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

Date: 09/05/2024

Subject: Inviting Public Suggestions/ comments/ inputs on the revised draft "Guidelines for Recognition and Regulation of Awarding Bodies" - reg.

1. NCVET by the virtue of functions and powers entrusted by gazette notification No. SD-17/113/2017-E&PW dated 05th December, 2018 under chapter III, para 16 (a) by which the Council shall recognize, monitor, discipline and derecognize Awarding Bodies; and (g) by which the council shall frame guidelines for the conditions of recognition and functioning of Awarding Bodies, including their roles and responsibilities with respect to training bodies, consumer of such services and assessment agencies and consequences for violations of such conditions.
2. In pursuance of its mandate, NCVET had formulated the 'Guidelines for Recognition and Regulation of Awarding Bodies' (mentioned as AB Guidelines hereafter) and Operational Manual which were ratified and launched by Hon'ble Minister, SDE on 27th October 2020.
3. The skilling ecosystem in the country is highly dynamic owing to the technological advancements and positive disruptions brought out as a result of major policy initiatives such as launch of National Education Policy (NEP) in 2020, National Credit Framework (NcrF) and revised National Skill Qualification Framework (NSQF) in 2023. In line with the implementation of such major policy changes in the Vocational Education, Training and Skilling (VETS) ecosystem and the feedback received from various stakeholders during consultative meetings, a need was felt to comprehensively revise the AB Guidelines 2020 with an overarching objective of ensuring high-quality VETS operations through credible and effective training, assessment and certification.
4. The revised comprehensive "Guidelines for Recognition and Regulation of Awarding Bodies" shall act as a reference point that draws up the contours of the norms of recognition and also delineates the detailed implementation process, monitoring mechanism and the repository of documentary evidence that would be required for initial recognition and continued affiliation of the ABs. The Guidelines set the overarching governance and effective working principles in line with globally recognized accreditation standards of quality assurance which will ensure the identification and sustenance of the best-in-class ABs in the NCVET ecosystem.
5. Accordingly, comments/ inputs/ suggestions are invited on the draft guidelines at ab.suggestions@gmail.com by 29/05/2024.


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Draft Guidelines for Regulation & Recognition of Awarding Bodies 2024



**National Council for Vocational Education and Training
(Ministry of Skill Development and Entrepreneurship)**

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GLOSSARY

AA	Assessment Agency
AB	Awarding Body
AI	Artificial Intelligence
ATR	Action Taken Report
B.Voc.	Bachelor of Vocational
CEO	Chief Executive Officer
COO	Chief Operating Officer
CPD	Continuous Professional Development
CSR	Corporate Social Responsibility
DGT	Directorate General of Training
FCRA	Foreign Contribution Regulation Act
GoI	Government of India
GST	Goods and Services Tax
HR	Human Resource
IT	Information Technology
KPI	Key Performance Indicator
KRA	Key Responsibility Area
LLP	Limited Liability Partnership
M&E	Monitoring and Evaluation
MoM	Minutes of Meeting
MoU	Memorandum of Understanding
MSDE	Ministry of Skill Development and Entrepreneurship
	National Credit
NCF	National Curriculum Framework
NCrF	National Credit Framework
NCVET	National Council for Vocational Education and Training
NCVT	National Council of Vocational Training
NHEQF	National Higher Education Qualifications Framework
NQR	National Qualifications Register
NSDA	National Skill Development Agency
NSQC	National Skill Qualifications Committee
OJT	On the Job Training
PAN	Permanent Account Number
POSH	Policy for Prevention of Sexual Harassment
PWD	Persons with Disability
QA	Quality Assurance
SOP	Standard Operating Procedure
SPOC	Single Point of Contact
TC	Training Centre
ToA	Training of Assessors
ToT	Training of Trainers
TP	Training Partner
VETS	Vocational Education, Training and Skilling

GUIDELINES FOR RECOGNITION & REGULATION OF AWARDING BODIES

SECTION 1: INTRODUCTION

1.1. Education and Skilling Ecosystem

1.1.1. Current Demographic Scenario:

India is today in a phase where it is diligently fortifying a shining future for youth by enhancing employability of her youth to make them industry ready professionals. India has a large youth population, and ensuring employment opportunities for them is crucial for sustainable economic growth and social stability. Despite high levels of unemployment, there are often shortages of skilled labour in certain sectors. This highlights the need for effective skill development programs to bridge the gap between the skills demanded by industries and those possessed by the workforce.

1.1.2. Need for Skilling:

Skilling in India is crucial for various reasons as following;

- i. **Employment Generation:** India has a large youth population and skilling initiatives are essential to provide them with the necessary skills to secure employment. Skilling programs can help bridge the gap between the skills demanded by the job market and those possessed by job seekers.
- ii. **Global Competitiveness:** In an increasingly globalized world, countries compete not only on the basis of their natural resources but also on the skills of their workforce. Skilling initiatives can enhance India's global competitiveness by ensuring that its workforce is skilled and adaptable to changing market dynamics.
- iii. **Economic Growth:** A skilled workforce is vital for driving economic growth. Skilled workers are more productive and contribute to innovation and competitiveness, which are essential for the growth of industries and the overall economy.
- iv. **Meeting Industry Demands:** Industries in India are evolving rapidly, driven by technological advancements and changing market demands. Skilling programs can ensure that the workforce is equipped with the latest skills required by various sectors, thus helping industries to stay competitive.
- v. **Poverty Eradication:** Skill development can be a powerful tool for poverty alleviation. By enabling individuals from disadvantaged backgrounds to acquire skills and secure employment, skilling initiatives can help lift them out of poverty and improve their quality of life.

1.1.3. Skilling Systems - STT & LTT

Skill Development is defined as any domain specific demand led skill training activity leading to employment or improving employability, or any outcome-oriented activity that enables a participant to acquire a Skill, duly assessed and certified. The Skill development also enables learner to get wage/self-employment leading to increased earnings, and/or improved working conditions, such as getting formal certification for hitherto informal skills, and/or moving from informal to formal sector jobs or pursue higher education/training and shall. The fresh skilling is classified into (Short Term Training) STT and Long-Term Training (LTT) as below;

- i. **Short Term Training (STT)**- The short-term trainings are trainings with a duration of less than one year or 1200 notional learning hours.
- ii. **Long Term Training (LTT)**- The Long-Term trainings are those trainings with duration of equal to or more than one year or 1200 notional learning hours.

1.1.4. Current Educational System (Integration of Vocational Education in the Educational System):

The current education system aims to integrate vocational education and skilling, providing diverse pathways for student advancement and seamless transitions between vocational and general education streams.

- i. **School Education Integration:** Vocational courses introduced in schools must align with the National Curricular Framework (NCF) and National Skills Qualifications Framework (NSQF), allowing students to choose subjects based on their interests among the 8 curricular areas outlined in the NCF.
- ii. **Higher Education Alignment:** To align skilling with higher education, NCER levels 4.5 to 8 are applicable, ensuring that skill development is integrated into higher education.
- iii. The revised NSQF level descriptors and entry criteria are tailored to align with the National Higher Education Qualification Framework (NHEQF) and NCF objectives.

1.1.5. Need for Integration of Skilling in Education:

Integrating skilling into education is essential for preparing students for the demands of the modern workforce, promoting economic development, and fostering a more inclusive society. It equips individuals with the tools they need to succeed in their careers and contribute positively to society.

1.2. NCVET- An Overview

1.2.1. The National Council for Vocational Education and Training (NCVET) has been notified by the Government vide notification No. SD-17/113/2017-E&PW dated 5th December 2018, subsuming the erstwhile National Skill Development Agency (NSDA) and the National Council of Vocational Training (NCVT). The NCVET acts as an overarching skills regulator which regulates the functioning of entities engaged in vocational education and training, both long and short term, and establish minimum standards for the functioning of such entities. The major functions of NCVET include:

- i. Recognition and regulation of Awarding Bodies (ABs), Assessment Agencies (AAs) and Skill related Information Providers
- ii. Approval of qualifications
- iii. Monitoring and supervision of recognized entities
- iv. Grievance redressal

1.2.2. Mandate to Recognize and Regulate of Awarding Bodies: NCVET Notification No. SD-17/113/2017-E&PW dated 5th December 2018 empowers NCVET to frame and implement guidelines for recognition & regulation of Awarding bodies and perform other incidental regulatory functions. The relevant Paras of the notification regarding the same are listed as below:

- i. Para 16 (a): “recognize, monitor, discipline and de-recognize awarding bodies”
- ii. Para 16 (g): “frame guidelines for the conditions of recognition and functioning of awarding bodies, including their roles and responsibilities with respect to training bodies, consumer of such services, and assessment agencies and consequences for violations of such conditions”
- iii. Para 16 (m): “enter into agreements with awarding bodies, assessment agencies and skill related information providers in order to enforce the conditions of recognition and ensure their functioning in compliance with guidelines framed by the Council”
- iv. Para 16 (n): “disseminate information regarding awarding bodies, assessment agencies, training bodies and their activities pursuant to the agreement granting recognition”
- v. Para 16 (s): “seek necessary information from recognized bodies, and have regular audits and inspections of their activities conducted to ensure their compliance with conditions of recognition and general functioning imposed by the Council”
- vi. Para 18: “Power to grant dual recognition for awarding and assessment functions”

1.3. Definitions

1.3.1. Council: means the National Council for Vocational Education and Training constituted under paragraph 2 of the Gazette notification (No. SD-17/113/2017-E&PW), dated 5.12.2018.

1.3.2. Recognized Awarding Body: means an entity which enters into an agreement granting recognition with the NCVET as per sub-paragraph (6) of paragraph 25 of the

Gazette notification (No. SD-17/113/2017-E&PW), and which is permitted to award certification for a qualification or a skill by accrediting training bodies and for regulating their conduct.

1.3.3. Recognized Assessment Agency: means an entity who is a party to an agreement granting recognition with the Council as per sub-paragraph (6) of paragraph 25 of the Gazette notification (No. SD-17/113/2017-E&PW), and which is permitted to test or conduct examinations to assess whether a trainee has met the requirements to be certified as qualified by a recognized awarding body.

1.3.4. Qualification: means a skill competency in respect of which the Council has approved a qualification package. A Qualification comprises of a number of smaller units of learning with independent learning outcomes called National Occupational Standards (NOS).

Further, with the expansion of the skilling horizon in India, the term "Qualification" has been expanded to include qualifications (Standard), NOS (Standalone), Micro-Credentials (MC) and Nano-Credentials (NC) as well as any training standard or course approved by NSQC/NCVET to be implemented by the AB concerned.

1.4. Awarding Body Guidelines & Operational Manual 2020

To ensure quality in functioning of entities in the skilling ecosystem and bring uniformity in assessment and certification processes, the Guidelines for Recognition and Regulation of Awarding Bodies, were formulated by NCVET and launched by Hon'ble Minister, Skill Development & Entrepreneurship on 27th October 2020. The Guidelines included a set of Operational Manual also. While the guidelines for awarding body drew up the contours of the norms of affiliation, the operational manual for recognition of the awarding bodies delineated the detailed implementation process, monitoring mechanism and the repository of documentary evidence which would be required for initial recognition and continued affiliation of the awarding bodies. This document elucidated the guidelines for recognition of awarding bodies.

1.4.1. Need for Revision

Policy Initiatives

- a. **National Education Policy (NEP 2020):** The National Education Policy, 2020 has been launched by the Government of India in July 2020. The policy lays emphasis on making the education more holistic and effective by integration of general (academic) and vocational education while ensuring the vertical and

horizontal mobility of students and learners between academic and vocational streams.

- b. **National Credit Framework (NCrF):** To fulfil the vision of National Education Policy 2020, a National Credit Framework (NCrF) has been approved by the government which is a comprehensive credit framework encompassing elementary, school, higher, and vocational education & training.
- c. **National Higher Education Qualification Framework (NHEQF) & National Curriculum Framework (NCF):** The school education and higher education have their respective Qualification frameworks namely the NCF and NHEQF respectively. These have been notified to be implemented in alignment with NEP and NCrF.
- d. **National Skills Qualification Framework (NSQF):** The NSQF was earlier notified on 27th December 2013 by the Ministry of Finance. It is an outcome and competency-based framework which organizes qualifications according to a series of levels of knowledge, skills and aptitude. However, since then the skilling landscape has undergone major changes and there has been increased impetus on vocational education and skilling leading to inter-alia, constitution of NCVET as the national skills regulator, launch of NEP 2020 and NCrF. In view of these changes, the NSQF has been amended and notified in June 2023 to incorporate the provisions laid down in NEP and NCrF.

New Categories of Awarding Bodies

- a. Government Organizations (Central or State Ministries/ Attached Offices/ Subordinate Offices/ Departments, etc.)
- b. Higher Education Institutions (HEIs) including Universities, Technical Universities, Skill Universities, Deemed Universities, Autonomous HEIs, etc.
- c. Directorate General of Training (DGT)
- d. State School Boards
- e. State Technical Education Boards
- f. State Skill Missions/ State Skill Boards
- g. Sector Skill Councils
- h. MNCs/ OEMs/ Indian Enterprises
- i. Social Organizations of repute engaged purely with education/skills
- j. Private Bodies

New Categories of Qualifications

The skill-based qualifications are introduced to cater to different types of requirements of the skill ecosystem. Following categories qualifications are being developed and aligned to NSQF:

- a. Multi-skill Qualifications**
- b. Cross Sectoral Skill Qualifications**
- c. Traditional/ Heritage Skill Qualifications**
- d. Future Skills Qualifications**
- e. MNC/OEM/Industry based Skill Qualifications**
- f. Work embedded Skill qualifications.**
- g. Persons with Disability (PwD) specific and customized qualifications**

Feedback from Implementation.

The feedback received during the implementation of the AB Guidelines 2020 and various skilling initiatives has also prompted the revision of the Guidelines. Incorporation of learnings from implementation feedback from stakeholders, including training providers, students, and policy experts, into the guidelines helps in continuously improving the framework governing VETS in India. This revision is vital to adapt to changing industry and educational standards, incorporate new trends and technologies, improve the accessibility of VETS and enhance the mobility of skilled personnel by ensuring that qualifications are recognized across geographies with the provision of creditisation.

Introduction/ Revision of Various Guidelines

NCVET being the National Regulator for the VETS has introduced a number of initiatives including guidelines for quality functioning of various VETS entities and processes. NCVET also periodically updates its existing guidelines to maintain currency and enhance outcomes by incorporating the latest trends and technologies. Therefore, it is imperative that these guidelines and initiatives are also reflected in the Awarding Body recognition and regulation process. Few such new guidelines implemented by NCEVT are:

- a. Guidelines for Multi-Skilling & Cross-Sectoral Skilling
- b. Guidelines for Blended Learning for Vocational Education, Training & Skilling
- c. Guidelines for Development, Approval & Usage of National Occupational Standards (NOS) & Micro Credentials (MC)
- d. Guidelines for Diploma Qualifications in Vocational Education, Training & Skilling
- e. Guidelines for Recognition of Prior Learning
- f. MNC Guidelines

- g. Guidelines for Training for Trainers
- h. Guidelines for Training of Assessors
- i. Guidelines on Grievance Redressal Mechanism (GRM)
- j. Guidelines for Adoption of Qualifications by Awarding Bodies

1.5. Guidelines for Recognition and Regulation of Awarding Bodies, 2024

The '*Guidelines for recognition and regulation of the Awarding Bodies*' by NCVET also referred as AB guidelines aim to standardize operations and outcomes envisaged for the ABs in the skills ecosystem. The guidelines focus on recognizing the diversity of the skilling ecosystem and thereby creating a system of quality assurance through parity in standards and processes leading to consistency in outcomes.

1.5.1. Vision

"To recognize and regulate Awarding Bodies and entrust them with the primary responsibility of strengthening the skilling architecture/ecosystem to achieve quality learning outcomes supported by continuous monitoring."

1.5.2. Objectives

- i. Standardization of the norms for the recognition of the AB
- ii. Enumerating the application procedure for recognition as AB
- iii. Defining scope and functions of the ABs
- iv. Strengthening quality assurance in the operations of the AB
- v. Outlining the parameters to affiliate the Assessment Agencies and Training Partners/Training Centers
- vi. Building a robust monitoring system for establishing fair, transparent and accountable process in training, assessment and certification

1.5.3. Scope

- i. Para 2 of the NCVET notification no. SD-17/113/2017-E&PW, states - "The National Council for Vocational Education and Training shall be entrusted with the development, qualitative improvement and regulation of vocational education and training, for granting recognition to and monitoring the functioning of awarding bodies, assessment agencies, skill information providers, and training bodies, and to perform other incidental functions as specified in this Resolution."

- ii. Accordingly, in order to develop and implement NSQF aligned & approved qualifications leading to a NCVET approved certification with credits, the entities concerned shall be recognized under NCVET AB guidelines.

1.5.4.Features

NCVET as a regulator strives to establish an awarding ecosystem of credibility and quality through standardized national norms leading to identification and promotion of best in class ABs. NCVET also seeks to dissociate the assessment and training functions by bringing in a system which ensures that the awarding, training and assessment functions are at arm's length.

The ABs influence several critical steps in the training value chain. Hence, the AB guidelines also prescribe recommendations for third-party agencies working under their fold, to ensure quality in their operations. The ABs will be recognized by the NCVET for awarding certificates only for the NCVET approved qualifications. Some major features of these guidelines are elaborated below:

i. Self-Regulation

NCVET seeks to envision a self-regulated ecosystem by inculcating culture of self-monitoring and improvement. ABs are expected to administer controls on their operations and come up with continuous self-improvement and risk mitigation plan/s during their recognition period. NCVET will not intervene or regulate the day-to-day operations of the ABs, or in other words recognized ABs will not be under administrative control of the NCVET.

ii. Delegated Regulation

NCVET recognized ABs influence several critical steps in the training value chain. Hence, the AB guidelines also prescribe recommendations for partner agencies/ entities working under their fold, to ensure quality in their operations too. NCVET will not directly control and monitor the partner agencies/ entities working with the AB. It will be the responsibility of the AB to ensure that the partner agencies/ entities adhere to the recommendations of the AB guidelines. Such delegated regulations empower an AB to take punitive/ corrective action against partner agencies/ entities in cases of non-adherence to the AB guidelines.

iii. Market Driven Regulation

NCVET Guidelines mandates industry participation in all the critical functions of a recognized AB so that the outcomes of all such functions are market relevant. This will also ensure that qualifications awarded through the NCVET system are demand driven & market-oriented while weeding out irrelevant qualifications from the system.

iv. Ring Fencing

NCVET seeks to dissociate the assessment and awarding functions by bringing in a system which ensures that both the functions are at an arm's length. Accordingly, in general, no AB shall be recognized as an AA and vice versa. However, where an AB is recognized under the dual category, to maintain the sanctity and separation of training and assessment functions special ring fencing through extra parameters/ norms has been provided.

v. Performance Linked Categorization of ABs

NCVET as a regulator strives to establish an awarding ecosystem of credibility and quality through standardized norms leading to identification and promotion of best in class ABs. This will be promoted through risk rating of ABs which forms part of monitoring and evaluation of AB by NCVET. This rating is based on quantifiable outcome indicators which are based on performance of an AB.

