

Manual for Standard Operating Procedure

B.Voc Programme

2017-18

Directorate of Higher Education (DoHE), Government
of Himachal Pradesh (GoHP)

Introduction

The Manual for Standard Operating Procedures (“Manual”) for the Bachelor of Vocational Studies programme has been developed as ready reference for all stakeholders involved in the programme’s implementation.

The Manual describes step-wise processes and maps them with the responsible process owner, along with providing general guidelines on each module. Wherever applicable, related documents (formats/guidelines) are mentioned alongside each process and some will be included before the commencement of training. Although most processes are sequential in nature, in the order of the modules as described, it must be understood that some processes shall run simultaneously for the programme timelines to be achieved. All MIS-related processes in this manual shall also be carried out offline (through files) or through email, as several features of the MIS portal are currently under preparation. This Manual has been developed in consultation with various stakeholders including Department of Higher Education officials, HPKVN officials, college principals Sector Skill Councils, and training service providers. The Manual is applicable for implementation of the scheme and any changes in the manual will be shared with the TSP for ready reference.

Pursuant to the issue of this Manual, stakeholders may direct any queries or inputs to the DOHE Team at dhe-sml-hp@gov.in or dir.edu@rediffmail.com

Version Control

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Abbreviations

Abbreviation	Expanded Form
HPKVN	Himachal Pradesh Kaushal Vikas Nigam
UGC	University Grants Commission
NOS	National Occupation Standards
NSQF	National Skills Qualifications Framework
QA	Quality Assurance
QP	Qualification Pack
SSC	Sector Skill Council
SDMS	Skill Development Management System of NSDC
TSP	Training Service Provider
TOT	Training of Trainers
BOS	Board of Studies
DHE	Department of Higher Education
HPU	Himachal Pradesh University

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1. Background

- 1.1 The University Grants Commission (UGC) had launched a scheme in February, 2014 (revised in 2015) for skill development based higher education as part of college or university education, leading to Bachelors in Vocational Education (B.Voc) degree (3 year program or 6 semesters) with multiple entry and exit points. After opting for National Skill Qualification Framework (NSQF) aligned skill development, students may exit after six months with a certificate (NSQF 4) or may continue for one year diploma (NSQF 5) or two years advanced diploma (NSQF 6) or three years B.Voc degree (NSQF 7). The B.Voc program is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles and their National Occupational Standards (NOSs) along with broad based general education. This would enable the graduates completing B.Voc to contribute significantly to India's accelerating economy by gaining employment, entrepreneurship opportunity and creating relevant knowledge.
- 1.2 Approximately 35,000 students in grades 9 to 12 across 500 secondary and higher secondary schools of Himachal Pradesh have opted for vocational courses (up to NSQF 4) as electives. An additional 400 secondary schools of Himachal Pradesh are expected to introduce vocational courses over the next 2 years.
- 1.3 The Govt. of Himachal Pradesh (GoHP) realizes the need to provide these students coming out of higher secondary education an opportunity to further strengthen their skills through a diploma (NSQF 5), or advanced diploma (NSQF 6) or B.Voc degree (NSQF 7). This academic progression in vocational education is a step by State Government towards making the vocational education aspirational for the youth of the country
- 1.4 Objectives of the B Voc Program:
- To provide judicious mix of skills relating to a profession and appropriate content of General Education.
 - To ensure that the students have adequate knowledge and skills, so that they are work ready at each exit point of the programme.
 - To provide flexibility to the students by means of pre-defined entry and multiple exit points.
 - To integrate NSQF with the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.
 - To provide vertical mobility to students coming out of 10+2 with vocational subjects
- 1.5 Following are the key elements of the scheme:

(a) **Scheme Beneficiaries**- The programme will be suitable for 3 categories of students

- *Category 1* - students who have already acquired NSQF certification Level 4 in a particular industry sector and opted for admission in the B.Voc degree course under NSQF in same sector for which he or she was previously certified at school level
- *Category 2* - students who have acquired NSQF certification Level 4 but would like to change their sector and enter in B.Voc course in a different sector
- *Category 3* - students who have passed 10+2 examination with conventional schooling without any background of vocational training

(b) **Sectors and colleges covered under the scheme**

Youths will be trained in 2 sectors – Retail and Hospitality across 12 Govt. arts and science colleges (Annexure -1) in the State from Academic Year 2017-18. The B.Voc Courses will be run as per the following Job Roles and NSQF Levels on a year on year basis.

NSQF level	L-5 (Diploma)	L-6 (Advanced diploma)	L-7 (B.Voc)
Job Role 1	Team Leader (Retail)	Department Manager (Retail)	Store Manager (Retail)
Job role 2	Front Office Executive (Hospitality)	Guest Relations Manager (Hospitality)	Duty Manager (Hospitality)

(c)Duration

The duration of the B.Voc. programme shall be three years consisting of six semesters. The duration of each semester shall be five months inclusive of the days of examinations. There shall be a minimum 405 hours of instruction in a semester for skill component and 180 hours for general education component. So, total hours in a semester for skill component and academic component will be 585 hours.

(d)Programme Structure

The B.Voc program provides a suitable mix of general education and skills components in line with UGC guidelines.

The general education will consist of the 40% of the total course curriculum and remaining 60% will be the skills component. The 60% skills component shall consist of 40% of academic component, 10-20% of practical training and labs and remaining 40-50% shall consist of On-the-Job training (OJT) or internship. The B.Voc programme should include:

- General Education Components
- Skill Components
- Project
- Internship/ On the Job Training
- Soft Skills and Personality Development programmes
- Study tours

B.Voc Programme split into general and skill component along with their respective credits is shown below:

Duration of Study	General Education Credits	Skill Component Credits	Total Credit at each NSQF level	NSQF level	Exit points (Recognition)
6 months (One semester)	12	18	30	Level-4	Certificate (For Category 2&3 entries)
1 year (Two semesters)	24	36	60	Level-5	Diploma
2 years (Four semesters)	48	72	120	Level-6	Advance Diploma
3 years (Six semesters)	72	108	180	Level-7	B.Voc Degree

1.5 Role of Stakeholders:

(a) **Department of Higher Education :**

- Identify and select target sectors and job roles
- Identify and select target degree colleges
- Lay out admission criteria and admission process for B.Voc in coordination with HPU
- Arrangement of faculty for the general component
- Provide inputs in preparation and finalization of curriculum and courseware
- Record keeping of credits of the students in coordination with HPU
- Establish program management cell and appoint - Nodal officer, program coordinators, finance controller and one SME per sector
- Help establish B.Voc cell at each of the target colleges with provision for adequate staff
- Monitoring and performance review of the program in coordination with HPU and HPKVN
- Preparation of bidding documents and procurement and selection of TSPs with support with HPKVN
- Preparation and finalization of operations manual, HR manual, and finance manual in coordination with HPU
- Procurement of civil works, machinery & equipment.
- Procurement of teaching & learning materials incl. courseware for B.Voc in coordination with HPKVN, NSDC and SSCs and TSPs
- Creation of “Vibrant Placement System” for facilitation of placements in colleges to be managed by students.
- Admissions notification for B.Voc.
- Overall **Management of B.Voc Programme** and organize a workshop of all the stakeholders including selected TSPs before beginning of academic year to review and draw road map for the smooth implementation of B.Voc Programme.

