉडी का नाम Name of the Awarding Body राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद् द्वारा मान्यता प्राप्त Recognised by NCVET अपस्किलिंग/रीस्किलिंग प्रमाणपत्र Certificate for Upskilling/Reskilling		Photo of Candidate प्रमाणपत्र संख्या Certificate No. : AWUPB000100000-081214
प्रमाणित किया जाता है कि This is to certify that				अनुबंध संख्या Contract No.
सुपुत्र/सुपुत्री/प्रतिपालित Son/Daughter/Ward of	जन्म तिथि Date of Birth	Skill India कौशल भारत - श्रेणी भारत अर्जित किया having earned		क्रेडिट Credits at
निर्दिष्ट व्यवसाय में सफलतापूर्वक मूल्यांकन प्राप्त किया has successfully cleared the Upskilling/Reskilling assessment in the Job Roll / Qualification	अवधि of Duration	एनसीआरएफ/एनएसक्यूएफ स्तर NCrF/NSQF Level	एनसीआरएफ/एनएसक्यूएफ स्तर NCrF/NSQF Level	
प्रशिक्षण केन्द्र/भागीदार से from Training Centre	प्रतिशत/श्रेणी के साथ उत्तीर्ण किया। with %/grade.	जिला District	राज्य State	
जारी करने का स्थान Place of Issue:	जारी करने की तिथि Date of Issue:	Scheme logo if applicable	Logo of awarding body	नाम Name - पद Designation - हस्ताक्षर Signature - Certificate digitally generated





File No:/2022-23/NCVET
National Council for Vocational Education and Training
Ministry of Skill Development and Entrepreneurship
Government of India

Subject: Guidelines on 'Work from Home' for NCVET Officials/Consultants & YPs

1. Introduction:

The National Council for Vocational Education and Training (NCVET) has been set up as an overarching regulator establishing regulations and standards to ensure quality in the VET/Skill space. As a new age regulator, NCVET has significantly diversified its area of operations from routine regulatory functions to technical research-based functions such as policy making and implementation.

The NCVET engages a substantial number of Consultants & Young Professionals (YPs) on contractual/ fee basis for undertaking its research based technical work including qualification scrutiny and approval, scrutiny and evaluation of applications for recognition of Awarding Bodies and Assessment Agencies and development of guidelines, sops, instructions etc., for ensuring quality of vocational education and training in this skilling ecosystem through effective regulation and monitoring.

The consultants & YPs are often required to work beyond the standard official working hours as they play an active role in policy drafting & regulation activities which are time bound, ever evolving and dynamic in nature. This method was often employed during special situations like COVID pandemic. Further, the volume and scope of work in NCVET has increased manifold in multiple areas like policy formulation, recognition of awarding bodies and assessment agencies, monitoring, approval of qualifications, development and implementation of NCrf, National level workshops, information/ inputs required by MSDE/ Government on various policy matters etc. Considering the time bound nature of tasks at office and the limited manpower available, often the officers as well as the Consultants/YPs are required to work even during odd hours, national holidays, medical emergencies etc. from home/ outside the office. Therefore, there is a need to provide an option to work from home to NCVET officials/consultants/YPs to handle the special situations and circumstances in the public interest.

2. Purpose:

The purpose of this Guideline is to reduce absenteeism and enhance productivity and retention of quality manpower by providing some limited flexibility to the NCVET officials/consultants/YPs to manage their work from home during emergent situations while ensuring time bound delivery of the expected outcomes w.r.t the official jobs & responsibilities assigned to them. The document contains the terms and conditions for Working from Home (WFH) and shall act as the basic guidelines for NCVET Administration as well as the officials/consultants/YPs for the purpose.

3. Terms and Conditions:

A. Definition: Work from Home (WFH) is a standard working arrangement in which the employee fulfils the responsibilities of his/her job while remaining at home, using information & communication technology (ICT) tools, techniques and methodologies in an effective and efficient manner. The term 'Home' could mean place of residence of official/consultant/YP, parents, spouse, children or hospital(not under self-hospitalisation) within the station of office i.e., Delhi NCR. In addition, any other place may be approved for WFH at the level of the concerned Executive Member upon recommendation of the reporting Director under exceptional circumstances and exigencies of situations.