1.6. Alignment of the AB Guidelines with NEP, NCrF & NSQF

1.6.1. National Education Policy

The NEP 2020 focusses on more flexible, progressive and inclusive educational landscape including the alignment of the aspirations and goals of 21st century education with the sustainable 2030 agendas i.e Sustainable Development Goals. The National Education Policy (NEP) 2020 was approved and notified by the Union Cabinet of India on 29th July 2020. The NEP focus on integration of general (academic) and vocational education is central to the policy's ambition for a more comprehensive and efficient educational system. In order to reform both mainstream academic, technical as well as vocational education and training (TVET) in India, the National Education Policy 2020 has prioritized creating a learning environment that is more "*experiential, holistic, integrated, inquiry-driven, discovery-oriented, learner-centred, discussion-based, and flexible*". The NEP 2020 will also have a remarkable impact on the overhauling of the education system as it emphasizes on seamless integration of skilling with the curricular structure. NEP also encourages interdisciplinary and multidisciplinary aspects within the curriculum along with provisions for multiple entry and multiple exit (ME-ME).

Therefore, to fulfill the vision of NEP there is requirement of multiple awarding bodies working across the school education, higher education & VETS space, so that the seamless integration of VETS into general education is achieved. It is also imperative that ABs are equipped with provisions for Creditisation and ME-ME to provide pathways to learner through adequate enabling guidelines & frameworks. AB recognition guidelines is one such

enabling instrument which provides recognition to various types of learning and aligns it with other policy frameworks like NCrF & NSQF.

1.6.2. NCrF

To realize the intent of NEP 2020, the National Credit Framework (NCrF) has been formulated which is an umbrella framework and considered a revolutionary policy in education. NCrF provides for providing credits to all types of learning including Vocational Education Training & Skilling (VETS) and Experiential learning acquired through the means of work experience. NCrF enables the assignment, accumulation, storage, transfer and redemption of credit with multiple entry and multiple exit (ME-ME) options to facilitate academic equivalence and lifelong learning. The credits accumulated by a learner/student may be redeemed for various purposes like getting into a higher level academic/skill course. NCrF provides that upto 50% of the total credits of a general education program can be accumulated from VETS. The National Credit Framework, duly approved by the government has been notified by UGC on 10th April 2023 and the same was further adopted by NCVET on 12th May 2023.

In order to assign credits to any type of learning in VETS ecosystem, an entity must be recognized as an AB by NCVET. Only a recognized AB shall implement the NSQF aligned & approved qualification leading to NCVET approved certification and credits thereof.

Additionally, any HEI or school desirous of implementing any skilling course/qualification as standalone courses, to learners beyond their regular enrolled students, the entity shall have to be recognized as an AB by NCVET.

Since, NCrF provides for Creditisation of all types of learning subject to assessment, AB guidelines provide for recognition of industries (MNCs including OEMs) as AB as they form a major stakeholder and provider of VETS. The AB guidelines also provide for recognition of HEIs and school boards recognition with simple and fast tracked processes and procedures of recognition for the same.

1.6.3. NSQF

The National Skills Qualification Framework (NSQF) is an outcome and competency-based framework which organizes qualifications according to a series of levels of knowledge, skills, aptitude, and responsibility levels defined in terms of learning outcomes which the learner must acquire through formal, non-formal or informal learning which may comprise of academics, vocational education, training & skilling and experiential learning including relevant experience and proficiency/ professional levels acquired, subject to assessment.

Subsequent to the notification of National Credit Framework by UGC on 10th April 2023, the NSQF has been revised and notified on 6th June 2023, in supersession of its earlier notification dated 27th December 2013.

The revised NSQF incorporates the provisions laid down in NEP and NCrF with respect to the following:

NSQF Levels: Levels have been revised starting from Level 1 till level 8.

NSQF Level Descriptors: Each NSQF Level is defined and described by a set of level descriptors. These descriptors are expressed in 5 domains namely:

- i. professional theoretical knowledge,
- ii. professional and technical skills/ expertise,
- iii. aptitude, mind-set, soft skills, employment readiness & entrepreneurship skills,
- iv. broad learning outcomes and
- v. level of responsibility.

Standardization of Norms for Minimum Entry Criteria & Notional Hours: For a qualification at a particular NSQF level with pre-defined learning outcomes, there will be minimum level of standardization in terms of minimum entry criteria and minimum range of notional hours.

The NSQF has been notified by NCVET vide order dated 6th June 2023- <https://ncvet.gov.in/wp-content/uploads/2023/06/NSQF-Order.pdf>

1.7. Types of Training

1.7.1. Fresh Skilling/ Ab-initio Skilling

- i. Short Term Training (STT)- The short-term trainings are trainings with a duration of less than one year or 1200 notional learning hours.
- ii. Long Term Training (LTT)- the Long-Term trainings are those trainings with duration of equal to or more than one year or 1200 notional learning hours.

1.7.2. Up-Skilling

This is a type of skilling which enables ongoing expansion of knowledge and skill sets. These additional knowledge and skills improve the learner's current role, performance and can potentially advance them in their career path.

1.7.3.Re-skilling

This is a type of skilling to adapt to the new requirements of skills and knowledge to possibly expand the role of a learner in their workplace.

1.8. Types of Qualification

- 1.8.1. Qualifications (Standard)**- A Qualification comprises of a number of smaller units of learning with independent learning outcomes called National Occupational Standards (NOS).
- 1.8.2. National Occupation Standards (NOSs)**- A NOS defines the measurable performance outcomes required from an individual engaged in a particular task and lists down what an individual performing that task should know and also do.
- 1.8.3. Micro-credentials (MCs)**- The smaller units, namely Micro-Credentials may be developed within a sector or across sectors primarily focusing on upskilling.
- 1.8.4. Nano-Credentials (NC)**: are the smallest unit, developed to address highly specific and customized requirements of training, to either supplement the existing knowledge or bridge minor gaps of learning. NC will primary be used for up-skilling of learner.
- 1.8.5. National Apprenticeship Training Program (NAPS)**- NSQF aligned and approved courses wherein learners are engaged in both theory and industry-based learning, under the provisions of Apprenticeship Act.
- 1.8.6. Flexi-Module Skill based courses** to cater to needs of both industry as well as trainees.
- 1.8.7. Diploma Qualifications in VETS**: The NSQF alignment & approval of Diploma & Diploma (Advanced) Qualifications pertaining to the Vocational Education & Skills sphere is being done to formalise higher-order qualifications, which will be an important step in enhancing aspirational value of vocational & general education.
- 1.8.8. Module on Employability Skills, Soft Skills and Life Skills** - Specific modules like employability skills are integrated in the skill-based course to enhance the overall employability of the learner undertaking the skill training.
- 1.8.9. Long Term Qualifications being implemented by Directorate General of Training (DGT) and Others**: Traditionally, the long-term skilling ecosystem is implemented by Directorate General of Training (DGT). Although, presently many other ABs have come up with their long-term programs as well. The DGT implements various programs/schemes like the National Trade Certificate (NTC) (CTS), National Apprenticeship Certificate (NAC) and Craftsman Instructor Training Scheme (CITS) through Government and Private Industrial Training Institutes (ITIs).

1.9. Categories of Qualifications

The VETS qualifications (as listed in section 1.8) cater to different types of requirements detailed below:

- 1.9.1. Multi-skill Qualifications:** Multi-Skilling promotes a wide range of competencies and knowledge in the workforce to build capacities for performing multiple independent tasks, which may even fall outside the domain of a particular sector or outside respective sub-sectors or defined job roles in a given sector.
- 1.9.2. Cross Sectoral Skill Qualifications:** Cross-sectoral skilling enables the learner to apply a skill across diverse/ related sectors thereby enhancing his creativity, innovation, value, credibility and output.
- 1.9.3. Traditional/ Heritage Skill Qualifications:** Courses meant to protect, conserve, enhance, create awareness and/or promote an existing heritage or traditional skill for passing it on from generations to generation to enable their continued existence as well as enhanced earning opportunities to those involved.
- 1.9.4. Future Skills Qualifications:** Skills that are required to prepare future ready workforce for the Industries/OEMs with global presence in services or manufacturing economies of the world, in the upcoming areas such as EV manufacturing, AI/ML technicians, Drone technology production and service, industry4.0/5.0 health-tech etc.
- 1.9.5. MNC/OEM/Industry based Skill Qualifications:** These are qualifications developed to encourage the MNCs participation including Original Equipment Manufacturers (OEMs), Original Design Manufacturers (ODMs), Value Added Resellers (VARs), and other industry bodies in filling the demand supply gap.
- 1.9.6. Work embedded Skill qualifications:** These are the skill programs with a higher component of hands on, industry-based learning to make students industry-ready, while combining learning and on-the-job training, with the potential to earn while they learn.
- 1.9.7.** They address **specific and customised requirements** of Schemes/Programs as well as for Persons with Disability (PwD).

SECTION 2: AWARDING BODIES: TYPES and CATEGORIES

2.1. Meaning of Awarding Body

2.1.1. An entity can be defined as an Awarding Body (AB) if it is recognized by NCVET to award certification to trainees for an “NSQF aligned and approved qualification”* by ensuring quality training and reliable assessments. The Awarding Body (AB) shall certify learners/trainees only if they have been trained by the AB directly or through third-party agencies in approved qualifications, following successful assessment.

**Note: An NSQF aligned and approved qualification refers to a qualification that meets the prescribed standards, competency levels, and quality assurance criteria set by the NSQF framework and regulatory authorities/ NSQC. Such qualification could be developed by AB, or adopted as per NCVET Adoption guidelines or approved by NCVET under any other guidelines/provisions for implementation by the AB.*

2.2. Types of Awarding Body Recognition

2.2.1. AB-Standard Recognition

The AB provides training and certification to the learners but does not conduct their assessment directly. The assessment is undertaken by the third-party Assessment Agencies recognized by NCVET as per AA Guidelines and on boarded by the AB.

2.2.2. AB-Dual Recognition

The AB undertakes training, assessment and certification of the learners. In this case, AB has the additional right to undertake assessment of learners trained by AB. However, it does not take away the provision of third-party assessment as available to AB (Standard Recognition).

Types of AB- Dual

- a. Where training is being directly imparted by an Awarding Body in campuses/ centers owned or fully managed by it, for its approved qualifications.
- b. Where training is being imparted through third party agencies by an AB for its approved qualifications. Only Government bodies are eligible to apply for this type of recognition.

*Note: The term “Fully Managed” would mean that the premises could be rented, however all other aspects related to the functioning of the campus/center shall be directly governed by the AB.

2.3. Possible Cases Under Dual Category Recognition

- 2.3.1. An existing awarding body (Standard Recognition) seeking Dual Recognition.
- 2.3.2. An entity seeking AB Dual recognition as a fresh proposal.

2.4. Categories of ABs

Following are the categories of the ABs on the basis of their legal status/ type of establishment. They may have either AB-Standard or AB-Dual recognition by NCVET.

- 2.4.1 Central Ministries/ Attached Offices/ Subordinate Offices
- 2.4.2 State Departments/ Attached Offices/ Subordinate Offices
- 2.4.3 Other Bodies Established by the Govt.
- 2.4.4 Institute of National Importance
- 2.4.5 Higher Education Institutions (HEIs) including Universities, Technical Universities, Skill Universities, Deemed Universities, Autonomous HEIs, etc.
- 2.4.6 Directorate General of Training (DGT)
- 2.4.7 State School Boards
- 2.4.8 State Technical Education Boards
- 2.4.9 State Skill Missions/ State Skill Boards
- 2.4.10 Sector Skill Councils
- 2.4.11 MNCs/ OEMs/ Indian Enterprises
- 2.4.12 Social Organizations of repute engaged purely with education/skills
- 2.4.13 Private Bodies

2.5. Roles and Responsibilities of Awarding Bodies

An Awarding body is expected to play a vital role in VETS ecosystem for overall enhancement of quality outcomes. Such roles and responsibilities of an NCVET recognized awarding body are detailed down in Annexure I.

SECTION 3: RECOGNITION OF AWARDING BODY: ELIGIBILITY

3.1. Defining Recognition

Recognition of an entity as an Awarding Body implies that the entity has been authorized to award certificates to trainees/ learners after successful completion of training and assessment for an approved Qualification and performing all such other functions as specified in these Guidelines as well as mentioned in the Agreement granting recognition, signed between NCVET & the entity concerned.

3.2. Scope of Recognition

3.2.1. Qualification Related

NCVET recognition holds validity with respect to qualification/s for which an AB has obtained the approval of NCVET.

3.2.2. Jurisdiction

- i. NCVET recognition holds validity with respect to jurisdictional/ operational/ territorial boundaries defined as per the Act/ notification/ any such order under which the recognized body was created. In absence of any such instrument of incorporation, NCVET shall demarcate the territorial boundary of operations of an AB based on demonstrated strength of capacity.
- ii. Territory here means a geographic area of operations for which an Awarding Body has been recognized by NCVET. Such territory could be as follows:
 - a. Single State/Union Territory (UT)
 - b. Multiple States and /or UTs
 - c. PAN India: The entity recognized under this category shall be eligible to function in any part of India. For PAN India recognition entity must be operational in at least 5 States/ UTs representing at-least 3 Zones of India* and fulfilment of eligibility criteria as mentioned in Section 3.3.
 - d. International: An AB may also undertake functions outside India for which it has been recognized by NCVET subject to fulfillment of statutory/ legal/financial/ any other requirements as prescribed by the authorities concerned in India and in the country of operation.

**The Zones are as per the Zonal councils set up vide Part III of the States Reorganization Act, 1956 and North Eastern Council Act 1971. A detailed Zone wise list of States/UTs is attached as Annexure- II*

3.3. Eligibility Criteria for Recognition

Taking cognizance of the significant role played by the ABs, the eligibility criteria sets the ground for requisite organizational capacity and reputation. The eligibility criteria as the name suggests are the clauses defining suitability and aptness of any entity/ organization to be recognised by NCVET in the capacity of an AB. These entry requirements have been developed keeping in view the various kinds of prospective ABs which could be associated with NCVET. The detailed eligibility criteria for the recognition of ABs are as follows:

3.3.1. Legal Status of the Applicant

- i. The entity could be any of the following:
 - a. Central or State Government
 - b. Central and / or State Government Autonomous Body/Institution
 - c. Academic Institution
 - d. University
 - e. Company: registered under Indian Companies Act, 2013
 - f. Limited Liability Partnerships Registered under LLP Act, Ministry of Corporate Affairs
 - g. Society or Trust registered with the appropriate authority in India.
- ii. The entity should hold a valid Permanent Account Number (PAN) and have the required Goods and Services Tax (GST) registration details, wherever applicable.
- iii. The entity should not have been blacklisted by any Indian Government body/Public Sector Undertaking/autonomous bodies or any other regulatory body.
- iv. If any foreign entity intends to associate with the NCVET, they must adhere to the following norms:
 - a. Application must be made by an Indian subsidiary registered in India.
 - b. The entity must adhere to Foreign Contribution Regulation Act (FCRA) guidelines and norms.

3.3.2. Prior Experience in Vocational Education, Training and Skilling

- i. The entity should be in the “business” indicated as below:

- a. 'Business' for the purpose of guidelines means that an entity performs and/ or is accountable for the training delivery with respect to VETS qualifications/courses. The end responsibility of the training and its associated functions should lie with the applicant entity.
- b. Entity should have been in 'business' for a period of at least 5 years with no gap/s exceeding 6 months between operations of the entity.
- c. Entity should have trained/assessed, following number of candidates in the jurisdiction for which it is seeking the Awarding Body recognition, in any 2 years in the last 5 years:

Recognition Sought For	Minimum to have been either Trained or Assessed or both**	Minimum to have been trained
(1)	(2)	(3)
Category 'I' States/UTs*	5000	2500
Category 'II' States/ UTs*	10000	5000
Category 'III' States*	15000	7500
PAN India	75,000	37500

*The classification of states into Category 'I', 'II' and 'III' is based on youth population (age group 15-29) as per the census 2011. List is attached as Annexure- III

** The trained plus assessed figure should be of unique individuals, i.e. if the same person has been trained and then assessed, then that would count for only one case, and not two.

- d. The entity applying for recognition should satisfy the eligibility criteria under both the columns (2) and (3) in the Table given above in Para (iii). Merely satisfying one of the eligibility criteria would not be sufficient to make it eligible. Entities having only training experience should satisfy the eligibility criteria under column (2) for the candidates trained by them.
- e. For an entity applying for more than one State, the number of trainings/assessments required as prior experience would be the summation of the above numbers (as per the number of States applied for), unless the organization applies for pan India status, in which case the pan India eligibility criteria will apply.
- f. An entity applying for recognition in a single State / UT must showcase its experience in the same State/ UT.
- g. The recognition shall be subject to fulfilment of geographical credibility as listed in these guidelines.
- h. For the entities in training and assessment business, it should have experience of working in skill development and vocational education with state/ central government or their agencies/bilateral or multilateral agencies/ large and public limited companies/ private limited companies/ scheduled commercial banks/ other reputed organizations as deemed fit by NCVET.

3.3.3. Financial Status of Applicant

- i.** The applicant entity should have the following minimum cumulative turnover in any 2 years in the last 5 Financial years:

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Recognition Sought For	Turnover (Amount in Rs.)
Category 'I' States/UTs*	Rs. 50 Lakhs for a State/UT Recognition
Category 'II' States/ UTs*	Rs. 1 crore for a State/UT Recognition,
Category 'III' States*	Rs. 1.5 crore for a State Recognition,
Pan India	Rs. 5 crores

*The classification of states into Category 'I', 'II' and 'III' is based on youth population (age group 15-29) as per the census 2011. List is attached as Annexure-III

- ii. Entity should have a positive net worth at the time of application.
- iii. Entity should have positive profit before tax for the previous financial year.
- iv. The entity must ensure that accounting and financial monitoring systems are in place.
- v. For an entity applying for more than one State, the turnover required would be the summation of the above amount (as per the number of States applied for), unless the organization applies for Pan India status, in which case the Pan India eligibility criteria will apply.

3.3.4. Timeline for considering the previous Financial Year

- i. For consideration of prior experience and financial credibility, the standard financial year 1st April to 31st March shall be considered. In case the finally audited and filed financial documents for the preceding year are not ready, provisional documents signed by CA shall be admissible subject to following;
 - a. The cutoff date for such submission shall be 30th September. This shall be considered as a provisional submission for which the final audited and filed documents shall have to be submitted by the applicant entity.
- ii. In case the applicant entity wants to furnish the financial and prior experience credentials for the running year in which the entity is applying for recognition, it may be allowed to do so subject to the following:
 - a. The current financial year shall be considered as a complete 1 year out of 5 years being counted for consideration of prior experience and financial credentials.
 - b. The audited financial statements and other valid evidence as mentioned in the guidelines shall be furnished by the applicant entity.