B.Voc Cell (DoHE)

- Nodal agency for ensuring the implementation of B.Voc programme in HP as per terms & conditions mentioned in this RFP
- The cell will coordinate with all key stakeholders such as DoHE, HPU, UGC, HPKVN, NSDC, SSCs, B.Voc cell at each college, and TSPs to ensure effective implementation of the programme

(b) **Himachal Pradesh University (HPU)**

- Formation of Faculty for Vocational Studies in coordination with DoHE
- Formation of BoS for vocational studies in coordination with DoHE
- Assessment and conduct of examination for the general education component and consolidation of results (general and skill component)
- Notification of examination dates
- Issuing the diploma/advance diploma/degree
- Formation of advisory committee for governance and coordination
- Provision of physical infrastructure, faculty and other services for running of the B.Voc program
- Approval for curriculum and courseware with support of DoHE and HPKVN
- Record keeping of credits of the students in coordination with DoHE
- Preparation of Bye-laws for B.Voc in coordination with DoHE
- Notification of bye-laws and ordinance for B.Voc.
- Notification of admissions and admission criteria
- Notification of fee structure in consultation with DoHE.

(c) **Sector Skill Councils (SSCs)**

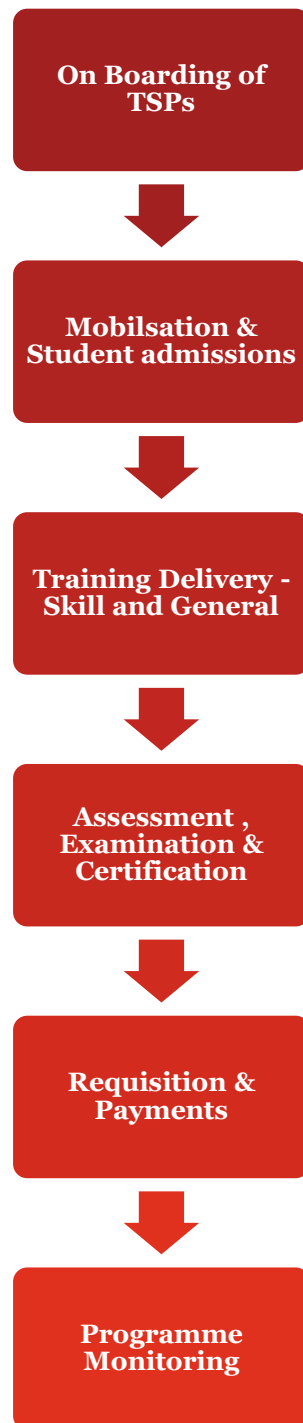
- Assessment and certification for skill component of the program and sharing the details of assessments and certifications with HPU.
- Provide HPU the assessment in percentages and equivalent letter grade points including SGPA and CGPA calculation for skill component.
- Provide specifications for lab infrastructure at colleges

- Provide Qualification Packs and National Occupational Standards for the job roles
- Prepare curriculum for skills component with TSPs
- Facilitate preparation of courseware
- Facilitate OJT or internships

(d) Himachal Pradesh Kaushal Vikas Nigam (HPKVN)

- Support and facilitate various training processes such as:
 - Aspiration survey
 - Publicity campaign
 - Curriculum and courseware development
 - OJT or internship
 - Employment or placement
 - Monitoring of skill component
 - Support DHE in procurement process and selection of TSPs
 - Quality assurance
 - Knowledge management
 - Industry connect

2. Overview: Core Processes



3. Processes for Skill Component

A) On Boarding of TSP

Guidelines

- i. After execution of the Agreement between DOHE and the Training Service Provider (TSP) for implementing the skill component of the 3 year B.Voc programme, the TSP would need to be on-boarded through MIS (If Active) / Offline (files)
- ii. All MIS/Training related processes in this Manual shall also be carried out offline (files) or through email. Appropriate MIS support would be provided through limited functionality.
- iii. Training facility approval
 - Colleges will provide infrastructure and lab equipment for TSPs to carry out training programme and needs to ensure adequate laboratory /workshop facilities for face to face delivery of skills and hands-on practice. Infrastructure and laboratories should be as per the infrastructure mandate of the concerned Sector Skill Council and must be approved / accredited by the concerned Sector Skill Council before commencement of training (deemed to be the date of assessment) for the first batch at the facility.
 - In case of skills training to Persons with Disabilities (PWDs), colleges shall ensure infrastructure is barrier free and accessible to PWD candidates

Process Overview

	Process / Activity	Process Owner	Location	Timeline	Associated Documents/File/Format
1.1	Each college to open a unique physical file for each TSP with all relevant documents e.g. Letter of Award (LoA), Acceptance of LoA, Signed Agreement between DOHE and TSP, Bank Guarantee of TSP, and any related correspondence and legal documents	B.Voc cell at each college	DOHE	Within 10 days of a signing the agreement	
Training of Trainers					
1.2	TSPs would intimate names of trainers to DOHE for undergoing ToT	DOHE , HPKVN to	DOHE HQ	Within 15 working days	-

	Process / Activity	Process Owner	Location	Timeline	Associated Documents/File/Format
		provide QA support		from contract signing	
1.3	Dates and Venue of ToT would be decided and conveyed to all.	DOHE		15 days before commencement of ToT	
1.4	DOHE would obtain name of Assessment Agencies from relevant SSCs, for the Program.	DOHE			
1.5	HPKVN would participate with SSCs in training of trainers (ToT) and Training of Assessors. The training is in two parts: <ol style="list-style-type: none"> 1. Technical Aspects, where the trainers & assessors are aligned to the Course Modules 2. Facilitation Aspects, where the trainer is aligned to methods of transfer of learning between trainer and trainee. Assessors are aligned to Assessment Criteria as laid down in QP. 	HPKVN QA		ToT should finish 10 days before starting of the programme	TSPs to pay to relevant SSCs @ Rs 5000 per trainer for the ToT, through HPKVN.
1.6	Ensure only those trainers and assessors who qualify the ToT are allowed to participate in the Program	HPKVN QA			
Training Facility (Labs and Classrooms) approval					
1.7	Infrastructure readiness Colleges to ensure basic and technical infrastructure as per SSCs trade specific requirements	College		Within 2 weeks of Agreement signing	Annex-3
1.8	Application to SSC for Facility Accreditation with regard to each Qualification Pack under which training shall be imparted	College	E-mail / SDMS	Within 1 weeks of Agreement execution	
1.9	Intimation of inspection date and allotment of accreditation agency to DOHE	SSC	E-mail		
1.10	Nodal officer to intimate DOHE, HPKVN regarding inspection date through e-mail;	Nodal Officer	E-mail	Immediately	