B. Eligibility & Conditions where the permission for work from home can be granted:

a) Eligibility: An official/ consultant/ YP shall be considered eligible to request for permission of the competent authority to Work from Home;

- i. If his/her duties can be performed effectively while working from home using information & communication technology (ICT) tools and has proven to be trustworthy, disciplined and self-motivated for effective delivery of the tasks assigned.
- ii. She/he is otherwise physically & mentally fit to undertake the official tasks assigned during the normal & routine course of work.

b) Conditions: An official/consultant/YP may be allowed to Work from Home only under exceptional circumstances subject to the following conditions;

- i. Official/consultant/YP is infected by any contagious disease (including Covid), while he/ she is otherwise capable of undertaking official tasks from home.
- ii. Any family member of the Official/consultant/YP who resides with him/her in the same house is found infected by a transmissible & contagious disease (including Covid).
- iii. Where online meetings have been scheduled for the substantive part of the day requiring constant online presence of the Official/consultant/YP.
- iv. Hospitalization of a family member of the official/consultant/YP subject to the following:
 - a. Family shall include spouse, kids, parents, in laws & grandparents only.
 - b. Self-undertaking to establish non availability of any other family member for attending to such patient.
 - c. Official/consultant/YP should be able and committed to undertake all official tasks as assigned without any time or resource constraints.

- v. Any Law-and-order situation/ breakdown in transport system or road blockage etcetera in the geographical area of the residence of Official/consultant/YP or office premises rendering physical travel from residence to office and/or vice versa risky or unfeasible.
- vi. Any act of nature like flood, heavy rains, tornado, earthquake etc. in the geographical area of residence of official/consultant/YP or office premises rendering physical travel from residence to office and/or vice versa highly risky or unfeasible.
- vii. Any government order or advisory restricting movement/travel like lockdown, movement restriction or curfew.
- viii. Any other emergency at home where the official/consultant/YP has to stay at home; is capable of undertaking official tasks from home.

4. Rules and other Policies:

- i. While working from Home, the official/consultant/YP must adhere to all the work conditions, policies around the official conduct, confidentiality, work timings etc.
- ii. Any saving of time resulting from the non-travel should be utilized for the officework as far as possible.
- iii. Hardware, Software & Internet Connectivity at home is available without any hindrance or problems which shall be the responsibility of the concerned official/consultant/YP.
- iv. In case the physical presence of the official is required even if he has been granted the permission for working from home he shall report physically in the office.
- v. During the period of WFH, the official/consultant/YP shall not engage in any other work or assignment apart from what has been assigned by the NCVET. Accordingly, the biometric attendance of Official/consultant/YP should not have been marked in any other office.
- vi. Maintaining data security and confidentiality should be of utmost concern. Any breaches in security protocol will lead to strict and swift disciplinary action.
- vii. The official/consultant/YP would ensure use of secure communication channels, maintaining data privacy and using official email ids for work related communication.

5. Work expectations:

- i. The official/consultant/YP must follow the work schedule provided to him/ her by the superiors, be sure to meet the deadlines, uphold high-quality standards of delivery, and submit end of the day report to the concerned Director either via email or through the video conferencing.
- ii. If required, during the WFH period the official/consultant/YP may be required to attend certain meetings or assignments physically at office or at any other place.
- iii. The official/consultant/YP must work for the set office hours as prescribed by NCVET from time to time.
- iv. Performance will be measured focusing on the same metrics that apply to work done in the office.

- v. Official/consultant/YP shall submit a Work Done Report in the period for which he/she was granted Work from Home which has to be duly approved by the reporting Director.

6. Communication:

- i. The official/consultant/YP has to be fully accessible during official hours, on all working days. If required, the working hours can be extended beyond official hours on non-working days also.
- ii. Any correspondence from a co-worker or any stakeholder must be answered as quickly as possible.
- iii. The official/consultant/YP is expected to respond timely to emails, answer calls, stay engaged in projects, and demonstrate initiative.

7. Approval and Documentation:

- i. Where Work from Home is justified, the Competent Authority for approval of WFH up to 2 days will be the Director concerned. The Competent Authority for approval of WFH beyond 2 days will be the Executive Member/Chairperson, NCVET.
- ii. The official/consultant/YP shall take written approval (including email) from the Competent Authority for WFH.
- iii. Evidence establishing need of WFH for reasons under Point 3 {B[b(i-vi)]} shall be submitted by the official/consultant/YP. These evidences may include:
 - a. Medical report of an ICMR approved Lab for contagious & transmissible diseases of self or any family member.
 - b. Medical prescription of a doctor advising hospitalization & discharge summary for hospitalization of any family member.
 - c. Order/Advisory of Competent Authority for Law & Order and other situations restricting movement/travel situations e.g., District Administration etc.
 - d. Order /Advisory of Competent Authority for any act of nature like SDMA or District Administration etc.
 - e. For (c) & (d) above, in lack of any advisory/order; WFH may be granted with the approval of Executive Member, NCVET under exceptional circumstances where unfeasibility of travel or risk to life or property is established either through media reports or any other source as found adequate by EM. Examples of such situations are riots, violent demonstrations etc.

Disclaimer: NCVET reserves the right to withdraw or change any provision of the policy for any reason with prior notice.