3.3.5. Infrastructure

A. Governance and Manpower/ Human Resource

- i. Legal Head/CEO/COO and Governing Council/Executive Committee of the Awarding Body
 - a. The entity should have a functional Governing Council/ Executive Body/ Board with clearly defined terms of reference.
 - b. The head of the AB must be engaged on a full-time basis with no additional charges or part time assignments.
 - c. Head/CEO/COO will necessarily have to reside in the same city/metropolitan region where the entity has its main operating office.
 - d. The Head/CEO/COO will not promote/ run parallel business which may lead to a conflict of interest with AB operations of the entity.
 - e. The Head/CEO/COO or any top management official may be deemed unsuitable for that role by virtue of (a) any criminal convictions held by him or her, (b) any finding such as orders by a court or any professional, regulatory, or government body that he or she has breached a provision of any legislation or any regulatory obligation to which he or she is subject, (c) any proceedings in bankruptcy or any individual financial arrangement to which he or she has been subject, (d) any disqualification from holding the directorship of a company or a public office, or (e) any proven malpractice or maladministration
- ii. Other Critical Staff
 - a. The entity should have adequate teams/individuals with defined roles and responsibilities and transparent lines of accountability for managing functions including but not restricted to Standards and Quality Assurance, Training of Trainers and Assessors, Curriculum Design and Development, Training Delivery, IT, Business Development Executives/ Managers for Industry Interface and State Engagements, Finance and Administration. The applicant entity should fulfill the following criteria with respect to minimum number of permanent staff (excluding trainers and master trainers) for recognition by NCVET:

Minimum Permanent Staff Strength	
For a Single State/ UT	For PAN India
5*	15

Note: For every additional State, the number of permanent Staff shall be increased by 2.*

- b. The entity should have well-defined recruitment and remuneration policies for both its technical and field staff together. This entity should also ensure that its associated third parties follow the same.
- iii. Registered Office
 - a. The entity should have a registered office in India with independent allocated functions and resources. The office bearers need to be independent/ separate.
 - b. The office premises should be well connected by public transport with ease of accessibility for the public/users/stakeholders at large.

B. Training

- i. **Availability of Trainers/Master Trainer & Assessors/Master Assessors**

The entity shall be able to demonstrate availability of Trained Trainers, Master Trainers, Assessors & Master Assessors, or the arrangements/infrastructure required to meet both the current & projected operational requirements. For definition of Trained Trainers/Master Trainers and Assessors/Master Assessors, NCVET Training of Trainers (ToT) Guidelines & Training of Assessors (ToA) Guidelines respectively may be referred to.
- ii. **TOT & TOA**

The entity should have the requisite infrastructure or arrangements for ToT & ToA to meet the trainer & assessor requirements of the current & the projected batches. This shall include classrooms, master trainer & master assessor, tools & equipment, content development capability etc in accordance with ToT/ ToA guidelines.
- iii. **Availability of SMEs**

There should be sufficient availability of subject matter experts including industry/ academia experts to facilitate awarding function and capacity building of the trainers and assessors. The applicant entity shall ensure at least 1 SME for 5 qualifications either developed or proposed to be developed as per the “Comprehensive Future Plan” mentioned in Para 3.3.6. Such 5 qualifications for which a single SME is selected must be sufficiently catered by the expertise possessed by the SME.
- iv. **Learner/Student Welfare**

An AB must ensure the welfare of learners as follows:

 - a. A well recorded database of all the learners till date(alumni) shall be maintained.
 - b. A separate cell dedicated to the welfare of learners shall be formed by AB which shall include relationship management, placements, post placement tracking, special requirements for Divyangs, etc.

- c. AB shall also ensure the learners/ student welfare at TP/TC level through inclusion of this parameter in affiliation norms and robust monitoring.

C. Information Technology (Portals, Alignment With ABC/Digilocker, Database Management System, SDMS)

- i. The entity should have sufficient IT infrastructure and systems to support the development, delivery, and award of qualifications. They should have high-speed internet connectivity amongst other essentials.
- ii. The entity should have an operational website at the time of application to NCVET containing the following critical details:
 - Qualifications/courseware/ curriculum offered.
 - Training Calendar
 - Updated details (geographical spread, contact details and courses offered) of the training entities operating under the fold of the ABs
 - Training of Trainers and Training of Assessors training calendar
 - Names and contact details of the operational team at the AB
 - Major achievements of the AB on a monthly and quarterly basis
 - Information on industry linkages - Details of industry members and demand aggregation of the sector they are aligned with.
 - Information on linkages with State Governments (if any)
 - Grievance Redressal Mechanism
 - Governing Council/Executive Body Members' details
- iii. There should be robust Platform of the entity which should have integrated interface for learners, training partners, and assessment agencies with least manual interference. It should be an automatic, API based portal which should be able to fetch and provide information as per the requirements on a real-time basis. The portal should be capable of integration with DigiLocker & Academic Bank of Credits (ABC) or must have the configuration for required integration as mandated by various guidelines & government directives.

D. Research & Development (Qualification Development)

- i. For an entity to be recognized as an AB the entity will have to create and submit qualification/s for approval to NCVET. Therefore, an entity must demonstrate its capacity related to qualification creation and review.
- ii. Availability of a dedicated Curriculum cell with adequate staff and established quality processes & procedures with capacity for creating content including e-content.

- iii. Entities intending to award certificate to Persons with Disability (PwD) will be additionally subjected to the following parameters:
 - Due diligence regarding market acceptability and job opportunities with respect to PwDs.
 - Amenability of qualifications to PwD requirements.
- iv. PwD Guidelines may be referred to for further clarifications.

E. Third Party Agreements and Monitoring by AB

A standard category AB may impart training through third party training providers which shall be onboarded by the AB based on quality parameters. Similarly, Standard Category AB shall necessarily onboard a third-party assessment agency recognized by NCVET for assessments. A Dual category AB may also opt for onboarding of third-party training provider and assessment agencies. In all such cases the AB must ensure the following:

- i. **Relationship with the Training Delivery Entity**

- Existence of a system of endorsing training partners and training centers that they are fit for the purpose and are equipped to deliver quality training.
- Affiliation norms developed as per the NCVET guidelines. A detailed list of parameters to be covered under such affiliation norms are attached as Annexure-IV

- ii. **Relationship with the Assessment Agencies**

Existence of a system of endorsing AAs that they are fit for quality assessment of their qualification along with clearly delineated monitoring mechanisms of the AAs for their day-to-day operations. ABs will onboard AAs from the pool of NCVET recognized AAs as per the requirement of their qualification and norms. A detailed list of parameters to be covered under such onboarding are attached as Annexure-V

- iii. **Monitoring by Awarding Bodies**

An AB shall ensure that robust monitoring mechanisms are in place to enhance the overall quality of operations as follows:

- a. The entity must have appropriate controls in place and have distinct officials recognized for mitigating the incumbent risks together with a calibrated monitoring and evaluation framework.
- b. The entity should have effective, reliable, and secure systems for capturing data pertaining to training and outcomes implemented under their ecosystem.
- c. AB must develop and implement an IP enabled system for monitoring training at TP/TC level.

- d. The monitoring system developed by AB must have provisions for real-time access to assessments.
- e. The monitoring system developed by AB must have provisions for physical inspections, feedback mechanisms and risk mitigation.

F. Industry Linkages

The entity must showcase the engagement of industry in key decisions of the organization and continued support of the industry in building the capacity of the ABs. Formal representation of industry in the operations of ABs specifically in creation & validation of qualifications, training delivery, training of assessors and trainers, placements, on job training and apprenticeship. Tie-ups/representation from small, medium as well as large industries shall be ensured throughout the period of recognition in the following manner:

- i. MOUs/ Agreement/ similar formal instruments signed with Industries for purposes as listed above and valid as on date of application.
- ii. Representation of industry in the key decision-making bodies of the entity like Governing Council, Board, Curriculum development Cell, etc. as indicated below:

Category of State	MOUs/ Agreement etc. signed at least with	Minimum Representation of Industry in key decision-making bodies
Category I	3 (small/medium) OR 1 large	2
Category II	6 (small/medium) OR 2 large	3
Category III	9 (small/medium) OR 3 large	4
PAN India	12 (small/medium) OR 4 large	5

- iii. For an entity applying for more than one State, the number of MoU/ agreements signed and minimum representation of industry required would be the summation of the above numbers (as per the number of States applied for), unless the organization applies for Pan India status, in which case the Pan India eligibility criteria will apply.

3.3.6. Comprehensive Future Plan

- i. As a measure for ensuring that the AB has taken efforts to undertaken research and planning in detailing its operational foresight, the entity, must have a comprehensive future plan encompassing the following parameters for the next 3 years:

- a. Presence of clear evidence of market research and financial projections, including details of assumptions underlying projections (revenue, learner enrollments etc.)
- b. Training Projections based on funded, fee based etc.
- c. Number of trainings projected qualification wise and area wise.
- d. Stipulation of clear and timeline bound approach for achieving objectives and strategies in place including financials, resources, third party agencies (if any) and staff required for the implementation of the envisioned business plan.
- e. Presence of a comprehensive risk plan and mitigation strategies.

3.3.7. Grievance Redressal

- i. For safeguarding the quality while maintaining the harmony of the ecosystem, the entity must ensure that a responsive grievance redressal mechanism is in place. In view of the same, the following undertakings must be submitted:
 - a. Establishment of a grievance redressal committee
 - b. Appointment of third-party arbitrator/ legal counsel representative in the committee
 - c. Establishment of a POSH committee (as per govt. guidelines) within the entity and in the affiliated bodies such as training partners and AAs
- ii. The entity will be expected to adhere to the new guidelines released by the NCVET from time to time in this context.
- iii. The entity should have a dedicated helpline number to address grievance and queries of multiple stakeholders.

3.3.8. Additional Criteria for Dual Category Recognition

Entities applying under dual category recognition will have to adhere to all the criteria's in the sections above in addition to 'Additional criteria for Dual category recognition' mentioned below:

- i. **Governance and Manpower:** Separation of personnel, systems and managerial control of the functions. Such separation should be done in such a way that both awarding and assessment arms should function as separate business units or as independent departments with necessary resources at their disposal. Entities recognized as dual category AB will have to formulate a Policy on Conflict of Interest.
- ii. **Infrastructure:** Separate infrastructure for assessment function shall be ensured as follows:

- a. IT: A dedicated Assessment Portal with real time assessment capability should be available with following features:
 - Video Uploading capability with geo-tagging verification.
 - Live Online Assessments
 - Automatic question selection and paper preparation
 - Multilingual in Indian Languages
- b. Physical: A dedicated office space adequate to accommodate the assessment requirements which is also well connected by transport and easy accessibility should be available.
- iii. **Question Banks** – The training entity must have a question bank with format of questions as prescribed under AA Guidelines
- iv. **Availability of SMEs, Assessors & Proctors** as defined under AA Guidelines
- v. **Development of Protocols:** The Dual Category AB must ensure that standard protocols for training delivery and conducting assessment are developed and adhered to.
- vi. **Grievance Redressal:** For the dual category agencies, the grievance redressal committee established, should ensure representation from both the awarding and the assessment verticals.

3.3.9. Special Provisions:

A. Multinational Companies (MNCs):

- i. MNCs, also known as multinational enterprises or transnational corporations, operate in multiple countries beyond their origin. These corporations are recognized for their extensive global operations which include development, manufacturing, and marketing initiatives.
- ii. The MNCs, including, Original Equipment Manufacturer (OEMs), Original Design Manufacturer (ODM), and Value-Added Reseller (VAR) or the Leading Indian Enterprise (Enterprises of national importance based on their size, turnover, employment potential, export potential, operations, strategic importance, manufacturing, contract manufacturers (CMs), aftermarkets, operating in services and education, etc.) may be granted NCVET recognition as an Awarding body (AB) (Standard or Dual) subject to the fulfilment of the compliances as defined in “Guidelines for Creditisation of Skilling & Training Courses & Qualifications of Multinational Companies (MNCs) and Leading Indian Enterprises” notified by NCVET. The link for the guideline is <https://ncvet.gov.in/wp-content/uploads/2024/02/Guidelines-for-Creditisation-of-Skilling-and-Training-Courses-and-Qualifications-of-MNCs-and-Leading-Indian-Enterprises.pdf>.
- iii. The Guidelines enable MNCs to align their Skilling and Training Courses/Qualifications to NSQF, implement training, get the assessments done as per NCVET guidelines. Criteria for Recognition of Skilling and Training Courses/Qualifications of MNCs are:
 - a. **For Multinational Companies (MNCs)**

- I. **Financial Criteria:** MNCs headquartered outside India must operate in a minimum of five countries, including India, with an annual turnover of at least US\$ 2 billion for the past three years.
- II. **Prior Experience:** The company should have provided skill training and assessments to a total of 250,000 students/learners/employees globally in the last three years, of which at least 10,000 individuals should be from India.
- III. **Modification:** NCVET reserves the right to adjust the criteria for companies working in specialized or strategic areas on a case-by-case basis.

b. For Leading Indian Enterprises

- I. **Financial Criteria:** Indian companies registered under the Companies Act in India must have a minimum annual turnover of Rs. 8,000 crore for the last three years.
- II. **Prior Experience:** The enterprise should have conducted skill training for a minimum of 10,000 individuals, including their own employees, over the past three years.
- III. **Modification:** NCVET may modify the criteria for enterprises operating in specialized areas, ensuring that the courses offered are relevant to their products, services, or technologies in high demand.
- iv. For recognition as an AB (Standard or Dual), the MNC or the Leading Indian Enterprise may submit the proposal in the format attached as Annexure.
- v. The Guidelines provide for creditisation of the Skilling and Training Courses/Qualifications conducted by MNCs and Leading Indian Enterprise by getting their qualifications NSQF aligned and approved by National Skills Qualification Committee (NSQC). The existing AB mechanism and alignment routes shall remain unaffected.

B. Deemed to be Awarding body:

- i. In order to facilitate the integration and enhancement of skill-based courses and qualifications within Higher Education Institutions (HEIs), in alignment with the National Education Policy (NEP) 2020 and the National Credit Framework (NCrF), interested HEIs will be accorded the status of a deemed Awarding Body (AB) (Dual). The jurisdiction for each HEI will be defined according to their respective statutes or Acts. This status will empower them to independently design, develop, and offer courses and qualifications aligned with the National Skills Qualifications Framework (NSQF).
- ii. The HEIs eligible for this status include Institutes of National Importance (INIs), Central Universities, and other Universities or HEIs where the Hon'ble President of India acts as the visitor or the Hon'ble Vice President of India serves as the Chancellor.
- iii. To facilitate the request for recognition as a Deemed Awarding Body (Dual), NCVET has provided special provisions to HEIs. They need to submit an Expression of

Interest (EoI) to the NCVET. The template for the EoI is attached as Annexure. They must also adhere to the various guidelines issued by NCVET, as amended periodically.

C. Startups

As per the Department of Industrial Policy and Promotion (DPIIT), a startup can be defined as a “business entity that has been established within the last 10 years and has a turnover of less than Rs. 100 crores in any financial year since its inception”.

To encourage startups to function as Awarding Bodies in the VETS ecosystem suitable relaxations with respect to the eligibility criteria are detailed down in Table no. 3.3.10

However, to qualify for such relaxations the applicant startup must meet the following requirements:

- a) The entity should be a DPIIT (Department for Promotion of Industry and Internal Trade) recognized Startup.
- b) The entity must possess DPIIT Certificate of Recognition for Startups not older than 5 years from the date of application.
- c) The entity should be working towards innovation/ improvement of existing products, services and processes in the vocational education/ skilling domain and should have the potential to generate employment/ create wealth.
- d) The entity should have a scalable business model with demonstrated excellence in the area of conducting training and certification for vocational education and skilling.
- e) The entity should have a robust LMS system encompassing all the important functions of an AB.
- f) An entity formed by splitting up or reconstruction of an existing business shall not be considered a "Startup."

Note: During the review of a startup proposal NCVET may consult the concerned government bodies, industry and domain experts, academicians etc.

D. Subsidiaries

For new entities formed by an existing organization for the specific purpose of becoming an Awarding Body, under these guidelines, promoter's experience, financial and any other parameters as listed in the eligibility criteria can be considered at the discretion of NCVET, provided the following conditions are fulfilled:

- i. It shall be formed as a subsidiary of the promoter organization.
- ii. Promoter must hold more than 50 % stake in the new entity or majority in terms of ownership.

E. Merger and Acquisitions

In the case of mergers and acquisitions the credentials of entities merged or acquired shall also be permissible for fulfilment of eligibility criteria for getting NCVET recognition as an Awarding Body subject to fulfilment of all the eligibility parameters by the applicant entity.

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3.3.10. Applicability Of Criteria for Various Awarding Bodies

Eligibility Criteria	Central Ministries/State Dept	Other Govt. Bodies	DGT	HEI	School Boards	State Skill Missions/Tech Board	MNC	SSC	Other Pvt Bodies
Legal Status	x	x	x	x	x	x	✓	✓	✓
Prior Experience	x	x	x	x	x	x	✓	x	✓
Financial	x	x	x	x	x	x	✓	x	✓
Sectoral Credibility	x	x	x	x	x	x	x	✓	✓
Infrastructure Requirement	✓	✓	✓	✓	x	x	x	✓	✓
Industry Linkages	x	✓	✓	✓	x	✓	x	✓	✓
Comprehensive Future Plan	✓	✓	✓	✓	✓	✓	x	✓	✓
Grievance Redressal	✓	✓	✓	✓	✓	✓	✓	✓	✓
Additional Criteria for Dual AB	x	✓	✓	✓	✓	✓	x	✓	✓

3.3.11. Special cases:

- i. The Eligibility norms may be relaxed by the NCVET in some possible cases like:
 - a. Entities working in Future and Emerging skills/ Technology areas **OR** Future of Work.
 - b. Entities preserving traditional and heritage skills.

- c. Entities working in Indian knowledge System IKS).
- d. Entities working in Niche Areas: *Niche Areas shall mean a specialized and well recognised area where operational scale is low but it demands attention due to special skill training required e.g. trout farming.*
- e. Entities working for specific sections of society with special needs like PwD, Safai Karamchari etc.
- f. Entities with Captive placement
- g. Entities operating in difficult areas like LWE, North-East states, hilly areas, J&K etc.
- h. Startups.

ii. Applicability of Eligibility Criteria for above categories:

Entities (under Special Case)	Jurisdiction*	Prior Experience** (no. of Trainings)	Financial Viability (Turnover in Rs.)**	Industry Linkages through MOUs/ Agreements etc.
1. Future and Emerging skills/ Technology areas OR Future of Work areas	Category I State/UT	1000	20 Lakhs	NIL
	Category II State/UT	1500	40 Lakhs	1
	Category III State/UT	2000	60 Lakhs	1
	Pan India	10000	2 crores	3
2. Traditional and heritage skills	Category I State/UT	500	5 Lakhs	NIL
	Category II State/UT	1000	10 Lakhs	NIL
	Category III State/UT	1500	15 Lakhs	NIL
	Pan India	7500	50 Lakhs	NIL
3. Indian knowledge System IKS)	Category I State/UT	1000	10 Lakhs	NIL
	Category II State/UT	1500	20 Lakhs	NIL
	Category III State/UT	2000	30 Lakhs	NIL
	Pan India	10000	1 crore	NIL

4. Niche areas	Category I State/UT	500	5 Lakhs	NIL
	Category II State/ UT	1000	10 Lakhs	1
	Category III State/ UT	1500	15 Lakhs	1
	Pan India	7500	50 Lakhs	3
5. Working for specific sections of society like PwD, Safai-Karamchari etc.	Category I State/ UT	1000	10 Lakhs	2 (small/medium) OR 1 large
	Category II State/ UT	1500	20 Lakhs	4 (small/medium) OR 1 large
	Category III State/UT	2000	30 Lakhs	6 (small/medium) OR 2 large
	Pan India	10000	1 crore	8 (small/medium) OR 3 large
6. Captive placement	Category I State/UT	500	25 Lakhs	NIL
	Category II State/UT	1000	50Lakhs	NIL
	Category III State/UT	1500	75 Lakhs	NIL
	Pan India	7500	2.5 crores	NIL
7. Operating in difficult and aspirational areas like LWE areas,hilly areas, tribal areas, border areas etc.	Category I State/UT	500	5 Lakhs	2 (small/medium) OR 1 large
	Category II State/ UT	1000	10 Lakhs	4 (small/medium) OR 1 large
	Category III State/ UT	1500	15 Lakhs	6 (small/medium) OR 2 large
	Pan India	7500	50 Lakhs	8 (small/medium) OR 3 large
8. Startups	Category I State/UT	2000	25 Lakhs	3 (small/medium) OR 1 large

	Category II State/UT	4000	50Lakhs	6 (small/medium) OR 2 large
	Category III State/UT	6000	75 Lakhs	9 (small/medium) OR 3 large
	Pan India	12000	2.5 crores	12 (small/medium) OR 4 large

*For all the ABs covered in this category except those offering Captive placement, operating in difficult areas and startups a minimum 50% of operations shall be in the specialized domain areas because of which they are being considered in this category e.g., heritage skills, future skills, etc.