	Process / Activity	Process Owner	Location	Timeline	Associated Documents/File/Format
1.11	Accreditation of training facility by SSC Team (accompanied by representative from HPKVN and DOHE) and ensuring alignment of curriculum to be followed	SSC	College		Facility Accreditation Certificate by SSC
1.12	<ul style="list-style-type: none"> – College to obtain a Accreditation Certificate from the SSC and submit a copy of the same to the B.Voc cell at DOHE If facility not approved: DOHE, B.Voc cell to comply with recommended improvements within 10 days and apply afresh to SSC.	B.Voc cell - College		Within 1 day of receiving Certificate	

B) Training Delivery

1. Mobilisation

- Admission to B Voc. programme will be as per the rules and regulations of the University. TSP will assist the college in mobilisation, counselling of students and other awareness building programmes as mentioned in detail on page 27.

2. Skill Component

- The TSP shall not subcontract the training delivery or operate the training facilities via a lease/outsourcing arrangement.
- The TSP is responsible for distribution of relevant instructional material to all trainees.
- The TSP must design and ensure that the courseware is vetted and approved by the concerned Sector Skill Council (SSC) 15 days prior to the initiation of training.
- The TSP should develop Participant and Trainer Handbooks. One copy of both should be submitted to the nodal officer at their respective college prior to the initiation of training
- Both above documents should conform to the Format given by NSDC (Please see, Quality Guidelines for Training Content“ – (<http://www.nsdcindia.org/standards-and-quality-assurance>)
- The training and course content should facilitate learning by such youth who may not have exposure to English. Training should be delivered in a trainee-friendly manner with adequate audio visual tools and participatory methods. Use of innovation in teaching methodology is encouraged.
- **TSPs**
 - Should develop an activity based learning methodology for the proposed Programme and the same should be adopted while imparting training. The approach should be reflected in all documents developed for the programme.
 - Should have Session wise Training Delivery Plan as per Quality Framework and adhere to the plan.
 - The training activities should provide more scope for teamwork, individual practice on the skill and interaction of the participants.
 - Should draw up training calendar for the chosen programme in consultation with nodal officer and B.Voc cell and adhere to the plan.
 - Should ensure each trainee is getting individual attention.
 - Should deliver training as per the approved quality frame work
 - Should provide all the materials required for training delivery to the Trainers and Trainees.
 - Should ensure attendance of trainees through quality delivery of the programme as per approved schedule.
- TSP should deploy coordinator at State level to implement the entire training assignment

- Persons deployed as trainers by the TSP must be competent instructors in possession of requisite knowledge, skills and experience in their domain. At the end of each training course, trainees would be required to evaluate their trainer(s) on parameters such as domain knowledge, punctuality, responsiveness and instructional ability.
- TSPs, will be responsible to upload all data related to assessments to the Batch in SDMS of NSDC.
- Attendance of both trainees as well as trainers/instructors shall be recorded in a proper manner. Information about batch progress (including attendance and trainee performance), batch assessment and placement should be shared with DOHE through manual formats and shall also be shared on MIS (If functionalities are ready for use)
- Trainee attendance shall be monitored on a weekly basis by the nodal officer. Quality audits shall be made through unannounced visits to the training facility, where batch attendance shall be recorded and preserved for file records. Only trainees with minimum 70% attendance may sit for assessment at the end of the training.
- It is the responsibility of the TSP to ensure OJT/ internship for every student. Financial assistance may be provided to TSP's for ensuring smooth internship for the students. TSPs should prepare Internship /OJT Plan for each trainee with inputs from DOHE, SSCs, B.Voc cell and employers.
- Periodicity and duration of Internship would be as per Curriculum of the Course approved by HPU and SSCs
- Internship would commence earliest after completion of classroom training in each academic year of B.Voc programme, as per Schedule.
- TSP needs to depute 2 lab attendants (one lab attendant for each lab) from 1st year itself
- TSP needs to provide one support staff to each college
- TSPs should design internship training package, and conduct internship evaluation in consultation with employer, once every fortnight, and the same should be shared with DoHE and B.Voc cell
- The TSP is responsible for distribution of relevant instructional material to all trainees.
- TSP should deploy coordinator at State level to implement the entire training assignment
 - a. State Coordinator needs to liaise with DOHE Officials , B.Voc cell and other stakeholders
 - b. State Coordinator should represent the TSP for all project related activities
 - c. State coordinator should submit training reports to DOHE as per requirement
 - d. State Coordinator should attend the review meetings of the programme

- Trainee attendance shall be monitored on a weekly basis by the nodal officer. Quality audits shall be made through unannounced visits, where batch attendance shall be recorded and preserved for file records. Only trainees with minimum 70% attendance may sit for assessment at the end of the training.

3. Internships

- TSPs should prepare Internship Plan for each trainee with inputs from DOHE, SSCs, B.Voc cell, HPKVN and employers within 60 days from the start of the programme.
- Periodicity and duration of Internship would be as per Curriculum of the Course approved by HPU and SSCs.
- Internship would commence earliest after completion of classroom training in each academic year of B.Voc. programme, as per Schedule.
- TSPs should design internship training package, and conduct internship evaluation in consultation with employer, once every fortnight, and the same should be shared with B.Voc cell, DoHE, HP.
- They would provide residential facility to trainees, if any part of the programme including internship is conducted outside the District of domicile of the trainee, in consultation with B.Voc cell, DoHE, HP. The expenses incurred for the same shall be met by DoHE.
- The firms agreeing for internship may be from the State of HP and outside of it and internship may be conducted within or outside the State

4. Placements

- Create placement plan for all trainees within 60 days from the start of programme.
- TSPs are encouraged to facilitate placement to the successful candidates through their own contacts with employers. Provision of employment opportunities would be viewed as strength of such TSPs.
- If any trainee has more than one job offer, it will be left to the trainee to choose his/her employer.
- DOHE to create a Vibrant Placement cell in each college with the help from faculty, students and TSP. Also coordinate with HPKVN for Industry connect
- TSPs will nominate one person from their team as 'Internship & Placement Facilitator', other than trainers, to coordinate with employers, B.Voc cell, SSCs, industry associations for placements. This person will also coordinate with "vibrant placement system" that would be set up in each target college but managed by students.