**The prior experience and financial viability will be considered cumulatively in any 2 years in the last 5 financial years.

Note: The eligibility criteria for the ABs listed above shall stand modified to the extent of 3 parameters i.e., prior experience, financial viability, and Industry linkages only. All the other parameters shall be applicable as prescribed in Para 3.3

3.4. EVIDENCE TO ENSURE COMPLIANCE TO THE ELIGIBILITY CRITERIA

Compliance with the eligibility criteria laid down in the AB guidelines will be demonstrated by the applicant organizations by submitting the following portfolio of evidence. This evidence is to be provided by the organizations along with the application.

In addition to the evidence enlisted below, NCVET may ask for other sets of documents if it deems fit. Depending on the nature and profile of the applicant organization, the respective set of documents would have to be submitted as detailed below:

Eligibility Criteria		
1	Legal Status	Certificate of Registration and/or Article of Incorporation
		Society Deed Agreement or NGO Registration Certificate issued by respective State
		Permanent Account Number (PAN) and Goods and Services Tax (GST) registration details

		Self-Declaration Affidavit by authorized person that the organization has not been blacklisted by any agencies indicated in the AB guidelines
		For international agencies -
		Mutual Agreement copy with Indian partner firm
		Shareholder Agreement with Indian partner firm
		Permission from Ministry of Home Affairs and evidence of separate bank account for foreign funds (FCRA)
2	Prior Experience	Work orders/ Relevant experience certificates/ valid document establishing record of experience (<i>validity of the document is subject to NCVET decision</i>) in accordance with the classification of geographical jurisdiction
		Self-Declaration of the number of learners trained, certified, and placed with details of geographical spread of the organization
3	Financial Viability	Audited account statement signed by an independent financial auditor for five years
4	Infrastructure Requirements	A. Governance and Manpower
		I. Human Resource
		Copy of Organogram
		Self-attested declaration by directors of their roles and tenure in the Board of the Organization
		MoM of the Board meetings held every fiscal year
		Internal audit reports signed by the Board
		Self-Declaration Affidavit that the organization has not been blacklisted by any agencies.
		Senior Management Details
		II. Other Critical Staff
		Total no of staff
		Details of permanent employees
		HR manual
		III. Registered office
		Title Deed/Rent Deed of the premises
		Google Map snapshot showing location of organization's premise and allied transport connectivity
		Copy of internet/telephone bill, not older than 3 months
		B. Training
		List of Trainers and Assessors
		List of Master trainers and Assessors
		ToT and ToA strategy
		List of Subject matter expert engaged qualification wise
		C. Learner Welfare
		Self-declaration for availability and maintenance of Alumni Record

		Details of Learner/ Student welfare cell
		D. Information Technology
		Self-declaration of the IT infrastructure as owned/hired by the organization
		URL of the functional website & portal
		Self-declaration for ensuring Data System & security of ecosystem
		E. Research and Development
		Details of Curriculum Cell
		Documented process of qualification creation and review process with identified partners for conducting relevant studies/research etc.
		F. Third Party Arrangement and Monitoring
		Affiliation Protocols created for the training partners and assessment agencies, by the Organization
		Sample Agreement / Work Order for the third-party agencies (if applicable)
		SOP for monitoring and evaluating third parties and/or training partners
		Affiliation Details
5	Industry Linkages	Document proving the representation of industry in key decision-making bodies like Governing Council/Board etc. of the MOUs/ agreement/Similar formal instrument signed with Industry
6	Comprehensive Future Plan	Comprehensive Future Plan document mentioning the following details must be submitted by the Organization
		Targeted geographies and the relevant qualifications to be delivered
		Trainers and Assessors to be inducted
		Proposed number of learners to be certified and placed
		Prospective employers for placing certified trainees
		Financials allocated for each of the activities
		Documents on market research and models/assumptions justifying projections stated above
7	Grievance Redressal	Documentary proof for establishment of a grievance redressal cell and policy of how grievances are resolved.
		Letter of appointment of third-party arbitrator/legal counsel representative in the grievance redressal council
		Documentary proof for establishment of a POSH committee for the organization's staff and declaration of such committees being present for all its affiliated bodies.
		Details of helpline number

		Details of the committee members (POSH and Grievance)
8	Dual category	Organogram specifying Assessment Wing Details Details of Dedicated resource personnel with clearly defined roles & reporting Self-declaration on allocation of dedicated office space for Assessment function Policy of Conflict of Interest Separate Dedicated Assessment Portal Question bank details. List of Assessors/Master Assessors SME List Assessment Tools List SOP for training delivery and Assessment
		Statement of authorization by the organization duly signed by nodal officer as per format

Applicability of the above evidence against each criterion mentioned above, may vary across types of organization. Such applicability and admissibility of evidence will be decided by NCVET.

3.5. Conflict Of Interest

Entities applying for Awarding Body recognition shall not have any conflict of interest that affects their recognition as an Awarding Body. Entities found to have a conflict of interest shall be disqualified/suspended/derecognized. Entity shall be deemed to have a conflict of interest if:

- i. An entity applying/recognized as an Awarding Body also operates as an assessment agency or applies for Assessment Agency recognition at NCVET. (This condition however maybe relaxed/permitted under Dual Category recognition status)
- ii. An Entity recognized as an Awarding Body also operates as Training Partner/Training Centre of any other Awarding Body
- iii. The shareholder or owner of the awarding body is also a shareholder or owner in some recognized AA or any entity applying for recognition as an AA.
- iv. Entity for the above points would include not only the legal entity applying for recognition/recognized by NCVET, but also its parent/holding/promoting bodies, subsidiary, and associate bodies.

SECTION 4: RECOGNITION OF AWARDING BODY: PROCESS

4.1. Who Can Apply

All such entities that fulfill the eligibility criteria as specified in section 3 of the AB guidelines can apply.

4.2. Periodicity of Application- When/ How To Apply

The application process for the recognition of the AB shall open throughout the year. The application shall be done through an online, automated system. However, till such time the application process at NCVET is made online, the applicant entity may submit their application form and the detailed proposal on the dedicated email id- proposals-ncvet@gov.in in soft copy as well as in hard copy.

4.3. Fees

- i. The application form is to be accompanied by a non-refundable processing fee of Rs. 25,000/- to be submitted along with the application form.
- ii. Once the application is approved by the NCVET Council or the Authority empowered by the Council and prior to issue of LOI for recognition a fee of Rs. 1,00,000/- for AB(Standard) and Rs. 2,00,000/- for AB(Dual) is to be submitted.

4.4. Application Process- Steps

The application process consists of the following steps:

Step 1- Registration and Submission of the duly filled in application form by the applicant entity along with processing fees.

Step 2- Nomination of case member by NCVET and Screening of application as per the eligibility criteria by the nominated case member

Step 3- Scrutiny of application by Scrutiny team /Director Review

Step 4- Review by the Council or any authority (Committee/ Sub-Committee, etc.) empowered by the Council.

Step 5- Submission of the recognition fee by the applicant entity whose application is approved by the Council/authority empowered by the Council.

Step 6- Provisional Recognition- Issuance of Letter of Intent (LoI)

Step 7- Submission of qualification by the applicant

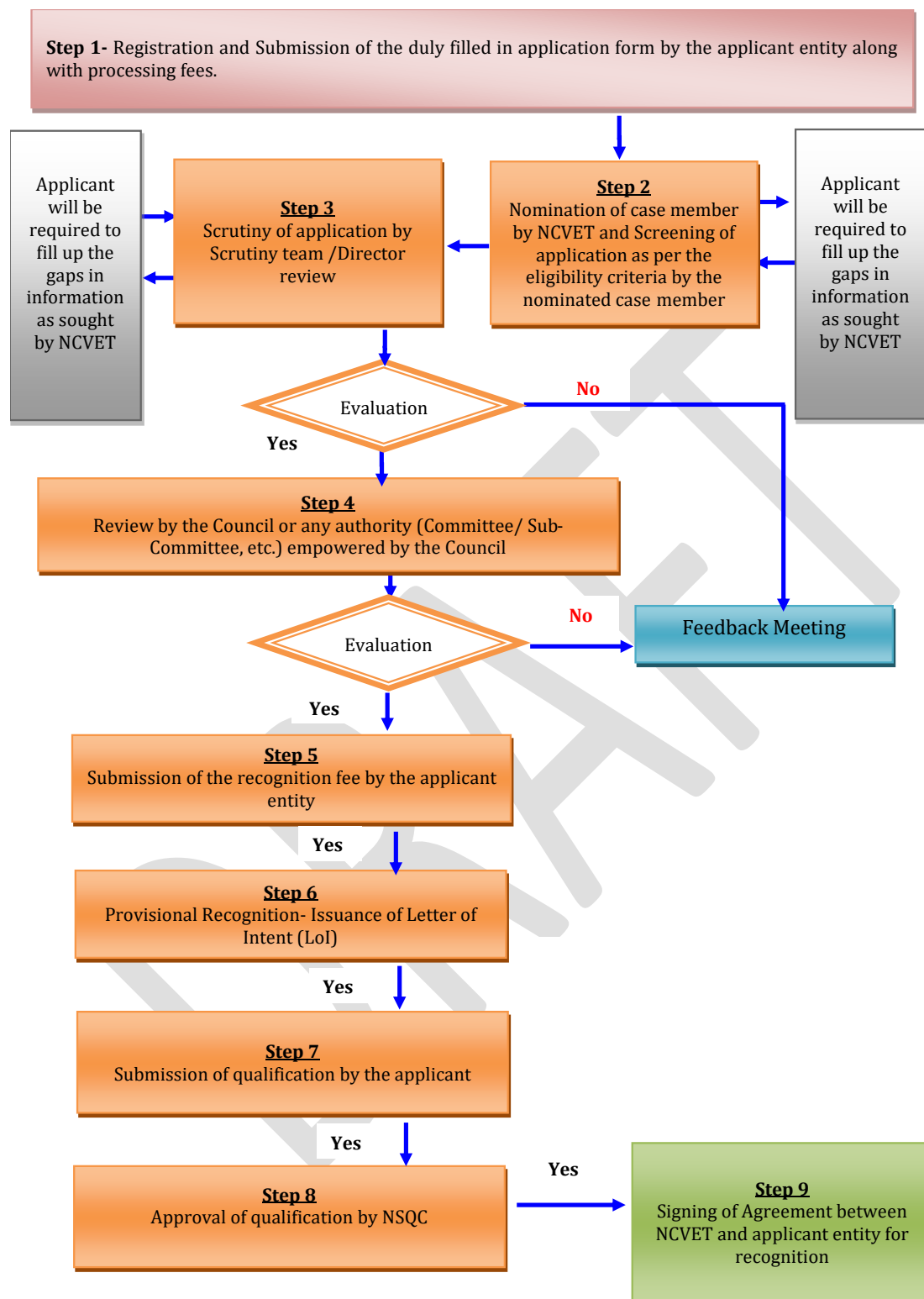
Step 8 – Approval of qualification by NSQC

Step 9- Signing of Agreement between NCVET and applicant entity for recognition

The detailed processes / steps for the recognition are given in Annexure -VI. All the applicants are advised to read them before filling the form.

The snapshot of the detailed application is given below:

DRAFT



Until the Portal is operational, applicants are required to submit their applications via email to proposals-ncvet@gov.in. preferably along with a hard copy of the application.

4.5. Tenure of Validity of Recognition

The recognition of the AB and the provisions of the AB guidelines will be applicable from the date of signing of the agreement between NCVET and the recognized Awarding Body, after approval of at least five qualifications of an AB by NSQC. The tenure of validity of recognition shall be as follows:

- 4.5.1. Initially, the AB will be recognized by NCVET for a period of 3 years.
- 4.5.2. After the completion of the initial 3 years, AB will submit an application for fast-track renewal, which if approved would extend the recognition for another 3 years from the original date of recognition. This renewal will be based on the performance of an AB as per the risk rating framework.
- 4.5.3. Post completion of the total tenure of 6 years, an AB would be required to submit a fresh application seeking recognition as an AB.

For both **(4.5.2) and (4.5.3)** an AB must submit their applications '**6 months prior to completion of recognition period**'. Upon re-application/ request for fast-track renewal by recognized ABs, the recognized body shall continue to have privileges of recognition, till a decision on extension or discontinuation is made by NCVET. AB should ensure that any training batch should not spill over the recognition period.

4.6. Actions to be undertaken immediately after being recognized

4.6.1. Registration of learners on ABC and generation of APAAR ID

- i. The Academic Bank of Credits (ABC) in India is a digital platform that functions as a central repository for students' academic achievements throughout their learning journey. It aims to create a more flexible and student-centric educational experience and empowers students with greater control over their learning, promotes flexibility and lifelong learning, and aims to address key challenges in the Indian higher education system.
- ii. Every learner/student will be required to register themselves on the Academic Bank of Credit (ABC) portal either directly & linked to the Digilocker, or through the Awarding Body in a batch mode. For such registration the student/ learner will be provided with a permanent, unique academic ID also known as Automated Permanent Academic Account Registration id (APAAR id).
- iii. The APAAR id can be created by a) student himself using Digi locker; b) Awarding body and c) Training partner through the Awarding Body.

4.6.2. Registration of ABs on ABC

- i. For management and record of the credits earned by the student/ learner every Awarding body shall also be required to register itself on the ABC. An authenticated

list of the TCs/ TPs of the Awarding Body shall also be added and got registered by the Awarding Body in the Academic Bank of Credits (ABC).

- ii. All entities implementing skill-based courses whether as part of the curriculum or for outside their regular UG/PG program for other learners shall ensure registration on Academic Bank of Credit (ABC).
- iii. The AB concerned also needs to ensure that details of the courses/ qualifications (Qualification/ NOS/ MC Code) along with the assessment credentials including the NCrf Level, the credits earned, validity of the credits and Marksheet/grade be made available on the ABC portal.
- iv. In addition, every learner/student will be required to register themselves on the Academic Bank of Credit (ABC) portal either directly & linked to the Digilocker, or through the Awarding Body in a batch mode.
- v. The guidelines notified by the UGC and respective regulators in this regard shall be applicable.

4.6.3. Data Aggregation

The AB shall provide the training related data as required by the Government for data aggregation as prescribed.

4.1.1. Onboarding of existing ABs on DEP

- i. NCVET is developing a Digital Enterprise portal, where all interactions and procedures involving stakeholders will be processed through this Digital Enterprise Portal.
- ii. The digital platform will oversee the regulation of all entities within the skill development ecosystem, encompassing activities like recognition, monitoring, grievance resolution, rating, and more, thereby reducing the human interface.
- iii. All the existing recognised Awarding Bodies will also mandatorily need to onboard on the Digital Enterprise Portal and will have to provide all the data on DEP portal as per NCVET guidelines and directives.
- iv. This portal shall also enable NCVET to gather, analyse, and review data from stakeholders, and thus facilitate the Council in better governance and quick decision-making.

4.2. Withdrawal of the Application

If the applicant entity at any stage (except after the subcommittee review) desires to withdraw its application, it may do so by informing formally to NCVET with reasoned justification. In this case, the processing fee shall not be refunded to the applicant entity.

4.3. Re-Application by The Applicant Entity

- a. The applicant organizations which are rejected after the decision of the Sub Committee can apply for the NCVET recognition after 1 year from the date of the rejection.
- b. Applications withdrawn by the applicant entities or Applications recommended to be rejected at the screening/ scrutiny stage can apply for the NCVET recognition after six months from the date of the rejection.
- c. In such cases, the online account created for such applicants will be deactivated by NCVET. During re-application, the applicant organization will go through the entire application process from the beginning.
- d. Any applicant entity whose proposal has been rejected twice at the Subcommittee level or thrice at the Director Scrutiny/Screening level shall remain barred from applying for atleast 2 years unless otherwise allowed by NCVET on special request.
- e. Any applicant entity can apply a maximum of 3 times in a period of 5 years irrespective of rejection or withdrawal at any stage subject to the conditions mentioned in points a. to d. in section 4.8 above.

4.4. Feedback Mechanism

NCVET has devised an avenue for seeking feedback by the applicant entity ABs in case of applications rejected at following steps:

- Step 3 (Screening by dedicated case member)
- Step 4 (Scrutiny by the Director)
- Step 5 (Sub-Committee review)

The applicant entity organization will request for a feedback meeting within 15 days of rejection of application. NCVET to organize Feedback Meeting on a date and time as deemed fit by NCVET. This step, however, is not mandatory and meeting will be organized only on receipt of a request by the rejected applicant entity .

During such meeting/s, the dedicated case member or a designated officer from NCVET, will provide feedback on the gaps due to which the application was rejected and the areas of improvement along with recording of the minutes of feedback Meeting.

4.5. Appeal System

Post feedback meeting, an applicant entity organization may seek recourse in form of an appeal to NCVET for re-examination of rejected application. This decision to re-examine the application would be based on the discretion of NCVET. A re-examination is not an

opportunity for an applicant entity to submit further evidence which the applicant entity did not send as part of the original application.

The modalities of appeal and process would be decided by NCVET and will evolve a mechanism to consider such appeals. The appeal would have to be made by the applicant entity organization within 15 days of the Feedback Meeting.

4.6. Expansion of Geographical Jurisdiction of the Recognized Awarding Body (AB):

4.6.1. For additional States/UTs

Any recognized AB may seek expansion of geographical jurisdiction beyond its originally allocated scope of recognition after the expiry of 1 year of recognition period i.e., from the date of signing of agreement granting recognition to the AB. Such expansion would be subject to fulfillment of the following conditions:

Category of State/UT	Prior Experience	Financial viability*	Governance and Manpower	Industry Linkages	
	Training No*	Turnover (Rs.)	Minimum Permanent Staff	MOUs/ Agreement etc. signed at-least with	Minimum Representation of Industry in key decision-making bodies
Category 'I' States/UTs*	2500	Rs. 25 lakhs	2	1	1
Category 'II' States/UTs*	5000	Rs. 50 Lakhs	2	2 (small/medium) OR 1 large	1
Category 'III' States*	7500	Rs. 75 Lakhs	2	3 (small/medium) OR 2 large	1

Note:

i. Prior Experience:

- The training numbers must be pertaining to the same state/UT for which additional recognition is being sought.
- The training number must have been achieved in any 2 years post recognition (cumulatively).
- AB shall be eligible for expansion of jurisdiction in case the requisite number is achieved in less than 2 years also.

ii. Financial Viability

- The requisite turnover amount for each State/UT shall be over and above the turnover of the AB submitted at the time of recognition.