5. Tracking

- As B.Voc programme has multiple exit points, it becomes necessary to ensure proper tracking of students. TSPs and college B.Voc cell are required to track and report successful candidates for a period of 12 months. Each candidate would be tracked once every month for a period of one year after she/he completes her/his training. The parameters on to be tracked would be as under:
 - Remuneration/incremental remuneration per month
 - Whether continues to work in the same or higher job role till end of the tracking period (whether with same or different employer)
 - If there are periods of unemployment between different jobs, duration of such gaps and reason for leaving earlier job without having a job in hand

C) Assessment, Examinations and Certification of Trainees

1. Guidelines for Credit Calculation

Guidelines used for credit calculations are in alignment with the UGC Guidelines

- Under Skill Component:
 - Theory: 01 Credit = 15 hours of teaching
 - Practical/Internship: 01 Credit = 30 hours of training
- Under General Component:
 - Theory: 01 Credit = 15 hours of teaching
- The below norms are used for computation of credits under Skill Component
 - 50% weightage has been assigned to Theory
 - 10% weightage has been assigned to Practical
 - 40% weightage has been assigned to Internship
- One credit point is equivalent to 15 periods or lectures of 60 minutes each or 20-30 hours of workshop or lab;
- For internship and field work, the credit weightage for equivalent hours shall be 50% of that lecture
- For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study shall be 50% of that for lectures / tutorials

Number of credits & Awards at each NSQF level

Year	Skill component credits	General education credits	Duration	NSQF level	Exit point /Awards
Year 1	36	24	2 Semesters	Level 5	Diploma
Year 2	36	24	2 Semesters	Level 6	Advance Diploma
Year 3	36	24	2 Semesters	Level 7	B.Voc Degree
Total	108	72			

2. Attendance

A candidate shall be permitted to appear for the Semester End Examinations if he/she satisfies the following requirements.

- Students are normally expected to attend 100% theory, tutorial and practical classes/ workshop practices.
- However, no student shall be allowed to appear in the end examination unless he/she puts atleast 70% attendance during the course in each paper for subjects of General and Skill Development component
- The attendance in theory and practical sessions will be considered separately. In the case of shortage of attendance, the cases will be considered as per the rules of the University
- Every candidate should register for all subjects of the Semester End examinations of each semester. A candidate who does not register will not be permitted to attend the Semester-End examinations; he/she shall not be permitted to attend the next semester

3. TSP's Role

- TSP is primarily responsible for facilitating the assessment of trainees for the skill component.
- The TSP must initiate the request for assessment process to respective sector skill council well in advance to ensure that the assessment is conducted on time i.e not later than 5 days after the end date of the training for a particular batch.
- TSP to ensure that its staff and trainers are well acquainted with Assessment Process.
- Conduct mock tests for trainees and share results and findings with nodal officer
- Assessments should be carried out as per the assessment criteria recommended by the concerned Sector Skill Council (SSC) for the specified job roles. Assessment Agencies (AA) shall be agencies empanelled under the concerned SSC, and nominated / allotted by the SSC, to carry out assessment of trained candidates under B.Voc programme.
- TSPs, Assessment Agencies and SSCs will be responsible to upload all data related to assessments in SDMS of NSDC.
- The Assessment Agency must ensure that a competent Assessor is made available at the training facility on the agreed date of the assessment. The Assessor may be a local so that he can easily interact with trainees in their preferred language, if required.
- If a trainee fails in the assessment, he/she may undergo gap training from the same training provider, given that expenses for the same shall be borne by the TSP. The cost of re-assessment or revaluation will be borne by the TSP.

(D) Process Overview

	Process / Activity	Process Owner	Location	Timelines	Associated Documents
A	Allotment of Assessment Agency and Assessment Date				
6.1	Emailing the SSC for conducting assessment for the batch with a proposed assessment date which cannot be later than five days after the end date of training	TSP	Email	At least 3 weeks before expected completion of training	
6.2	Allotment of Assessment Agency for the batch through email to TSP – TSP to forward the mail to B.Voc cell, HPU and B.Voc cell, DoHE, HP	SSC	Email		
6.3	Confirmation/finalization of assessment date and sharing of assessor details over email – B.Voc cell, HPU and B.Voc cell, DoHE, HP to be marked on the email – All details of the assessor should be shared over email, including the contact details, photo ID proof and an authorization letter which the assessor must carry on the date of assessment	Assessment Agency	Email		
6.4	All necessary arrangements (tools, equipment, lab facilities) for the assessment	TSP	Training facility		
B	Assessment and Results				
6.5	Conduct of Assessment in line with Sector Skill Council requirements/norms	Assessor	Training facility		Annex-5
6.6	Nodal officer to be present during the assessment of the batch to ensure – Quality of assessment – No of students present and authenticity during the assessment process – To ensure the presence of trainer for the batch	Nodal Officer	Training facility		Annex-5
6.7	Post-assessment, sharing of results/ evaluation sheet along with the attendance sheet with the concerned Assessment Agency, marking	Assessor	Email	Internal	

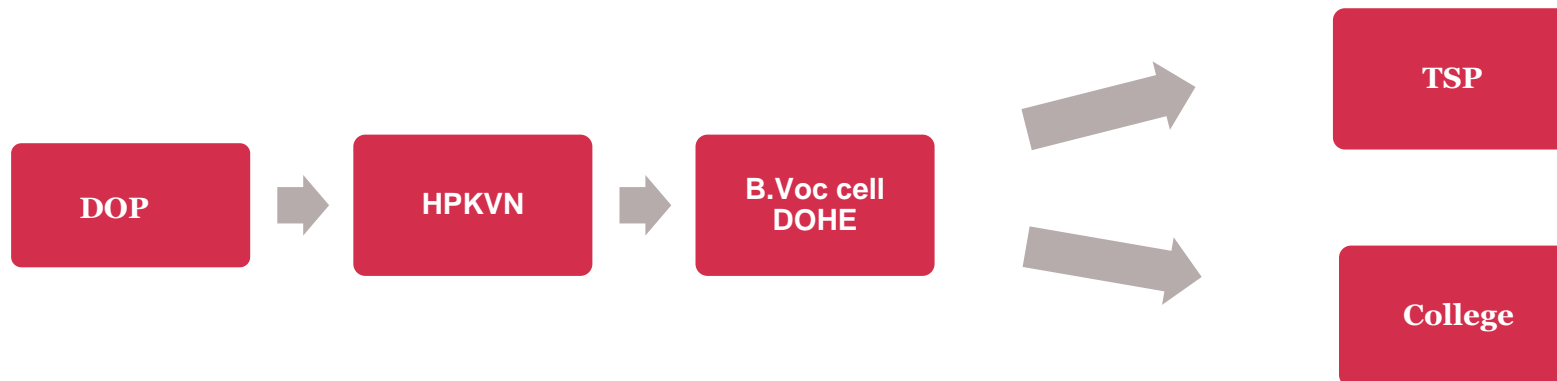
	Process / Activity	Process Owner	Location	Timelines	Associated Documents
	the TSP and College B.Voc cell. Update/entry on SDMS of NSDC as required.				
6.8	Approving the results sent by the Assessment Agency (after review and validation) over email, marking a copy to DOHE and TSP <ul style="list-style-type: none"> – In case of any complaints or any discrepancies in the assessment process or marks as reported by the DOHE, the SSC may ask the Assessment Agency to re-evaluate the results or re-assess the entire batch – The cost of re-evaluation or re-assessment will be borne by the TSP or the AA as decided by the SSC Update/entry on SDMS of NSDC as required.	Sector Skill Council	Email	Within 5 days after assessment	
6.9	Sharing of result <ul style="list-style-type: none"> – Printout of the same provided to DOHE state office for official records 	TSP	File/Email		
C	Certification				
6.10	Sharing soft copies of the trainees' NSQF Certificates with the TSP, marking a copy to B.Voc cell HPU and DOHE, HP.	SSC	Email	Within 2 days of final result approval	
6.11	Sharing the soft copies of received NSQF certificates	Nodal officer	Email	Immediately	
6.12	Printing and laminating the NSQF certificates received in soft copy and submitting a physical copy of the same to Nodal officer, College B.Voc cell.	TSP		Within 1 day of receiving soft copies	
6.13	Distribution of NSQF certificates in the presence of members of B.Voc cell, DoHE, HP.	TSP			
6.14	Maintaining a soft copy record of all the NSQF certificates	TSP, SSC			
6.15	Updating of Roster profile of successful trainees on certification. Check entries on SDMS of NSDC as required.	TSP, Nodal officer	File		