- b. The additional turnover must have been achieved in any 2 years post recognition (cumulatively).

iii. Industry Linkages

- a. The scope of MOUs and operational area of the industry concerned must be the same state/UT for which additional recognition is being sought.

4.6.2. For PAN India Recognition

An AB recognized for a State/s and/or UT/UTs may seek PAN India recognition if it fulfills the following conditions:

- a. Fulfillment of conditions mentioned for PAN India recognition for a fresh applicant as follows:

	Prior Experience	Financial viability*	Governance and Manpower	Industry Linkages	
	Training No	Turnover (Rs.)	Minimum Permanent Staff	MOUs/ Agreement etc. signed at-least with	Minimum Representation of Industry in key decision-making bodies
Pan India	75000	Rs. 5 cr.	15	12 (small/medium) OR 4 large	5

OR

- b. If an AB gets recognition for 5 States/UTs.
- c. For both (a) and (b) above as per the the standard conditions applicable for Pan India operations, AB must be operational in at least 5 states/ UTs representing at least 3 Zones of India (as per the Zonal councils set up vide Part III of the States Reorganization Act, 1956 and North Eastern Council Act 1971).

4.7. Change in Category of Recognition: AB (Standard) to AB (Dual)

An AB (Standard) may seek recognition as an AB (Dual) Awarding Body upon fulfilment of additional parameters listed in the eligibility parameters vide para 3.3. In this case the AB may apply to NCVET in the form attached at Annexure.

4.8. Reducing the Scope and Jurisdiction of the Recognized Awarding Body (AB)

If the recognized AB is not able to perform satisfactory in the allocated geographical Jurisdiction, then the mandate to operate in the underperforming jurisdiction may be revoked.

4.9. Fast Track Approval For Certain Emergent/ Special Categories/ Cases

These guidelines shall also enable approval of certain categories of entities on a fast track mode to promote deeper penetration and outreach of the VETS ecosystem as well as integration of skilling in education including school and higher education.

4.9.1. Fast track approval of Higher Education Institutes

In order to ensure smooth implementation of NEP/ NCrf and enable the Universities/ Higher Education Institutes to integrate and embed the vocational education training & skilling (VETS) based courses/ qualifications, NCVET Council in its 9th Meeting held on 17th August 2023 has decided to grant the status of Deemed Awarding Bodies (Dual category) to all the following categories of HEIs subject to their following the NCVET guidelines for implementation and assessment of National Skills Qualification Framework (NSQF) aligned and approved qualifications:

- A. All the INIs including IITs, NITs, NID, IIITs, IIMs, IISERs which are premier public higher education institution set up by Government of India or
- B. All HEIs for which Hon'ble President of India is a Visitor, or the Hon'ble Vice-President of India is a Chancellor or
- C. All the Central Universities established under the Central Universities Act, 2009 or
- D. The Institutions recognized and notified as Deemed Universities by Government of India on the recommendation of UGC/AICTE, however, NCVET reserves right to final consideration of granting the status of Awarding Body (Dual category) based on merit of the case.
 - i. For All INIs, Central Universities and HEIs Hon'ble President of India is a Visitor, or the Hon'ble Vice-President of India is a Chancellor, the following shall be applicable:
 - a. The application form is an Expression of Interest (EoI) template (annexure) to enable faster application and recognition.
 - b. No recognition fee or NCVET processing fee to be paid
 - c. Since they have been granted deemed AB status, submission of qualification to establish capacity, as is applicable for other entities, shall not be applicable
 - d. These INIs and CUs would however need to sign an agreement with NCVET as a mandatory condition

- e. The validity of their recognition would be 3 year plus 2 years
 - f. They would however need to comply with all provisions applicable to AB-dual category and shall also be subject to monitoring by NCVET on NSQF qualification being implemented for which NCVET certificates are being issued.
- ii. The Institutions recognized and notified as Deemed Universities by Government of India on the recommendation of UGC/AICTE as well as State Government public Universities, the following shall be applicable:
- a. A simplified application form (Annexure) shall be provided for all such HEI for a fast track approval
 - b. These HEIs would require to present their case in front of the Sub-Committee as well as submit qualifications to establish capacity upon receipt of LoI
 - c. The HEI would also be required to pay the processing as well as the recognition fee applicable as Dual category awarding Body
 - d. NCVET reserves right to final consideration of granting the status of Awarding Body (Dual category) based on merit of the case.
- iii. For all other Higher Education Institution, the criteria and the process would be as is applicable for any dual category, however, they shall be allowed to apply as per the simplified application process.
- iv. Fast Track Approval of School Boards (Central and State Government)
All the school Boards including the central Board and State boards shall be considered for fast track approval.
- v. Fast Track Approval of **Central Ministries or State Departments**
- vi. Fast Track Approval of **State Technical Boards/SSDMs/SCVTs/Equivalent Skill Development Agency of State Government**

SECTION 5: Monitoring and Evaluation

NCVET mandates a dynamic and robust monitoring mechanism to ensure that the standards of quality and reliability are maintained amongst all ABs. During the tenure of a recognized body both continuous and periodic evaluation of performance shall be undertaken based on clearly defined parameters and evidence. State Government can act as a core component of the NCVET monitoring infrastructure for overseeing implementation. NCVET monitoring mechanism is an outcome-based system which will help ABs to identify the risks and mitigate the same through corrective actions.

NCVET as a learner centric and industry driven regulator is affirmed to being flexible and adaptive and seeks to promote a collaborative approach of working. The ABs would be urged to self-regulate and enhance their performance in line with overarching principles of quality stipulated by NCVET, as their proper functioning is quintessential to the health of the TVET ecosystem in the country. The recognized ABs would be asked to set up in-house monitoring and evaluation systems in line with the performance metrics of NCVET to drive their operations and those of the third parties affiliated by it. The quality assurance and standards by NCVET would be driven towards a continuous evaluation of the recognized ABs and their industry relevance.

In line with the above approach, the emphasis will be on self-regulation of the AB and there will be an in-built system of self-improvement to encourage such self-regulation. The NCVET would also have a robust mechanism for continuous monitoring to ensure quality. In addition to the continuous monitoring, annual review of the recognized ABs would be critical, to arrive at their risk ratings. The continuous monitoring and annual review will be carried out considering the evidence furnished by the recognized AB enumerated in these guidelines.

Normally, physical inspections will not be undertaken unless there are serious discrepancies in the functioning of ABs and/or its third-party agencies or they fall in high risk categories.

Further, as a regulator, NCVET expects high levels of integrity in the functioning of the AB. The ABs which can showcase such high caliber performance and integrity in actions; and those which would consistently strive to achieve the standards and benchmarks as set by NCVET would be incentivized appropriately.

5.1 Objectives of Monitoring and Evaluation

Monitoring and Evaluation of ABs shall be guided by the following objectives:

- i. **Verification of Compliance:** To thoroughly check and verify that ABs are continuously meeting the criterion for recognition as per NCVET standards and

maintaining the same without deviation. This extends to ensuring routine conformance to regulatory requirements and validating the continuity of compliance over time.

- ii. **Quality Assurance:** To systematically evaluate and confirm that the quality of training by verifying the effective training schedules, availability of qualified trainers, comprehensive training materials and proper training infrastructure in strict alignment with the established quality and compliance benchmarks put forth by NCVET.
- iii. **Ethical Operations:** To monitor that ABs and their affiliates conduct their operations ethically across all their functions, including course development, training, assessment, certification and placement of learners, while also adhering strictly to the guidelines and mandates provided by NCVET.
- iv. **Performance and Outcome Enhancement:** To oversee and encourage ABs to adopt fair and transparent procedures that are conducive to the attainment of improved outcomes for learners.
- v. **Grievance Resolution:** To set up a mechanism to resolve grievance and complaints lodged against recognized ABs particularly for grievance handling, investigator appointments and compliance with regulatory expectations regarding integrity and transparency.
- vi. **Integrity Verification:** To enforce and monitor high levels of integrity and transparency among ABs, creating an environment of trust and reliability within the skilling ecosystem.
- vii. **Innovation and Adaptation:** To promote and stimulate ongoing research and development to create courses that reflect emerging skill requirements and technological advancements, ensuring scalability and adaptability to future trends.
- viii. **Recognition and Incentivization:** To implement a merit-based incentive system that recognizes and rewards ABs for exceptional performance and adherence to NCVET directives, fostering a culture of excellence and continuous evolution.

5.2 Monitoring Mechanism

With the above objectives in mind, monitoring and evaluation of ABs shall be conducted through **Excellence-Risk Framework (ERF)** which is a structured approach of management of risks arising out of the key functions of ABs and simultaneously rewarding their attainment of excellence on the same functions. It encompasses a systematic process of identifying, monitoring, and assessing risks while concurrently striving for excellence in conducting quality assured standardized assessments.

This framework emphasizes proactive identification of potential risks related to various aspects of qualification & course development, training provisions, assessment administration, certification processes, organizational, financials, grievance and POSH. The purpose is to integrate risk management seamlessly into the NCVET's strategy and operations, fostering a proactive approach to risk identification along with defining excellence.

5.3 Purpose of Excellence-Risk Framework

Key purposes of Excellence-Risk Framework to be followed by ABs are:

- a. **Focus on Excellence:** The framework shall emphasize on achieving excellence in key functions while managing risks effectively.
- b. **Comprehensive Risk Assessment:** The framework shall enable a thorough evaluation of potential risks across various macro-parameters.
- c. **Regulatory Compliance:** The framework shall ensure adherence to NCVET standards and regulations while managing risks and compliance requirements.
- d. **Continuous Improvement:** The framework shall facilitate continuous improvement through ongoing monitoring, evaluation, and refinement of risks.
- e. **Stakeholder Engagement:** The framework shall encourage active engagement with ABs to ensure alignment of risk management efforts.
- f. **Transparency and Accountability:** The framework shall promote transparency and accountability in risk management processes to build trust and credibility.

5.4 Parameters in ERF Considered for Monitoring and Evaluation

Six macro-parameters collectively contribute towards robust and effective monitoring and evaluation of Abs through implementation of ERF. The parameters are as follows:

- a. **Governance and Manpower:** This parameter refers to the specific criteria measuring aspects such as decision-making hierarchy, the existence and effectiveness of organizational policies and procedures, IT structure and the qualifications and sufficiency of staffing levels needs that guide the overall functioning of AB. **It is composed of 13 sub-parameters.**
- b. **Financials:** This parameter explores the aspects of financial viability of ABs by considering indicators such as annual turnover, net worth, profitability. **It is further segregated into 5 sub-parameters.**
- c. **Training:** This parameter examines plan or approach designed by ABs to evaluate the quality and effectiveness of vocational training provision. **It is composed of 21 sub-parameters.**
- d. **Assessments:** This parameter studies the process of administering the assessments conducted by AAs ensuring the availability and use of standardized tools and maintaining timely and quality assessments. ABs facilitates authoritative certification and credit accumulation, pivotal to the credibility and progression within the vocational education system. **It is fragmented into 10 sub-parameters.**
- e. **Qualifications:** This parameter encompasses the lifecycle of vocational training qualifications from development to withdrawal. It ensures ABs adhere to NCVET guidelines, focus on the creation and readiness for implementation and assess the accessibility and ongoing relevance of courses. It also evaluates the need for updates

in existing qualification or phasing out of outdated qualifications, maintaining the dynamism and alignment with industry and educational standards. **It is composed of 18 sub-parameters.**

- f. **Grievance Redressal and POSH:** This parameter examines the timeline within which ABs can resolve grievances along with disposal of POSH related cases. The aim is to find out effectiveness of their grievance redressal system. **It is divided into 4 sub-parameters.**

By looking into the excellence and risk aspects within single parameter, this framework brings forth a comprehensive approach to monitoring and evaluation, thereby adherence strictly to regulatory mandates set by NCVET. Additionally, it facilitates towards a structured pathway for continuous improvement of ABs.

5.5 Structure of the Excellence-Risk Framework

As mentioned before the ERF consists of macro-parameters, each encompassing specific risk categories, compliance benchmarks, and excellence markers. The framework clearly visualizes how the ABs has fared in various categories of risks viz. low, medium, and high risk along with compliance and excellence in a single sub-parameter defined under a macro-parameter. The leftward arrow indicates the three categories of risks, explain the sub-parameters which fall under a particular category of risks while the rightward arrow shows compliance first and then excellence. It therefore, suggests a sequence interlinking the risks and excellence in the monitoring and evaluation process. The structure of the framework is given below:

Table: 1: Structure of ERF (with sample example of a sub-parameter)					
Sub-Parameter	Macro-Parameter: Governance and Manpower				
	High Risk	Medium Risk	Low Risk	Compliance	Excellence
Adequate Manpower	Key positions as per organization organogram are not filled for more than 60 days (such as Standards, Content, Training, Assessment, placements, IT , HR & Finance	Operational staff as per organization organogram not filled for more than 60 days (such as Managers, Executives etc.)	Operational staff as per organization organogram not filled for more than 30 days (such as Managers, Executives etc.)	All positions are filled as per organization organogram submitted	Organization structure and responsibilities updated to reflect change in scale of business during the year

5.6 Definition of Risks and Excellence

This section puts forth the definitions of various categories of risks, compliance, and excellence.

Table 2: Risk Definitions	
Categories of Risk	Definitions
Low Risk	Parameters under low-risk categories shall be defined as events with some concerns which the existing controls and procedures shall be able to cope up with.
Medium Risk	Parameters under medium-risks categories shall be defined as significant event or circumstances that requires NCVET management effort to minimize the impact.
High Risk	Parameters under high-risk categories shall be defined as events or circumstances with potentially disastrous impact on learners or employers, thus impacting the credibility of the skill ecosystem and NCVET's regulatory role.
Compliance	Compliance parameters involves adhering to criteria and benchmarks as mentioned in these guidelines.
Excellence	Excellence parameters are criteria which shall be used to evaluate AB's performance in exceeding minimal compliance requirements and achieving superior outcomes.

5.7 Process for Implementation of Excellence-Risk Framework

To operationalize the Excellence-Risk Framework, detailed process has been framed that translates the conceptual aspects of the framework into actionable steps. This process is designed to embed the core parameters of excellence and risk management into regular tasks and strategic decisions of ABs.

The following elements outline the process for implementation of the framework:

Step 1: Preparation of Scoring Matrix

The Excellence-Risk Framework is designed to evaluate and monitor the performance of ABs in relation to six macro-parameters that signify risk and excellence within their operations. A scoring matrix is an essential component of this framework as it translates qualitative considerations into quantitative scores that can be analyzed and compared over time. The scoring matrix detailed herein provides a structured approach for assigning numerical values to the parameters that determine the risk level and excellence of ABs.

a) Purpose of the Scoring Matrix

The scoring matrix intends to:

- Quantify the risk and excellence parameters identified in the Excellence-Risk Framework.
- Provide a standardized method for evaluating the performance of ABs.
- Facilitate decision-making for interventions, recognitions, and improvements.

- Encourage continuous improvement by identifying areas for development.
- Ensure transparency and objectivity in the monitoring and evaluation process.

b) Structure of the Matrix

The scoring matrix is constructed by assigning point values to each category of risks, compliance, and excellence while weightages are assigned to macro-parameters and corresponding sub-parameters. This shall help to accurately reflect the emphasis on distinct operational areas.

c) Weightages

Macro-parameters represent the primary areas of AB operations and responsibilities. Each macro-parameter and corresponding sub-parameter have been assigned a weightage that signifies its relative importance in the overall functioning of an AB. The weightage of each macro-parameter is a percentage of the total score and is determined by its impact on the quality, viability, and risk profile of an AB. The table below provide an overview of weightages given to each macro-parameter.

Table 3: Macro-Parameters, Sub-Parameters and Weightages		
	Macro-Parameters & Sub Parameters	Max Score
A	Governance and Manpower - Yearly	10
	Stable Organizational structure / Adequate Manpower/ Regional SPOC (applicable for only those ABs with pan India presence)/ Continuous professional development programs (CPDs) /Feedback Mechanism/ Availability of operational website/ Learner data management/ Data security and confidentiality/ Data Security breach/ Availability of IT support team / Rewards, recognition, accreditation etc	
B	Financial and Business Planning- Annual	7
	Operating cashflow ratio / Positive net worth/ Annual turnover/ Profitability (profit before tax or profit after tax)/ Compliance with established and accepted accounting principles/ Business Planning	
C	Training Delivery -Monthly	30
	Standard Terms and Conditions for TC affiliation developed/ Signed MOUs available as per the standard terms and conditions /Infra availability/ Manpower availability /Learning resource at center Qualification with learning resources in OIL (other Indian languages)/ Periodic Audit/ inspection of center by AB/ AB deputed 3rd party agency at least once a year/ Conducting TOTs plan/ Issuance of ToT certificate/ Mobilization plan submitted by TC's/ Counselling guidelines availability/ Asking rate analysis /Learning Management Information system integration with Digilocker and ABC / LMS availability with requisite features/ Availability of digital learning content /Placement / Placement notifications to learners / AB has own placement/ industry connect team /"National tie ups" done of AB for placements/ Mobilization progress	
D	Assessments - Monthly	15
	System in place for periodic checking and approving QB of AAs / Average lead time to AAs for assessment/ Number of practical assessments done per assessor per day of assessment/ AB regularly captures and analyses	

	deviation between scheduled data and actual date of assessment/ AB has validated the assessment strategy of each AAs/ Assessment tools notified by AB to respective AAs/ TAT for certification of candidates/ Data shared with ABC and credits given to learners/ ToA demand estimation/ Certification TAT LOGO usage	
E	Grievance and POSH – Monthly	10
	Grievance redressal rate/ TAT for grievance redressal/ POSH cases redressal rate / TAT for POSH cases redressal/ Review of disposal status on Grievance under Partner AAs and TCs/ Review of disposal status on POSH complaints under Partner AAs and TCs	
F	Qualification – Monthly	28
	Achieving targets of enrolment as per BP /Qualification acceptance by learners/ Certified learner on qualifications/ Qualifications at all relevant NSQF levels /Active Qualification % / Adapted for usage by Channel (STT, LTT, RPL, upskilling, TOT, TOA, School & Higher Education)/ Adapted for usage by Geography (Number of districts qualification has potential vs number of districts it is available)/ Adapted for usage by segment (SC, ST, PwD, Women, minorities) /Availability of learning resources in OIL/ Expansion in reach /Qualification Propagation/ Qualification Aging Analysis/ Industry Connect by AB/ Qualification Aging Analysis/ Qualification Withdrawal / Communication to TC regarding expiry/withdrawal of qualifications/ Trainer Upskilling/ Assessor Upskilling	

d) Scoring Process

An integral aspect of the scoring matrix is the differentiation between the levels of risk (viz. low, medium, and high), compliance, and excellence. Each macro and sub-parameters are evaluated across these dimensions:

- i. **Risk Categories:** Each level of risk, low, medium, and high has been scored based on the likelihood and potential impact of adverse events within the scope of the macro-parameter.
- ii. **Compliance:** This dimension addresses whether the AB adheres to established regulatory and procedural standards, with scores reflecting how well these standards are met.
- iii. **Excellence:** This dimension evaluates the extent to which the AB not only meets compliance standards but also exhibits superior performance and demonstrates industry-leading practices. It is worthy to mention here, that scores for excellence can be obtained only after submission of relevant proofs in the form of official documents, letters, reports etc. Once, the submitted proofs are reviewed by NCVET senior management, then only excellence scores shall be designated to an AB for that achievement over and above compliance.