D)Requisition and Payments

1. Funding

- i. B.Voc program will be run by DoHE in 12 colleges with financial support from HPKVN under ADB's HP Skill Development Project. Budget for the B.Voc programme has been derived based on the cost norms defined in UGC guidelines on B.Voc. Issued in 2015, available on UGC website (http://www.ugc.ac.in/pdfnews/8508026_Guidelines-on-B-Voc_Final.pdf) and norms of GoHP and Himachal Pradesh University (HPU); and facilities to be provided by colleges.
- ii. The total budget allocated for B.Voc Program is approximately INR 39 Crores for a period of 5 years. The entire funding the project is under state component of total Project. The budget is divided in to two budget head, i.e. through visiting Guest faculty and lectures of skilling component through TSPs is INR 33.10 crore and Operational Cost for academic year is INR 5.92 Crore
- iii. DoHE and TSPs shall open a dedicated bank accounts for the project and DoHE shall make the payments to TSPs into their bank accounts after receipt of funds from HPKVN

2. Fund Flow Process

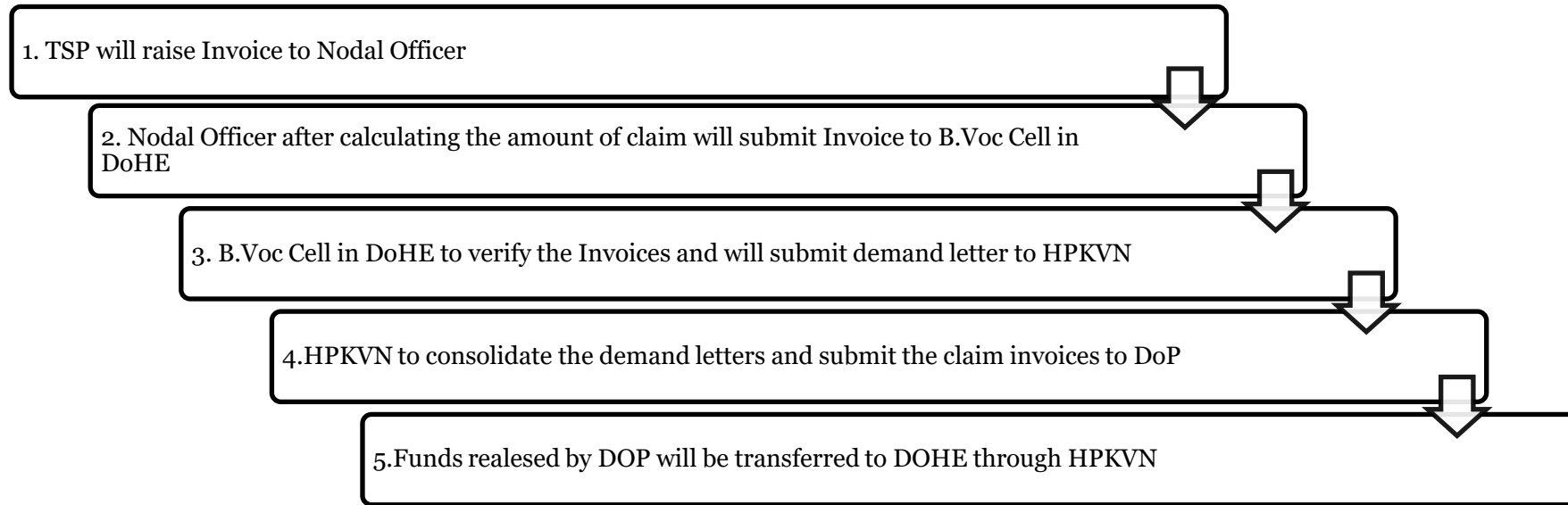


3. Paymentsto TSPs

- i. Payments shall be released by the HPKVN state team within 10 days of submission of claim / invoice / utilization certificate and all relevant documents to DOP, unless a discrepancy is detected or payment claim is contested.
- ii. All payments shall be made on submission of pre-receipt along with the bills raised by the agency in quadruplicate for respective stages.
- iii. Payment will be subject to performance audit by the DoHE official or any other officials/companies/agencies designated by DoHE for the purpose.
- iv. Time difference between invoice dates of 1st& 2nd instalment should be at-least 1 month (30 days)
- v. TSP needs to give Performance Bank Guarantee of 5 % of the total contract value.
- vi. TSP will adhere to Standard Operating Procedures (SOPs) of DoHE as revised from time to time
- vii. If the batch size drops below 30, then the course will be deemed as not started and the payment for that particular sector/batch shall not be payable. The advance payment in the shape of 1st and 2nd instalment shall be deducted from forthcoming instalments.
- viii. The third training instalment for Internship shall be payable according to the number of students enrolled and going for internship @ INR. 12500/-.
- ix. DOHE reserves the right to suspend/stop disbursement of funds or recover previous disbursed funds in case of:
 - Breach by the TSP in complying with the terms and conditions of this Agreement including non-utilization of funds for the purpose for which the same were granted and/or diverting funds towards any purpose other than the project requirement as specified herein;
 - Extraordinary circumstances which in the opinion of the DOHE is likely to preclude or seriously jeopardize the implementation, operation, or purpose of the project.
- x. In the event of breach as mentioned above, the DOHE may issue a written notice of suspension for the TSP to remedy the breach within 30 days of receipt of such notice.