As mentioned earlier, each macro-parameter has several sub-parameters and every sub-parameter has been scored separately for risks (all three categories), compliance,

and excellence. The summation of these scores, weighted according to the macro-parameter's designated importance, yields the final assessment score for the AB.

e) Example of Overall Score Calculation of AB

- i. **Macro-Parameter:** At first let us consider, macro-parameters and the subsequent weightage accorded to them based on importance. For example, we have considered a macro-parameter namely governance and manpower with 7% weightage. Remaining five macro-parameters have also been scored in a similar way, with weights as per criticality.

Governance & Manpower

- **Weightage:** 7%
- **Sub-parameters:** Change in leadership, adequate manpower, continuous professional development, etc.
- **Risk:** Scores from 0 to (-100) for each category of risk level.
- **Compliance:** Scores from 0 to 100 based on adherence to guidelines.
- **Excellence:** Scores from 0 to 100 for exceeding standards and best practices.


Continuing the above example of Adequate Manpower as a sub-parameter under Governance and Manpower provided in Table 1, the indicative impact of having less than adequate manpower on the AB scores for this sub parameter is given below:

Table 4: Example of Scoring for a Sub-Parameter					
Sub-Parameter	Macro-Parameter: Governance and Manpower				
	High Risk	Medium Risk	Low Risk	Compliance	Excellence
Adequate Manpower	Key positions as per organization organogram are not filled for more than 60 days (such as Standards, Content, Training, Assessment, placements, IT, HR & Finance.	Operational staff as per organization organogram not filled for more than 60 days (such as Managers, Executives etc.)	Operational staff as per organization organogram not filled for more than 30 days (such as Managers, Executives etc.)	All positions are filled as per organization organogram submitted	Organization structure and responsibilities updated to reflect change in scale of business during the year
Score	-5	-3.6	-3	+3	On Claim – depending on scores assigned by NCVET team

Thus, if AB has adequate manpower as per NCVET guidelines, it will get a score of + 3. However, if AB does not have adequate manpower it stands to score between -5 and -3 depending on the conditions described above. As mentioned earlier, excellence scores are subject to review by NCVET senior management and shall be added only after decision taken by the appropriate authority.

ii. Cumulative-Scores Calculation

This section provides detailed methodology of cumulative score calculation of each AB on a particular sub-parameter.

Table 5: Sample AB scoring grid					
Macro-Parameter					
Sub-Parameter	High Risk	Medium Risk	Low Risk	Compliance	Excellence
Sub Parameter 1 (SP1) Scoring Grid	-5	-3.6	-3	+3	
AB score	0	1	0	0	
Sub Parameter 2 (SP2)				Y	
Score	NA	-10	-7	+12	
Sub Parameter 3 (SP3)				Y	
Score		-3		+3	
Sub Parameter 4 (SP4)	Y				
Score	-30			+5	
Sub Parameter 5 (SP5)				Y	
Score	-3.0	-0.5		+1	

Based on the data submitted by the AB, this AB has been categorized under '**Medium Risk**' on SP1, '**Compliance**' on SP 2, SP3 and SP5, '**High Risk**' on SP4, indicated by a "Y" in corresponding cells.

Thus, the score of the AB in the above example shall be:

$$\text{Score} = -3.6 (\text{SP 1}) + 12 (\text{SP 2}) + 3 (\text{SP 3}) - 30 (\text{SP4}) + 1 (\text{SP5}) = (-10.4)$$

Here SP4 is an example of a parameter where being non-compliant with guidelines puts the AB under '**High Risk**' category directly since its implication could potentially jeopardize the AB operations or even have wider implications for the eco system.

For each sub-parameter, the scores from the risks are multiplied by the weightage of the respective macro-parameter. Similar methodology adopted for finding out compliance, and excellence score that is multiplying each of them with the weightage of the macro-parameter. All the dimensions are then added to give a total sub-parameter score. Below formula depicts the weighted score of a sub-parameter:

$$\text{Weighted Score for a sub-parameter} = (\text{Risk Score} * \text{Macro-Parameter Weightage}) + (\text{Compliance Score} * \text{Macro-Parameter Weightage}) + (\text{Excellence Score} * \text{Macro-Parameter Weightage})$$

Final Score of an AA =

$$\sum_{n=1}^{71} (RS_n * SPW_n) + (CS_n * SPW_n) + (ES_n * SPW_n)$$

Where:

RS = Risk Score

SPW = Parameter Weightage

CS = Compliance Score

ES = Excellence Score

Step 2: Rating Bands

The final score for the AB is the sum of the weighted scores of all macro-parameters. The score will ultimately place the AB within a performance tier such as:

- 1) Exceptional
- 2) Good
- 3) Needs Improvement
- 4) Unsatisfactory

These bands determine the nature and frequency of oversight or incentives that might be applied.

5.8 Frequency of Monitoring

To ensure fair and reliable process of assessments NCVET shall monitor recognized ABs both annually and monthly on the parameters mentioned in Table 3. Frequency of monitoring will be monthly for some parameters and annually for the rest.

I. The process flow for the annual review is as follows:

Who is Eligible?	
Recognized AB which has submitted the self-evaluation form	
Input	Output
Self-evaluation form and portfolio of evidence provided by the recognized AB in compliance to the continuation criteria	Risk rating of the recognized AB
Steps/Task to be performed	
Owner	Tasks

Recognized AB	<ol style="list-style-type: none"> 1. The AB submits self-evaluation form, data, and evidence to demonstrate compliance to the continuation criteria and other KPIs (if any) within one month of completion of 1 year of recognition period. In case of missing evidence, the AB should submit the same within 7 working days of receiving the intimation from the monitoring team.
NCVET Monitoring Team	<ol style="list-style-type: none"> 2. The team will carry out a review of the data provided by the recognized AB. 3. In case of missing evidence, the team will explain clearly to the concerned AB why the evidence submitted is insufficient, and what additional type of evidence is needed. 4. The team will arrive at a risk rating of the AB based on the findings of the review. 5. After the computation of the risk rating of the AB, following follow up processes will be carried out: For low and medium risk ABs: <ul style="list-style-type: none"> ▪ Approval from Director and Member, NCVET is sought for the risk ratings For high risk ABs: <ul style="list-style-type: none"> ▪ The team may plan a site inspection and submit the request in the review report.
Director, NCVET	<p>For low and medium risk ABs:</p> <ol style="list-style-type: none"> 6. The review report of the AB would be submitted to the Director who reviews it and forwards the same to the Member, NCVET with/without comments. <p>For high risk ABs:</p> <ol style="list-style-type: none"> 7. In addition to the review report the Director also reviews the request for the inspection and forwards the same to the Member, NCVET.
Executive Member, NCVET	<p>For low and medium risk ABs:</p> <ol style="list-style-type: none"> 8. Executive Member, NCVET peruses the document and gives necessary approvals for the risk rating. <p>For high risk ABs:</p> <ol style="list-style-type: none"> 9. Executive Member, NCVET decides on the need and nature of site inspection for high risk rating category ABs.
NCVET Monitoring Team	<ol style="list-style-type: none"> 10. If approved, the team will schedule a site inspection. 11. In case of regular inspection, the date and time will be communicated 10 working days prior to the said date. 12. No date and/or time would be communicated to the AB in case of a surprise inspection.

Exit Criteria
<p>For low and medium risk ABs:</p> <ul style="list-style-type: none"> The process ends with the approval of risk ratings of the AB by Member, NCVET and public disclosure as per the process described in Section 3 of Manual <p>For high risk ABs:</p> <ul style="list-style-type: none"> This process ends with either approval of a site inspection or finalization of the risk rating.
Timeline of Completion
<ul style="list-style-type: none"> This step should be completed within 20 working days from the date of submission of the self-evaluation form and evidence In case of a site inspection additional 5 working days may be granted.
Verification and Validation
<p>NCVET</p> <ul style="list-style-type: none"> Ensure that relevant team is deputed to carry out the review and monitoring exercise within the timeline. <p>AB</p> <ul style="list-style-type: none"> Ensure that the documents and evidences submitted are in due cognizance of the requirements.

For the continuous monitoring of the AB, NCVET would establish an in-house monitoring unit with dedicated resources to carry out the required functions.

II. Physical Inspection

As a proponent of self-regulation, NCVET believes that the ABs should set up in-house mechanisms to ensure quality assurance. Hence site inspection of the recognized ABs or its third-party agencies will be carried only on a need basis and under extraordinary situations. Site inspections may be carried out under the following instances:

- Receipt of information by NCVET of any malpractice being carried out by recognized ABs or third-party agencies
- Receipt of serious or constant complaints against the recognized AB or its third-party agencies by NCVET

The inspection carried out due to the above-mentioned instances can be organized at any point of the year. The output of such an inspection will be evaluation of the complaints and remedial/punitive action proposed by NCVET on a case to case basis.

- Post annual review, certain recognized ABs fall in the high-risk category

- d. If felt necessary, inspection can be carried as part of constant monitoring of the performance by NCVET

Inspection for the high-risk category of ABs will be carried out after the annual review. Output of such inspections will be validating the high-risk rating awarded to the said AB/bodies.

Wherever site inspection becomes necessary, it will be carried out as per the process below. For cases, where site inspection is undertaken, the NCVET monitoring team can also gather information from or reach out to third parties operating under the ABs.

The process flow for the site inspection is described below:

Who is Eligible?	
Site inspections will be carried out for the following: <ul style="list-style-type: none"> Recognized ABs which fall in the high-risk category Or Recognized ABs against whom severe complaints have been raised to NCVET Or Recognized ABs who may have indulged in fraudulent activities and those have been brought to the notice of NCVET Or As part of constant monitoring of the performance by NCVET 	
Input	Output
<ul style="list-style-type: none"> Portfolio of evidence provided by the recognized AB Site inspection plan prepared by NCVET- interviewee list and questions, list of evidence to be collected and observed Evaluation and analysis of evidence collected. 	<ul style="list-style-type: none"> Overall monitoring report of the recognized AB Final risk rating of the recognized AB
Steps/Task to be performed	
Owner	Tasks
Recognized AB/ Third Party Entities	<ol style="list-style-type: none"> Submits all the evidence requested by NCVET. Facilitate site inspection by calling in on stakeholders to be interviewed by the NCVET monitoring team. Ensure that head and any other key functionary that NCVET monitoring team requests be available during the site inspection.
NCVET Monitoring Team	<ol style="list-style-type: none"> The team must ensure that the AB's management has been briefed.

	<p>5. The team will collect the evidence and interview the pre-determined list of personnel of the AB and/or their affiliated agencies if necessary, to validate the evidence that is collected.</p> <p>6. The team will determine whether further investigation is required if there any gaps in the collected evidence.</p> <p>7. If there are any gaps and the AB cannot provide or does not have the additional evidence, the same would be recorded in the report.</p> <p>8. The team will analyze all the collected evidence and prepare a report which has to be signed by the competent authority of AB and NCVET.</p>
Director, NCVET	9. The inspection report of the AB would be submitted to the Director, NCVET who reviews it and forwards the same to the Executive Member, NCVET with/without comments.
Executive Member, NCVET	10. The final risk rating based on compliance to the continuation criteria and other KPIs (if any) or performance review report is sent to the Executive Member NCVET for her/his comments and approval.
Exit Criteria	
<ul style="list-style-type: none"> ▪ Finalization and communication of the final risk rating of the AB by NCVET ▪ Communication to the AB of action taken by NCVET as per performance review done. 	
Timeline of Completion	
<ul style="list-style-type: none"> ▪ The site inspection report, should be submitted to the Member, NCVET for her/his approval within 10 working days of the completion of the inspection. Member, NCVET would communicate his/her decision with 5 working days of the submission of the report. 	
Verification and Validation	
<p>NCVET</p> <ul style="list-style-type: none"> ▪ Ensure that relevant team is deputed to carry out the review and inspection exercise within the timelines. <p>AB</p> <ul style="list-style-type: none"> ▪ Ensure the documents and evidence is timely submitted in due cognizance of the requirements. 	

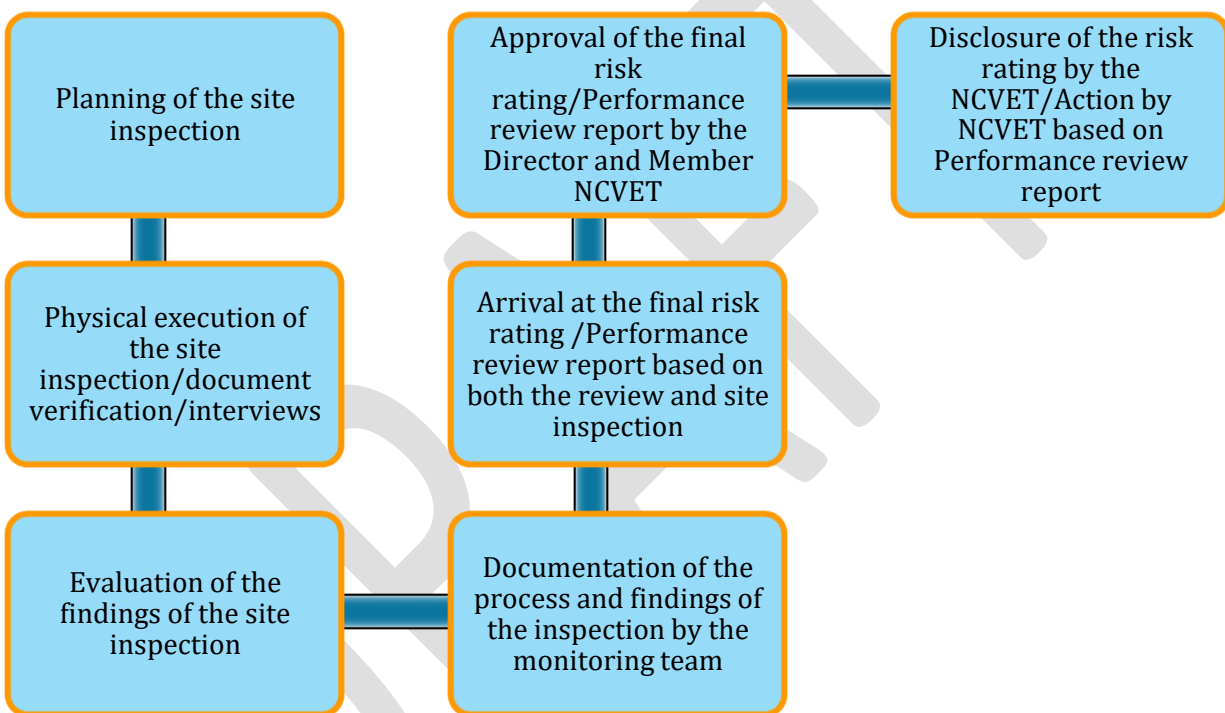
Post finalization of the Risk Rating as high by NCVET and communication of the same to the concerned AB, if deemed appropriate, the monitoring team may schedule a meeting with the concerned AB to discuss the following:

- Organizational strengths

- Any opportunities for improvement identified by the monitoring team, including the gaps in evidence.
- Findings and recommendation.
- Strategies of improvement for the functioning of the AB

Subsequently, AB would prepare the required documents for improvement and submit to NCVET in line with Risk Mitigation Process.

The pictorial representation of inspection process flow has been showcased below:



5.9 Risk Mitigation Process

Risk mitigation measures shall ensure that for any AB whose macro-parameters fall under low, medium, and high-risk categories should take appropriate measures to come out of the risks and move towards compliance first and subsequently towards excellence. As the regulatory authority responsible for upholding the standards of vocational education and training, NCVET is committed to implementing robust risk mitigation and corrective action strategies. The process of risk mitigation would be addressing of how NCVET would be managing the ABs based on their risk score and what would be the strategies for improvement.

Who is Eligible?			
Recognized ABs with an assigned risk rating.			
Input		Output	
Overall risk rating given by NCVET to the AB		Improvement strategy as agreed upon by both NCVET and the said AB	
Steps/Task to be performed			
Owner	Tasks		
NCVET Monitoring Team	1. The team will write to organization requesting for a brief on compliance with previous year’s improvement strategy and current year’s mitigation measures. The templates of mitigation measures are given below.		
	2. The mitigation strategy would be designated based on the following criteria:		
	Risk Rating	Mitigation strategy	Document to be submitted
	Low Risk	Tolerable risk. No specific review activity is required and AB will continue to follow the regular review activity	Quality Improvement Plan (Annexure...)
Medium Risk	<ul style="list-style-type: none">▪ The mitigation would be through a program of review and/or monitoring activity, identify quality improvement strategies, professional development activities and other to facilitate the improvement of training/ education/ assessment services.▪ The AB would be submitting a risk prevention plan and identify a team of resources to oversee the improvements	Preventive Risk Plan and Improvement Progress Plan (Annexure...)	

	High Risk <ul style="list-style-type: none">▪ Penalties and/or warnings would be imposed on the AB as per the decision of NCVET.▪ The mitigation report should be submitted.▪ Other conditions such restricted access to government funding etc. may be imposed▪ In extreme cases, immediate withdrawal of recognition status maybe considered.	Risk Mitigation and Management Plan (Annexure...)
	<p>3. The mitigation measures, especially in cases of the high risk would be submitted to the Director and Member, NCVET for her/his approval</p> <p>4. The cases of high and medium risk categories maybe presented to the Council for its view and any corrective/punitive action it may seek to take.</p>	
Director, NCVET	5. The Director, NCVET may discuss the suggested mitigation measures with the monitoring team and forwards the same to Member, NCVET with or without modifications.	
Member, NCVET	6. Member, NCVET may discuss the suggested mitigation measures with the monitoring team and approve the same with or without modifications.	
NCVET Monitoring Team	7. Post the approval of Member NCVET and Council (if required) the mitigation measures are then communicated to the AB by the monitoring team. A meeting may be scheduled by the monitoring team	
Recognized AB	8. The recognized AB takes the necessary action and submits the documents as per its stipulated overall risk score.	
Exit Criteria		
This process ends with communicating the decision of mitigation measures to the recognized AB and submission of relevant document by them.		
Timeline of Completion		
<ul style="list-style-type: none">▪ The mitigation measures suggested by the monitoring team would be submitted to the Member, NCVET along with the review report within 10 working days of the submission of filled in templates for mitigation strategies by ABs.▪ The measures would be communicated to the AB within 5 working days from the date of receipt of the approval of Member, NCVET.▪ The recognized AB must submit the relevant document as per their overall risk category within 15 working days of receiving the required mitigation plan.		
Verification and Validation		
NCVET		

- Ensure that relevant monitoring team submits the overall score and suggested measures for mitigation after the review exercise.

AB

- Adheres to the mitigation measures and submits the improvement plan.

5.10 Actions by NCVET

The risk mapping exercise of the recognized ABs will be carried out once a year. The following actions will be taken for ABs based on two factors - risk level achieved and frequency of occurrence of the risk.

RISK LEVEL	FREQUENCY OF OCCURRENCE (CONSECUTIVE)			
	Once	Twice	Thrice	More than thrice
Low	No action	Incentivizing	Automatic renewal of application*	Further incentivization
Medium	Private warning	Public warning	Public warning + Penalty	Suspension
High	Public warning	Public warning + Penalty	Suspension followed by De-recognition	NA

**Subject to fulfillment of mandatory conditions*

Risk Rating of the fifth year (5th year) will be considered while evaluating the fresh applications for recognition of ABs.