4. Process Overview

Overall Process for the payments pertaining to Training Service Provider's



	Process / Activity	Process Owner	Location	Associated Documents
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	Process / Activity	Process Owner	Location	Associated Documents
A	Start-up Assistance			
8.1	At beginning of academic year , TSP to request for release of first instalment as below: <ul style="list-style-type: none"> – TSP to submit its claim for release of first instalment of payment At beginning of every academic year of B.Voc. Programme. Based on actual expenses of the TSPs on this account subject to limit of 2.5 lakh per college – First instalment to be paid to on successful batch freezing. – Batch freezing is successful retention of 30 or more than 30 candidates after 10 working days 	TSP	College	
8.2	Nodal officer to carry out verification of claim <ul style="list-style-type: none"> – All attendance reports to be filed 	Nodal Officer	College	
B	Training Cost – 1st instalment			
8.3	After at least 15 days from commencement of training , TSP may request for release of the 1 st training instalment <ul style="list-style-type: none"> – TSP to submit its claim to nodal officer – Attendance records for the period since Batch Initiation till date 	TSP	College	
8.4	Nodal officer to carry out verification of claim and forward it to B.Voc cell in DOHE <ul style="list-style-type: none"> – Nodal officer to record the attendance and ensure that batch strength is at least 80% of Batch Freezing size 	Nodal officer	Files	
8.5	<ul style="list-style-type: none"> – B.Voc Cell in DoHE to verify the Invoices and will submit demand letter to HPKVN – HPKVN to calculate the amount of claim as per B.Voc guidelines and record it in the file noting 	HPKVN	Files	
8.6	HPKVN to forward invoices to DOP	HPKVN	Files	
8.7	DOP to release funds to HPKVN which will be then transferred to DOHE	DOP	Files	
8.8	DOHE to release amount to TSPs	DOHE	Files	
C	Training Cost – 2nd Instalment			
	<ul style="list-style-type: none"> ▪ <i>Actual Expenses of Startup Assistance, and UC of 70% of Utilization of 1st Instalment and continuation of training with at least 80% of initial trainees</i> 			
8.9	TSP to request for second instalment as below: <ul style="list-style-type: none"> – TSP to submit its claim accompanied by UC of 70% of Utilization of 1st Instalment 	TSP	Files	

	Process / Activity	Process Owner	Location	Associated Documents
	– 80% of the initial trainees continuing training			
8.10	Nodal officer to carry out verification of claim and forward it to B.Voc cell in DOHE – Nodal officer to record the attendance and ensure that batch strength is at least 80% of Batch Freezing size	Nodal officer	Files	
8.11	– B.Voc cell in DoHE to verify the Invoices and will submit demand letter to HPKVN – HPKVN to calculate the amount of claim as per B.Voc guidelines and record it in the file noting	HPKVN	Files	
8.12	HPKVN to forward invoices to DOP	HPKVN	Files	
8.13	DOP to release funds to HPKVN which will be then transferred to DOHE	DOP	Files	
8.14	DOHE to release amount to TSPs	DOHE	Files	
D	Training cost – 3rd Instalment			
	<ul style="list-style-type: none"> ▪ <i>Divided into two tranches</i> ▪ Subject to post completion of Assessments by SSC nominated Assessment Agency, and minimum 70% trainees clearing the Assessment ▪ 1st tranche is assistance for internships/OJT ▪ 2nd tranche based on the 70% utilisation of previous instalment and subject to maximum of 5 Lakh per college 			
8.15	Post completion of Assessments and minimum 70% trainees clearing the Assessment, TSP to request for first tranche of the third instalment as below: – TSP to submit its claim – Accompanied by details of assessments – Accompanied by details of number of students enrolled and going for internship TSP to request for 2 nd tranche based on the 70% utilisation of previous instalment	TSP	Nodal Officer	
8.16	Nodal officer to carry out verification of claim and forward it to B.Voc cell in DOHE – Nodal officer to record the attendance and ensure that batch strength is at least 80% of Batch Freezing size	Nodal officer	Files	
8.17	– B.Voc cell in DoHE to verify the Invoices and will submit demand letter to HPKVN – HPKVN to calculate the amount of claim as per B.Voc guidelines and record it in the file noting –	HPKVN	Files	
8.18	HPKVN to forward invoices to DOP	HPKVN	Files	

	Process / Activity	Process Owner	Location	Associated Documents
8.19	DOP to release funds to HPKVN which will be then transferred to DOHE	DOP	Files	
8.20	DOHE to release amount to TSPs	DOHE	Files	
E	Operating Cost			
	<ul style="list-style-type: none"> ▪ Divided into two phases ▪ 50% of the amount by end of each Semester subject to minimum 70% trainees clearing the assessment by third party nominated by SSC 			
8.21	TSP to raise request for first tranche of annual operating cost at the end of 1 st semester subject to 70% trainees clearing the assessment	TSP	Nodal Officer	
8.22	TSP to raise the second tranche of annual operating cost at the end of 2 nd semester subject to 70% trainees clearing the assessment	TSP	Nodal Officer	
8.23	Guest Faculty Cost			
	<ul style="list-style-type: none"> • Amount to be paid on quarterly basis based on actual expenses 			
8.24	TSP to deploy guest faculty after taking approval from Nodal Officer	TSP		
8.25	Payments to be raised quarterly based on actual expenses to nodal officer	TSP		

All payments amounts are for a duration of 1 year mentioned otherwise

3. Processes for General Component

A. Mobilisation and Student Admissions

1. Awareness Building and Mobilization

- Mobilisation for the B.Voc Programme will be done through the admission process of HPU. A committee to be formed comprising of representatives from DOHE, nodal officer from the 12 colleges and the selected TSP's to assist and guide students on the upcoming B.Voc programme.
- DOHE, HPU will support TSP to conduct awareness campaigns to provide information on Bachelors of Vocational Education (B.Voc) programme in the state and to invite applications from prospective candidates. Such IEC campaigns can also be conducted with the help of Public Relations Department (PRD) Himachal Pradesh and through newspapers, radio, television, posters, banners, etc. IEC templates shall be designed at the State level and shared with the selected colleges, TSPs etc.
- During mobilisation of candidates, it shall be the TSP's responsibility to provide counselling to candidates and their families on the nature of the programme, work in various sectors/trades, job opportunities, relocation/migration requirements, expected pay and entitlements, growth prospects and risks involved.