The current risk score achieved will be compared with that of the preceding year to evaluate and track improvements (if any) and subsequently the necessary action will be taken as mentioned below:

INITIAL RISK LEVEL	CURRENT RISK LEVEL	ACTION
Low	Medium	Private Warning
Low	High	Public Warning
Medium	Low	No Action
Medium	High	Public Warning + Penalty
High	Medium	Private Warning
High	Low	Letter of Appreciation

For the recognized ABs which fall in the high and medium risk category in year one, NCVET may invite them for a feedback meeting to discuss potential areas of improvement and follow up actions. If an AB has consistently been a low-risk entity for two or more review cycles, NCVET may incentivize their performance through measures as deemed appropriate by Member, NCVET and the Council. For the entities whose overall risk rating is high or

medium, for the renewal process, they would have to submit further evidence as stipulated by NCVET.

5.11 Fast Track Renewal

Initially an AB will be recognized by NCVET for a period of 3 years. Post completion of the said duration, AB will apply for fast-track renewal, which if approved will extend the recognition for another 2 years from the original date of recognition. The renewal will be based on ABs performance as per the risk rating framework elaborated as below: -

- Automatic fast track renewal will be granted to an AB falling in low-risk category for consecutive three years.
- An AB falling in high-risk category for consecutive 3 years will not be considered for fast-track approval.
- For all other cases overall performance of ABs across the 3 years will be considered, however the entities whose overall risk rating is high or medium for the last year before fast-track approval, would have to submit further evidence as stipulated by NCVET.

Going forward, the monitoring of AB shall be made available on the digital platform that is expected to integrate data with other relevant portals. It will help ABs to avoid repeated reporting of data required for monitoring. To achieve desired outcome, it is advisable for ABs to check performance for regulatory compliance before submission of the data for monitoring. In the digital portal necessary flag and warning system shall be deployed on each of the parameters concerning to the Risk, where AB can check the compliance status by entering data prior to the submission. This self-monitoring mechanism shall prevent ABs from falling into the Risk zone. ABs are encouraged not to consider gradual improvement of the status in the sequence of High risk to Excellence. ABs shall take all necessary action to remain in the Compliance, preferably also in the Excellence in all applicable parameters immediately on detection of any type of risk.

It shall be kept in mind that monitoring parameters are subject to change from time to time as per requirement and ABs has to follow the parameters finalized by NCVET.

Annexure-I

ROLES, RESPONSIBILITIES AND FUNCTIONS OF AWARDING BODIES

1. Roles and Responsibilities of a Recognized Awarding Body

1.1 Development of VETS course/Job role

VETS course/Jobrole means a formal outcome of assessment & validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards. This outcome is actualized in the form of a formal Certificate. A recognized Awarding Body will be responsible of development and creation of skill based course which can either be in form of a Micro-credential, National occupation standard or a qualification/jobrole. These courses are developed considering the industry demand and relevance and through effective demand analysis of need of such courses.

The AB will also have to ensure development/submission of all the necessary supporting documents like model curriculum, evidence of need, Occupational Map, industry validation etc for NSQF alignment and approval of such skill based courses by National Skills Qualification Committee (NSQC).

Approval of Qualification:

NSQF is a competency based skill framework which organizes qualifications. The NSQF is anchored at the National Council for Vocational Education and Training (NCVET) which also has a mandate of qualification approval. Creation of industry-oriented qualifications and aligning them to the NSQF is quintessential and non-negotiable for any recognized AB. NCVET has prescribed norms, procedures and templates for NSQF alignment of qualification which shall be followed by all recognized ABs. No separate norms for approval of qualifications are mentioned in these guidelines.

All the approved qualifications are stored in a digital national repository called National Qualification Register (NQR) which can be accessed at www.nqr.gov.in

1.2 Training (Training Calender, Training Tools Availability, ToT etc)

The Awarding body shall also be responsible for ensuring quality in trainings conducted on the NSQF aligned and approved skill based courses. For this purpose, the ABs needs to ensure the following:

- i. Availability of the tools and equipment's required for the theory and the practical components of the course.
- ii. Availability of Certified Trainer (ToT) as per the required criteria detailed in the approved course/jobrole
- iii. Availability of pre-defined training calendar indicating readiness of the AB

- iv. Availability of learning material including the content/participants handbook for the approved course/jobrole.

1.3 Assistance for Assessment (Assessment Schedule, ToA, Question banks etc)

The Awarding body shall also be responsible for ensuring timeline, reliable and impartial assessments on the NSQF aligned and approved skill based courses. For this purpose, the ABs needs to ensure the following:

- i. Availability of certified Assessor (ToA certified) as per the criteria defined in the approved course/jobrole in all the geographical areas concerned.
- ii. Onboarding of recognised Assessment agency as per the need and norms of the regulator.
- iii. Ensure availability of relevant and updated question bank
- iv. Make sure that the assessment agency onboarded fulfils all assessment parameters as mandated
- v. Ensure a proper well defined assessment calendar synchronized with the training calendar to avoid last moment surprises to the extent possible.

1.4 Certification of Learners/ Trainers/Assessors

The AB will be responsible for the certification of the Trainers (TOT certification) as well as assessors (ToA certified). Additionally, it will be the responsibility of AB to ensure certification of the learner/students on a NSQF aligned and approved skill-based course/jobrole.

The certification for NSQF aligned and approved courses (NCVET Certificates) shall be the responsibility of the Awarding Body concerned.

The certificate issued to the learner will be dependent on the type of course on which the learner has completed training and has successfully cleared the assessment. As on date a total of 17 different types of certificate templates has been designed and approved depending on the type of qualification and/or type of awarding body. The list of such certificates is as below:

DGT Ecosystem

- a) -National Apprentice Certificate (NAC)
- b) -National Trade Certificate (NTC)
- c) -Dual System of Training under CTS
- d) -Flexi MoU under CTS
- e) -Certificate For Skill Competency STT
- f) -National Craft Instructor Certificate

Short Term Training (STT)

- a) Certificate for Skill Competency - General
- b) Certificate for National Occupational Standards
- c) Certificate for Micro Credential
- d) Certificate for Upskilling
- e) Certificate for Reskilling

- f) Certificate for Recognition of Prior Learning
- g) Certificate for Recognition of Prior Learning with Upskilling
- h) Certificate for National Apprenticeship Optional Trade
- i) Certificate for University
- j) Certificate For School Board
- k) Others
- l) Armed Forces (Tri Services)

Pls Note: this is a dynamic list and the number of templates, and their designs are subject to modification considering the national requirements.

1.5 Data Aggregation

The AB shall provide the training related data as required by the Government for data aggregation as prescribed.

1.6 Assignment of Credits

The AB shall have to ensure that every NSQF aligned and approved Skill course/Job role will have pre-defined credits as per the norms of the National Credit Framework in VETS. Accordingly, every skill course/jobrole while being approved by NSQC will have pre assigned credits. The AB shall ensure that they have registered on Academic Bank of Credit (ABC) as well as ensured that every learner is also registered on ABC through a unique APAAR id. The AB will update the credit details of every learner as per the norms prescribed in the ABC notification of VETS. The credits earned by the student/ learner for every qualification/course successfully completed and assessed shall be stored in the ABC against the APPAR id of the student/ learner. These credits can then be used for redemption and credit transfer. A Student/Learner can store, accumulate, transfer and redeem the Credits earned within the same assessment band for progression into another assessment band or for earning the award of Certificate, Diploma or any other suitable award.

1.7 Registration on ABC

For management and record of the credits earned by the student/ learner every Awarding body shall also be required to register itself on the ABC. An authenticated list of the TCs/ TPs of the Awarding Body shall also be added and registered by the Awarding Body in the Academic Bank of Credits (ABC). In addition, every learner/student will be required to register themselves on the Academic Bank of Credit (ABC) portal either directly & linked to the Digilocker, or through the Awarding Body in a batch mode. For such registration the student/ learner will be provided with a permanent, unique academic ID also known as Automated Permanent Academic Account Registration id (APAAR id). The same APAAR ID of the student will be used across his courses in General Education and in Skilling courses. The guidelines notified by respective regulators in this regard shall be applicable.

All entities implementing skill-based courses shall ensure registration on Academic Bank of Credit (ABC) as per the prescribed process, including an API based integration.

1.8 Developing Affiliation norms of TP/TC and their Monitoring

The AB shall ensure that they have well defined and robust norms for affiliation and accreditation of the Training Centres/Training Partners. The ABs are responsible for the overall quality of the trainings being implemented in the VETS ecosystem and hence the criteria for TC/TC accreditation needs to be transparent and holistic. At no point of time an AB can claim non responsibility in case the quality of training is not up to the mark. Such criteria may also follow the broad contours as laid down by NCVET.

1.9 Learner Placement & Tracking

The AB needs to have appropriate mechanism in place to ensure that the learners trained are placed well. For this the AB may develop appropriate industry linkages, ensure quality training as per the skill demand of a particular geographical area and/or national international requirements. To have a better understanding of the quality and the impact of training and to avoid any kind of malpractice in placements (since placements in certain schemes is fund linked), the AB will put in place effective mechanism for tracking the learner and their employment footprint for at least one year. The AB in this regard can institutionalize effective tracer studies, if needed.

1.10 Adherence to NCVET Guidelines

All point of time, a recognized awarding body will have to adhere to all the norms/provisions laid down by NCVET not only in these Guidelines but also in other policy documents as well as instructions issued by NCVET from time to time.

1.11 Research & Development

As an entity involved into training and certification functions, the AB should focus on market research, projections, effective planning to ensure that they are always up to date with the latest developments in their sector in order to develop courses relating to latest skilling requirements including the skills in the merging technological areas. Such Skill gap analysis and demand mapping will enable them to plan training is skills that will result in maximum productive employment both at local, national and global level.

1.12 Relationship of Awarding Body with Various Stakeholders

SL. No.	Stakeholder	Terms of Relationship with AB
1	NCVET	NCVET will recognize and regulate AB as per guidelines framed by it
2	Training Entity (TE)	Training Entity will be affiliated/ accredited by recognized AB and function under its supervision. The AB will ensure that the Training Entity adheres to the broad guidelines of NCVET and affiliation/ accreditation norms of AB.

3	Assessment Agency (AA)	<p>AAs will be recognized by NCVET. AA will be on-boarded by recognized AB from a pool of NCVET recognized AAs. The ABs will, inter alia, be responsible for the day to day monitoring of the AA, elaborating assessment criteria and for ToA.</p> <p>Relationship between AB and AA will also be governed by the AA guidelines released by the NCVET separately.</p>
4	Skill Information Provider* (SIP)	SIP will solicit, collect and publish information related to recognized bodies, training bodies and trainees trained
5	Learner	<p>AB shall ensure the following for learner:</p> <p>Right Information</p> <p>Easy Processes for Enrolment</p> <p>Quality Training Infrastructure with adequate resources including trained trainers</p> <p>Quality & timely Assessment through trained assessors</p> <p>NCVET approved timely certification</p> <p>Placement Assistance</p> <p>Post Placement Tracking</p>
6	Trainer	<p>AB shall ensure the following for a trainer:</p> <p>Right Information like ToT Calendar</p> <p>Easy Processes for Enrolment</p> <p>Quality Training of Trainer, Assessment & Certification</p> <p>Allocation of training batches</p> <p>Adequate & timely monetary compensation</p> <p>Periodic upskilling</p>
7	Assessor/Proctor	<p>AB shall ensure the following for a assessor:</p> <p>Right Information like ToA Calendar</p> <p>Easy Processes for Enrolment</p> <p>Quality Training of Assessor, Assessment & Certification</p> <p>Allocation of training batches through Assessment Agency</p> <p>Adequate & timely monetary compensation</p> <p>Periodic upskilling</p>
8	SMEs	<p>The AB shall Ensure:</p> <p>Availability of appropriate number of Subject Matter Expert</p> <p>The SME should be relevant to the sector with a good industry experience.</p> <p>SME Should be able to devote time to various process es like qualification development, question bank etc.</p>

9	Industry (Non AB)	AB must ensure good industry connect with relevant industries AB must engage industry in various aspects like conduct of OJT, Placements, field visits etc.
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** SIP is NCVET recognized entity mandated to collect, publish key information as mentioned above on a publicly accessible electronic platform.*

1.13 Operationalization of AB Guidelines

i. Fee for Recognition

An entity applying for recognition as an awarding Body will be required to submit an amount of Rs. 25,000 as one time non-refundable fee at the time of applying. This fee is payable at step 2 of the recognition process along with completed application form and supporting documents. Upon scrutinizing, if the entity clears the Sub-Committee review stage and is cleared for issuance of Letter on Intent (LoI), the entity shall be required to deposit Rs. 100000/- in case of standard recognition and Rs. 2,00,000 in case of dual category recognition through channel prescribed by NCVET.

A processing fee of Rs. 25000 shall be applicable while applying for fast track renewal for 2 years after completion of 3 years of recognition period. However, post completion of 5 year recognition period, the organization will have to apply afresh along with prescribed fee.

ii. Tenure Of Recognition Of Awarding Body

The recognition of the ABs and mandates of the AB guidelines will be applicable from the date of signing of the agreement between NCVET and the recognized Awarding Body, post approval of the first qualification of an AB. The tenure of recognition will be as follows:

- Initially, an AB will be recognized by NCVET for a period of 3 years.
- Post the completion of the said duration, AB will apply for fast track renewal, which if approved would extend the recognition for another 2 years from the original date of recognition. This renewal will be based on the performance of an AB as per the risk rating framework.
- Post completion of the total tenure of 5 years, an AB would be required to submit a fresh application for seeking recognition as an AB.

For renewal/extension of the AB tenure of recognition, an AB must submit their applications '**6 months prior to completion of recognition period**'. The recognized body shall continue

to have privileges of recognition, till a decision on extension or discontinuation is made by NCVET. The AB however, should ensure that any training batch should not spill over the original recognition period.

iii. Extension/Suspension/ De-Recognition

A recognized AB may be suspended under the following scenarios:

- a. Any recognized AB which does not have at least one active qualification* after a year of recognition.
- b. Recognized AB falls in the high-risk/ medium risk category as per the Risk Assessment Framework detailed out in the operational manual released by NCVET.

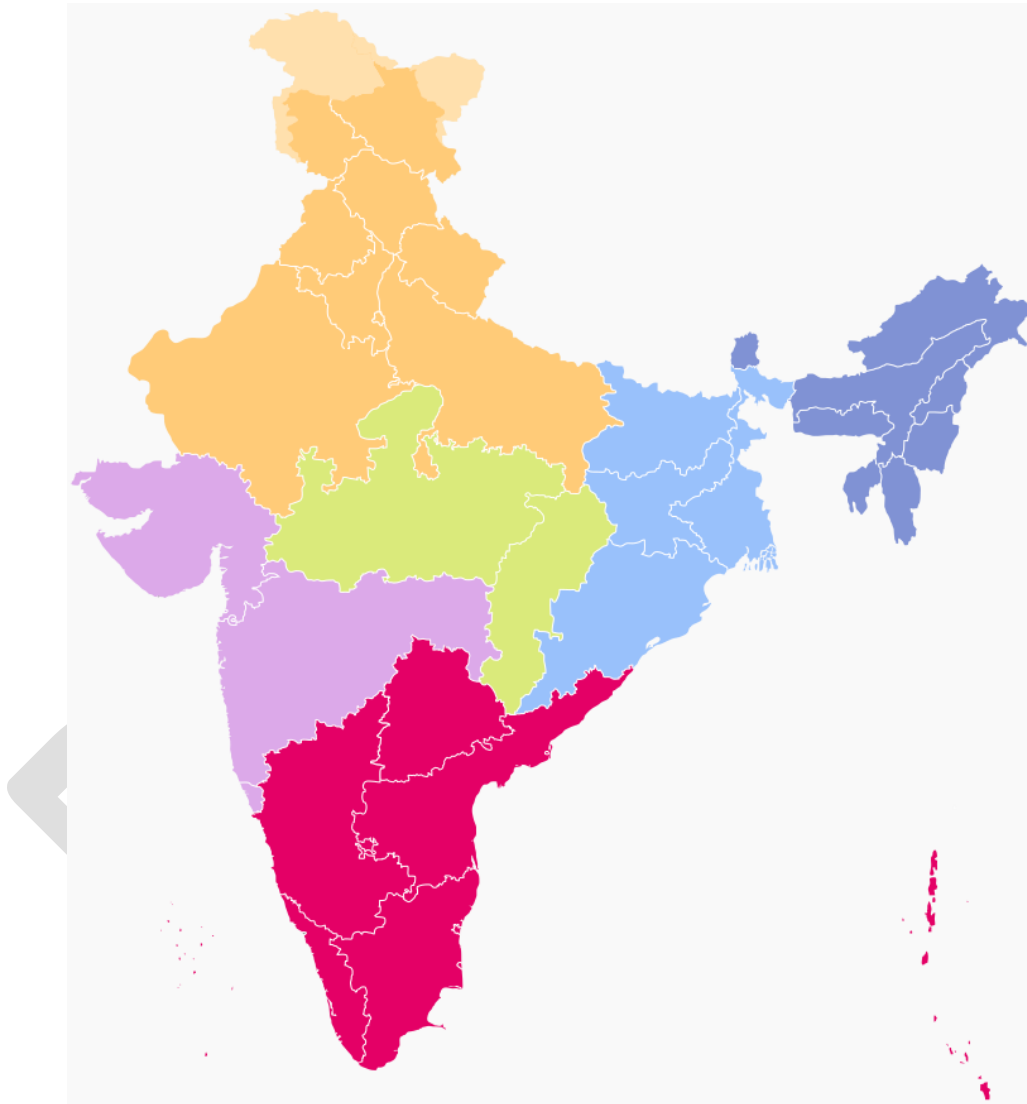
Such an AB will be given six months' post suspension to ensure compliance with the guidelines and if found satisfactory their recognition can be restored at the discretion of the NCVET

Following shall result in **de-recognition** of an awarding body

- Any AB proven to be indulging in corrupt and/ or fraudulent malpractices and recommended by Council for de-recognition
- Any AB failing to ensure compliance with the guidelines after 6 months of suspension
- If the information submitted by an Awarding Body in the application form / self-evaluation is found to be false / mis-represented.