2. Admissions

- The admission to B Voc. programme will be as per the rules and regulations of the University. The eligibility criteria for admission to B. Voc. Programme shall be 10+2 in all streams from a recognized board. Equal weightage to be given to students with vocational subjects at +2 level.
- Reservation rules are applicable as per Govt. of Himachal Pradesh.
- The eligibility criteria for admission shall be as announced by the University from time to time.
- Other conditions will be as laid down in admission policy in prospectus of the University
- The admission to B Voc. Programme, Semester – I shall be done based on the merit in 10+2.
- A maximum of 40 students can be admitted to B. Voc. Programme

3. Candidate Profile

- There may be three types of candidates who can be given admission to first semester of skill based courses under NSQF:
 - Category – 1: Students already acquired NSQF certification level 4 in a particular industry sector may opt admission in the skill based courses under NSQF.
 - Category – 2: Students who have acquired NSQF certification level 4 but may like to change their trade and may enter into skill based courses in a different trade.
 - Category – 3: Students passed 10+2 examination with conventional schooling without any background of vocational training.
- Separate rank list shall be drawn up for reserved seats as per existing rules.
- Preferred subjects and index mark calculations will be decided by the respective Board of Studies

4. Reservation / Quota

- The reservation of seats shall be as per Himachal Pradesh Government Notification issued from time to time and as per the rules of the Himachal Pradesh University, Shimla. A maximum of 40 students can be admitted to one B. Voc. Programme. The students can be admitted only to the first semester. No student shall be admitted directly to third and fifth semester in any circumstance.
- In case where number of available seats is less and candidates secure same marks (percent) at the qualifying level examination, the admission of the candidate will be based upon securing higher marks in High School or equivalent examination. There shall be no age bar for admission in this course.
- The applicants seeking re-entry into the education and training for further advanced leanings in their field of expertise in particular trade should get preference in admission over the new applicants.
- A candidate cannot pursue two full time Under-Graduate courses simultaneously. The University reserves the right to cancel any admission at any stage.
- The candidates who have acquired vocational Certificate / Diploma or Advanced Diploma from UGC recognized Community Colleges / B.Voc institutions or DDU KAUSHAL Kendras in a specific sector with certified skills on a particular job role will be eligible for admission through lateral entry to next higher level on same sector.
- In case of any matter relating to the Under-Graduate admissions, the decision of the Admission Committee/Vice-Chancellor Himachal Pradesh University, Shimla shall be final. All legal matters pertaining to the Under-Graduate admissions shall be subject to the Himachal Jurisdiction only

B.Training Delivery - General Component

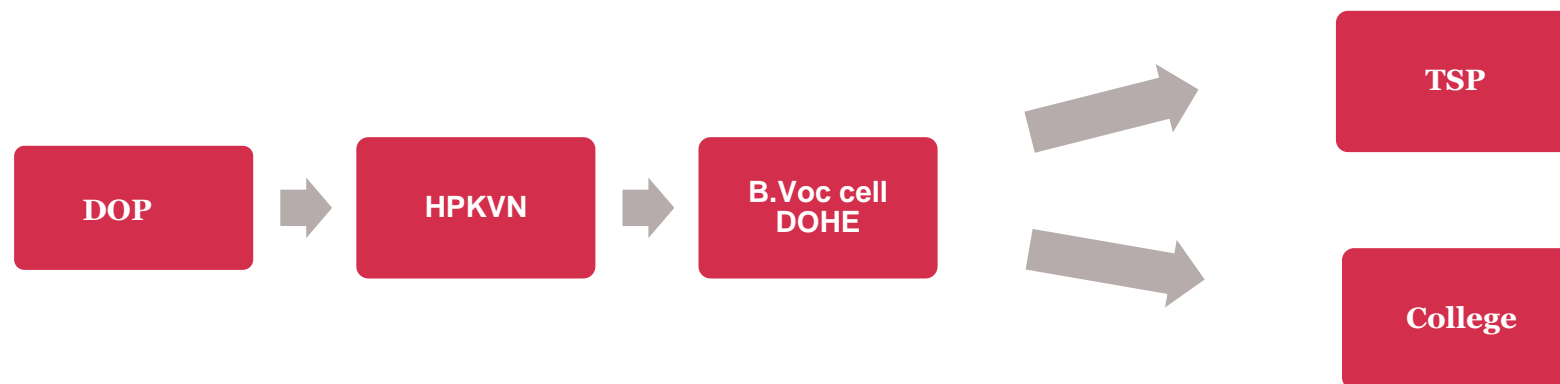
- For Academic component of the programme , nodal officer to ensure adherence to the curriculum developed as per guidelines of HPU and B.Voc.
- Existing Faculty or Guest faculty should be deployed for teaching of academic/general components of the course. Focus should also be on imparting additional skills like soft skills, information technology skills, and language proficiency and literature.
- In case of unavailability of college faculty for teaching purposes, guest faculty to be deployed as per guidelines of the University
- Nodal Officer in coordination with TSP to prepare a detailed Academic plan for the entire year. This detailed academic plan would be based on the approved curriculum and courseware.
- Nodal officer to ensure detailed Academic plan is prepared at the start of the course
- Detailed Academic Plan would show session wise General component classes and would help Nodal officer in proper planning of classes and other activities, coordination with faculties and timely financial planning.
- A detailed attendance record to be maintained for every class taken in general component for trainees as well as the faculty.
- Ensure attendance of trainees through quality delivery of the programme as per approved schedule.
- Trainee attendance shall be monitored on a weekly basis by the nodal officer for both General and Skill component
- Every candidate should register for all subjects of the Semester End examinations of each semester. A candidate who does not register will not be permitted to attend the Semester-End examinations. University will notify dates for registration and examination
- Students are normally expected to attend 100% theory, tutorial and practical classes/workshop practices. However, no student shall be allowed to appear in the end semester examination paper unless he/she has put in at least 70%attendance during the course of instruction in each paper
- Examinations for the general education component will be done as per the prevailing standards and procedures of HPU and will be the responsibility of Nodal officer and college B.Voc cell. Criteria's regarding attendance requirements, registration and minimum passing marks will be as per HPU and B.Voc guidelines.

C. Requisition and Payments

1. Funding

- B.Voc program will be run by DoHE in 12 colleges with financial support from HPKVN under ADB's HP Skill Development Project. Budget for the B.Voc programme has been derived based on the cost norms defined in UGC guidelines on B.Voc. Issued in 2015, available on UGC website (http://www.ugc.ac.in/pdfnews/8508026_Guidelines-on-B-Voc_Final.pdf) and norms of GoHP and Himachal Pradesh University (HPU); and facilities to be provided by colleges.
- The total budget allocated for B.Voc. program is approximately INR 39 Crores for a period of 5 years. The entire funding the project is under state component of total Project. The budget is divided in to two budget head, i.e. through visiting Guest faculty and lectures of skilling component through TSPs is INR 33.10 crore and Operational Cost for academic year is INR 5.92 Crore