Annexure: II

The six regions of India as defined at: Administrative divisions of India:



Sl. No.	Zonal Council	States
1.	Central India	Chhattisgarh, Madhya Pradesh, Uttarakhand and Uttar Pradesh
2.	East India	Bihar, Jharkhand, Odisha, and West Bengal
3.	North India	Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh, Punjab, and Rajasthan

4.	North-East India	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Tripura
5.	South India	Andhra Pradesh, Karnataka, Kerala, Puducherry, Tamil Nadu, and Telangana
6.	Western India	Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat, and Maharashtra

Annexure: III

Category 1 <i>less than 50 Lakhs youth Population (2011 census)</i>		Category 2 <i>from 50 Lakhs to 1 crore youth Population (2011 census)</i>		Category 3 <i>more than 1 crore youth Population (2011 census)</i>	
Sl. No	State/ UTs	Sl. No.	State	Sl. No.	State
1	Jammu and Kashmir	1	NCT of Delhi	1	Orissa
2	Lakshadweep	2	Chhatisgarh	2	Gujarat
3	Daman and Diu	3	Haryana	3	Karnataka
4	Andaman and Nicobar Islands	4	Kerala	4	Rajasthan
5	Dadra and Nagar Haveli	5	Punjab	5	Tamil Nadu
6	Sikkim	6	Jharkhand	6	Madhya Pradesh
7	Mizoram	7	Assam	7	Telangana
8	Puducherry			8	Bihar
9	Chandigarh			9	West Bengal
10	Goa			10	Maharastra
11	Arunachal Pradesh			11	Uttar Pradesh
12	Nagaland			12	Andhra Pradesh
13	Manipur				
14	Meghalaya				
15	Tripura				
16	Himachal				
17	Uttarakhand				
18	Ladakh (J&K)				

Annexure- IV
DELEGATED REGULATION – TRAINING ENTITIES

- a. The agreement between training entity and AB should cover recommendations including:
- **Legal Status of the Training Entity:** The training/education institution is a legal entity registered/ affiliated in India as one of the following – (i) Registered under the Company Act, 1956; (ii) Registered under Society Act, 1860; (iii) Charitable Trust; (iv) Consortium/Partnership/Proprietorship; (v) GOI/State affiliation and the training partner should have valid PAN and GST registrations.
 - **Financial Viability:** The training entity must demonstrate the continuing viability, including financial viability, of its proposed operations for the period of empanelment with the AB.
 - **Infrastructure:** The training entity must ensure that their infrastructure is in line with the recommendations of the qualifications offered by the AB.
 - **Mobilization of the Learners:** The training entity should ensure that appropriate mobilization strategies and counseling mechanism for the potential learners are implemented and bring on board those who are genuinely interested to take up the said qualification.
 - **Learning Resources:** The training entity must ensure that learning resources and teaching aids for learners and trainers are appropriate to the qualifications being delivered and are present in sufficient numbers.
 - **Training Pedagogy:** The training entity must ensure that training pedagogy is a mix of theory and practical/OJT. The learning outcomes and duration of the training should be in line with the recommendations/requirements of the qualifications.
 - **Availability of Qualified Trainers and Staff:** The training entity must ensure the availability of dedicated/ adequate number trainers per batch in line with the recommendation of the qualification. The qualification and experience of the trainer should conform to the recommendations of the said qualifications. The training entity should ensure that they have sufficient staff to offer management support and carry out various services offered by the training entity
 - **Continuous Professional Development of Trainers:** The training entity will be mandated to provide avenues of professional development of their trainers through the training of trainer programmes. training entity will facilitate the certification of their trainers through the ABs or NCVET approved agencies. ToT

calendar for trainer's/ master trainers would be planned by the AB and such trainings should be attended by the learners from time to time.

- **Assessment Delivery:** The training entity should offer all the necessary support to the AB and assessment agencies to carry out timely and impartial assessment in line with the recommendation of the NCVET guidelines.
- **Transparency:** The training entity will be mandated to ensure a transparent system and accessible modes to share with learners the details of various qualifications, assessment parameters, placement details and other learner support services. They would be mandated to have a grievance Redressal mechanism for the learners
- **Data Management System:** The training entity will be required to manage the database of the learners across the training value chain including learner's enrollment, training completion, assessment, certification and details of the trainers. Such data should be shared with the ABs affiliated to it.
- **Monitoring and Reporting:** The training entity will be mandated to abide by the reporting requirements in line with agreed KPIs of NCVET and the AB
- **Industry Engagement:** The training entity should ensure industry tie ups through MoUs to facilitate the OJTs and placement of the learners after the completion of the training.
- **Inclusion:** The training entity should ensure that a sufficient learner support system is in place for the training delivery of the persons with disability.
- **Rights of the Training Entity:** The training entity can raise its grievances to the AB, and it will be mandated that such grievances are resolved within a one-month time duration from the date of receipt of the complaint. The TP can also raise its grievances to the NCVET for matters pertaining to the AB
- **Placement:** The training entity should ensure sufficient industry tie-ups are facilitated to ensure placement of the successful learners. In addition, the TP should ensure credit and market linkages to support those learners seeking self-employment.

Annexure-V

DELEGATED REGULATION – ASSESSMENT AGENCIES

The agreement between Assessment Agencies and AB should cover recommendations including:

- **Adherence to assessment criteria** specified in qualifications like mode of assessment, assessment strategy etc.
- **Availability of assessment tools** in vernacular language and as per trainee requirement
- **Infrastructure:** resources required to deliver assessments are as per requirements and NCVET guidelines
- **Availability of qualified assessors & staff**
- **Continuous professional development** of assessors through training of assessors and similar programs.
- **Data management and IT system:** The recognized AB should ensure that assessment agencies deploy technology to enhance the validity, reliability & comparability of assessments.
- **Timelines** for conducting assessment and furnishing information to AB
- **Transparent and fair assessments-** corrupt and fraudulent activities must be specified clearly along with punitive actions which can be taken in case of violation.
- **Appeals:** The recognized AB should ensure that assessment agencies have requisite organizational policies and procedures for handling (i) complaints from learners (ii) complaints from training organizations; (iii) accusations of malpractice against staff, contracted assessment practitioners and associated external personnel

Annexure-VI

Detailed Processes/ Steps for Recognition

1.1 PREPARATORY STEP

i. By applicant entity

The applicant entity organization will be expected to familiarize itself with the information on the AB guidelines, before commencement of the application process.

ii. By the NCVET

- a. NCVET shall nominate a case member and formulate an appropriate team to support the execution of the recognition process.

1.2 The process for the recognition of an entity as an ABs is detailed below:

STEP 1: Registration and Submission of the duly filled in application form by the applicant entity along with processing fees.

Who is Eligible?	
An entity which fulfills the eligibility criteria as indicated in the Section 3 of the AB guidelines.	
Input	Output
Registration of credentials of the applicant entity such as organizational contact details, website and contact information of the head of the organization etc.	▪ Applicant entity will get registered and receive a login ID and Password
Submission of the details of the applicant entity as per the requirements of eligibility criteria indicated in Section 3 of the guidelines along with the requisite processing fees.	▪ Acknowledgement from NCVET on submission/receipt of the application form
Template for the initial registration is attached as Annexure Template of the application form is attached in Annexure	
Steps/Tasks to be performed	
Owner	Tasks
Applicant entity	<ol style="list-style-type: none"> 1. The applicant entity must register and submit the duly filled application form on NCVET Portal(in case of online submission process) 2. The applicant entity will be required to submit a non-refundable processing fee of Rs. 25,000 at the time of submitting the application.
NCVET Team	<ol style="list-style-type: none"> 1. Login ID and password will be generated which will be used by the entity for filling in the detailed application form and further processing. 2. Receipt of the submitted application form.

Exit Criteria

This process ends with submission of application form. (offline/online)

Timeline

The login ID and password will be provided to the applicant entity by NCVET within 2 days. Login id and password shall be deactivated if the application form is not submitted within 30 days of initial registration.

Verification and Validation**NCVET**

- Ensure acknowledgement of the submission/ receipt of the application form.

Applicant Entity

- Ensure furnishing authentic information to NCVET for the initial registration.
- Ensure that application is completed in all respect and clear and unambiguous documentary evidence are enclosed with the application

Step 2: Nomination of case member by NCVET and Screening of application as per the eligibility criteria by the nominated case member

This process entails the nomination of a dedicated case member and screening of application. This step majorly focuses on reviewing the availability of completed application form and all the necessary evidence in support of the application.

Who is Eligible?

Applicant entity which has received acknowledgement after successful submission of application form

Input	Output
Details provided by the applicant entity in the submitted application form	Nomination of dedicated case member and Recommendation on approval or rejection of the application by the case member and communication to applicant entity

Steps/Tasks to be performed

Owner	Tasks
Dedicated Case Member	<ol style="list-style-type: none"> 1. The case member will carry out an initial check of the application within 10 working days. 2. Any areas of omission or insufficient clarity will be communicated to the applicant entity for additional information or explanation needed to be submitted within 5 working days of such communication. 3. In case of failure in providing the additional information within the timeline given in point 2, or in case of incomplete information, the case member may send a communication/ reminder for submission of documents/ seek clarification by giving them an additional timeline of 5 working days.

	<p>4. If the applicant entity fails to further submit the documents/clarifications sought, the case member may recommend rejection of the application.</p> <p>5. NCVET may accept or reject the application based on the observations of the dedicated case member which needs to be clearly documented with detailed reasons for acceptance/rejection and must obtain approval of an officer not below the rank of Director. In case of rejection the approval will be at the level of EM, NCVET.</p> <p>6. The decision of acceptance/ rejection of the application duly approved shall be communicated to the applicant entity.</p>
Appropriate Authority/ Director, NCVET	7. Reviews the recommendation of the dedicated case member and approves/disapproves it with or without comments.
EM, NCVET	8. Reviews the recommendation of the case member and Director for rejection of the proposal
Exit Criteria	
The process ends with clear communication of acceptance or rejection of the application to the applicant entity.	
Timeline	
<p>Nomination of case member within 3 working days from the date of submission/ receipt of application form.</p> <p>For screening of application by case member 10 days working days from nomination of the case member.</p> <p>In case of a request from the applicant entity, additional 5 working days may be allocated to them to submit additional information/ evidence etc, if any.</p>	
Verification and Validation	
<p>NCVET</p> <ul style="list-style-type: none"> ▪ Ensure that the review of the application and the attached evidence are complete. <p>Applicant Entity</p> <ul style="list-style-type: none"> ▪ Ensure that the application is completed in all respect and the required documentary evidence provided with the application are authentic. ▪ Provide responses to the queries raised by the dedicated case member. 	

Step 3: Scrutiny of application by Scrutiny team /Director review

Scrutiny is a critical step where a designated Scrutiny Team/Director reviews the application on grounds of its compliance to the eligibility criteria and decides and recommends either approving or rejecting the application.

Who is Eligible?

Applicant entity which has successfully cleared the screening process by the case member	
Input	Output
Details provided by the applicant entity during the application process	Decision of approval or rejection after the scrutiny and communication to applicant entity
Steps/Task to be performed	
Owner	Tasks
NCVET	<ol style="list-style-type: none"> 1. NCVET will nominate a Scrutiny team/ Director concerned to evaluate the case. The composition and terms of reference of Scrutiny team is given in Annexure ---.
NCVET Scrutiny Team	<ol style="list-style-type: none"> 2. The Scrutiny Team/ Director concerned will evaluate whether the applicant entity meets the eligibility criteria within 5 working days of clearing the previous step i.e. screening. 3. The Scrutiny Team may consult experts and physically inspect the premises of the applicant entity at this stage, if required. 4. The applicant entity will provide additional information sought by Scrutiny Team, within 10 working days of receiving such request. 5. In case of failure in providing the additional information within the timeline given in point 4, the scrutiny team may send a communication/reminder for submission of the required information/ documents by giving them an additional timeline of 5 working days. 6. If the applicant entity fails to further submit the documents/clarifications sought, the scrutiny team may recommend rejection of the application. 7. The Scrutiny Team recommends its decision to either approve or reject the application, which is approved by the Executive Member, NCVET. 8. The NCVET communicates the decision of approval or rejection of the application to the applicant entity along with reasons of rejections or date for the Sub-Committee meeting. 9. The Scrutiny Team prepares records of the review process clearly mentioning the reasons for acceptance or rejection of the application process and feedback (if any).
Applicant entity	<ol style="list-style-type: none"> 8. The applicant entity, if rejected, can request NCVET for a Feedback Meeting
Exit Criteria	

This process ends with:

- Decision of acceptance or rejection of the application after approval by Member, NCVET.
- Preparation of the records of review done by scrutiny team specifying the reasons of acceptance or rejection
- Communicating with the applicant entity the decision on acceptance or rejection of application. If approved, the applicant entity is informed about the date of Sub-Committee meeting and if rejected, the reasons thereof.

Timeline of Completion

- In case of a request from the applicant entity, an additional 5 working days may be allocated to them to submit additional information/ evidence etc., if any.
- Scrutiny should be completed within 20 working days from the date of communication of decision of the screening (previous step) including the additional time.

Verification and Validation**NCVET**

- Ensure that the application is evaluated in line with the recommendations of the AB Guidelines.

applicant entity

- Provide responses to the queries raised by the Scrutiny Team

Step 4- Review by the Council or any authority (Committee/ Sub-Committee, etc.) empowered by the Council.

This is the step wherein a Sub-Committee authorized by the Council and chaired by Chairperson, NCVET would review the application submitted by the applicant entity, after fulfillment of compliances recommended during the scrutiny process and assess capacity of the applicant entity w.r.t. eligibility specified in this Guidelines. The final decision on the approval or rejection of the applicant entity as a AB would rest with the Sub-Committee.

Who is Eligible?

Applicant entity which has cleared the scrutiny process

Input

- Briefing on application by the Scrutiny Team
- Details provided by the applicant entity during the Sub-Committee meeting

Output

- Decision on grant of recognition or rejection of the application of the organization
- Issuance of Letter of Intent (LoI) to applicant entity organization

Steps/Tasks to be performed

Owner	Tasks
NCVET	<ol style="list-style-type: none"> 1. A Sub-Committee review chaired by chairperson, NCVET would review the application within 10 working days of completing the previous step i.e., Scrutiny <p>The Terms of Reference and Composition of the Sub-Committee is given in Annexure....</p>

NCVET Scrutiny Team	<ol style="list-style-type: none"> 2. The Scrutiny Team will provide all the logistical support to organize the Sub-Committee meeting. 3. The scrutiny team will furnish a brief of the case and the records of their process to the Sub-Committee highlighting their recommendations
Applicant entity	<ol style="list-style-type: none"> 4. The applicant entity to fulfill all compliance as suggested during scrutiny process. 5. The head of the organization will make a presentation before the Sub-committee emphasizing on their Credentials for becoming an AB.
Sub-Committee review	<ol style="list-style-type: none"> 6. The Sub-Committee will assess the applicant entity on basis of compliance to the eligibility criteria and capacity to align themselves to the continuation criteria as laid down in the AB guidelines. 7. In addition, the Sub-Committee will assess the capacity of the applicant entity to deliver quality outcomes in line with their proposed business plan submitted with the application form. 8. The Sub-Committee will recommend the approval or rejection of the application. Based on this recommendation, the decision of approval or rejection of the application shall be taken. 9. The decision and the basis for the same shall be recorded.
Exit Criteria	
This process ends with approval of minutes of the Sub-Committee meeting by the Chairperson, NCVET highlighting their final decision for issuance of Letter of Intent (LoI) or rejection of the application	
Timeline of Completion	
The Sub-Committee meeting will be organized within 10 working days after the clearance of the director scrutiny and fulfilment of compliance by the applicant entity	
Verification and Validation	
NCVET Ensure that application is evaluated in line with the recommendations of the eligibility criteria and any other criteria as the Council deems fit.	

Step 5- Submission of the recognition fee by the applicant entity

- Upon recommended approval of the Sub-Committee for granting the provisional recognition, the applicant entity is required to submit the recognition fee of Rs. 1,00,000/- in case of AB Standard Category or Rs. 2,00,000/- in case of AB Dual Category through channel prescribed by NCVET, before the issuance of the Letter of Intent (LoI).
- The applicant entity shall be required to pay the recognition fee, through channel prescribed, within 15 working days of approval by the Sub-Committee validated through a written communication by NCVET. The applicant entity will also be required to submit proof of deposit of the fees/ share the NEFT/RTGS details of transferred amount.
- In case of non-payment or request from the entity, an additional time of 5 working days shall be provided after which the approval of Sub-Committee may stand invalid.

- The applicant entity may, if needed make a special request for enhancement of timeline for payment of recognition fee subject to approval of the Chairperson, NCVET.

Step 6- Provisional Recognition- Issuance of Letter of Intent (LoI)

- Once the recognition fee of Rs. One lakh or Rs. Two lakh is paid by the applicant entity along with a copy of the evidence of payment and the same has been verified at the NCVET, the applicant entity will be issued a letter of Intent (LoI).
- The LoI shall be issued within 7 working days after receipt of the recognition fee and validation of the same at NCVET.
- The LoI shall indicate all necessary details including the geographical jurisdiction for which the applicant entity is being provisionally recognized.

Step 7- Submission of qualification by the applicant

- Upon issuance of LoI, the applicant entity is said to have been granted provisional recognition and hence becomes a provisionally recognized Awarding Body.
- The provisional AB is thereafter given a maximum period of 3 months for submitting a minimum of 5 qualification/s which would include at least one future qualification for the approval of National Skills Qualification Committee (NSQC).
- The provisional AB has to ensure that the qualification submitted is unique in nature and does not overlap with the existing qualifications of other recognized awarding bodies available on the National Qualification Register (NQR).
- In case the provisional AB is unable to submit the qualification for NSQF alignment and approval, the Council/ Sub-committee will have discretionary power to review the provisional approval and cancel the same.

Step 8 – Approval of qualification by NSQC

- The case member will ensure that the qualification docket (including all the supporting documents as prescribed) received from the provisionally recognized AB is placed in the NSQC within 60 days of the final submission of the qualification docket after following the due process of NSQF alignment and approved as per the prescribed SOP.
- The NSQC reviews the qualification submitted and takes the decision on approval of the same.

Step 9- Signing of Agreement between NCVET and provisionally recognized AB for recognition

- Subsequent to the NSQF alignment and approval of the qualifications by NSQC, the provisionally recognized AB is invited to sign an agreement with NCVET for

formal recognition as an AB. The tenure of recognition of an AB shall be applicable from the date of signing of the agreement.

- The signing of the agreement is to be completed within 15 days of approval of qualifications by the NSQC.
- The AB shall be issued a final letter of recognition (LOR) by NCVET after the agreement is signed

Who is Eligible?	
Applicant entity with Letter of Intent (LoI) issued by NCVET (provisionally recognized AB) with NSQF aligned and approved qualifications	
Input	Output
<ul style="list-style-type: none"> ▪ Qualification/ s submitted as per SOPs defined by NCVET for qualification approval 	<ul style="list-style-type: none"> ▪ Approval of Qualification/s by NCVET ▪ Signing of agreement between NCVET and provisionally recognized AB
Steps/ Tasks to be performed	
Owner	Tasks
NCVET	<ol style="list-style-type: none"> 1. Scrutiny of qualification/s submitted by AB as per defined SOPs. 2. Decision on approval of qualification/s by NSQC 3. Signing of agreement between AB and NCVET.
Provisionally recognized AB	<ol style="list-style-type: none"> 4. Submission of qualification/s within stipulated time period 5. Adherence to SOPs defined for the purpose
Exit Criteria	
This process ends with approval of qualification/s by NSQC and signing of agreement between NCVET and provisionally recognized AB.	
Timeline of Completion	
<ul style="list-style-type: none"> ▪ Submission an of Qualification/s by provisionally recognized AB: within 90 days of issuance of LoI ▪ NSQF alignment and approval: within 60 days after submission of qualification/s ▪ Signing of agreement: within 15 days of approval of qualification/s 	
Verification and Validation	
NCVET <ul style="list-style-type: none"> ▪ Ensure that qualifications are scrutinized as per defined SoPs. ▪ Agreement is as per defined norms. Provisionally recognized AB <ul style="list-style-type: none"> ▪ Adherence to SOPs ▪ Information provided is authentic and is provided in time 	