2. Fund Flow Process

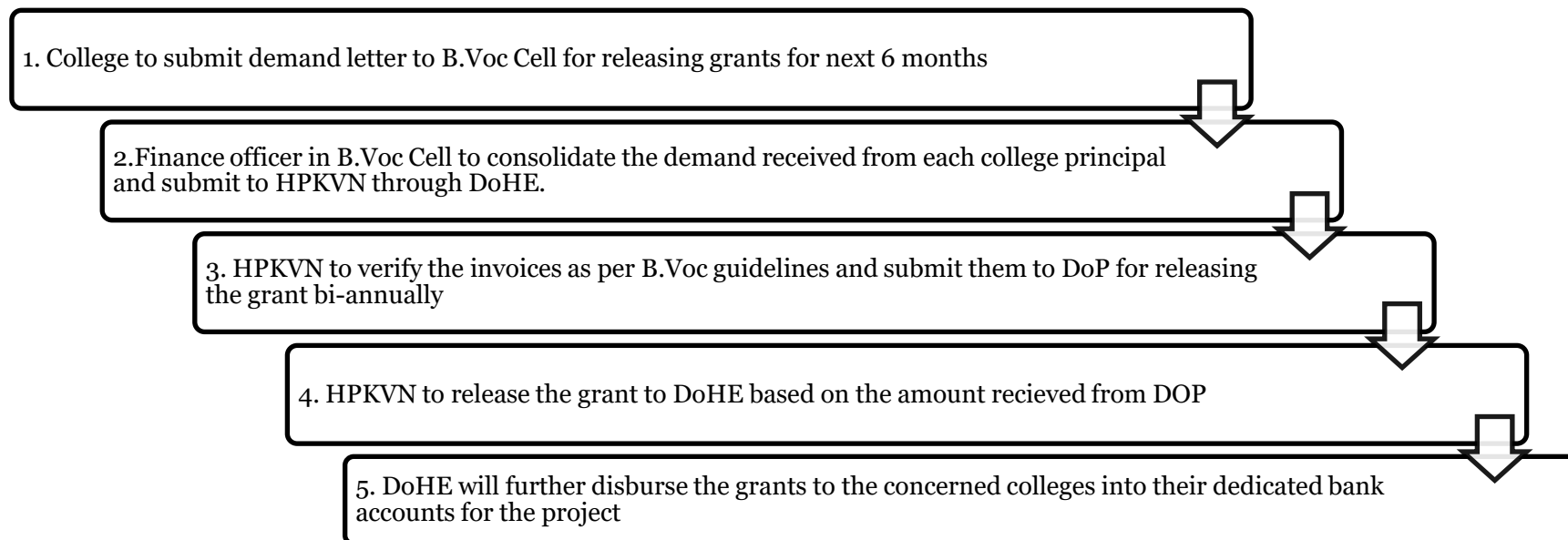


3. Payments to Colleges

- i. Payments shall be released by the HPKVN state team within 15 days of submission of claim / invoice / utilization certificate and all relevant documents to DOP unless a discrepancy is detected or payment claim is contested
- ii. Each college to setup a dedicated bank account for the B.Voc project
- iii. Demand letters to be prepared by Nodal officers and College B.Voc cell budgeting for next 6 months or per semester expenses for each course (expenses include – 1st grant of contingency cost , Faculty cost , Salaries and Honorarium)
- iv. Since the detailed Academic plan and calendar would be ready at the start of the course , amount of hours of faculty lecture, honorariums and other expenses can easily be budgeted and planned
- v. Contingency costs have been divided into two tranches ; 1st tranche of INR 25,000 as a grant and rest as per Utilisation submitted subject to maximum of INR 50,000 per college per year
- vi. Payment will be subject to audit by the B.Voc cell -DoHE or any other officials designated for the purpose.
- vii. Finance officer of the college B.Voc cell or Nodal officer shall ensure adherence to the rules of HPU

4. Process Overview

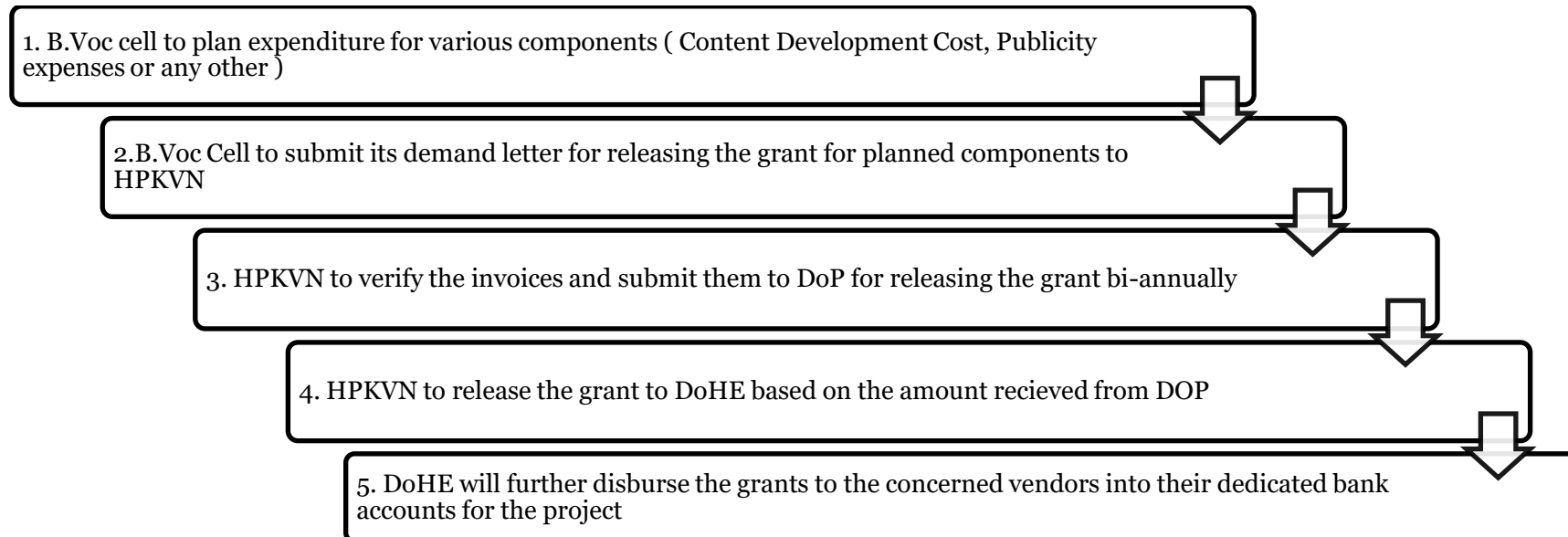
A) Overall Process for the payments pertaining to Academic Component of Each College



	Process / Activity	Process Owner	Location	Associated Documents
A	Contingency			
8.26	<ul style="list-style-type: none"> – Subject to a maximum of INR 50000 per year per college – To cover day to day running expenses of B.Voc programme – 1st tranche of INR 25000 as grant and rest on the basis of Utilisation certificate submitted by the college 	Nodal Officer	College	Demand Letter , Utilisation Certificate
B	Faculty Cost			
	– @INR 400 per lecture per college (applicable to existing or guest faculty)	Nodal Officer	College	Demand letter

	Process / Activity	Process Owner	Location	Associated Documents
	<ul style="list-style-type: none"> - College to submit demand letter for grant for next 6 months (or one semester)calculating faculty cost for both courses - As per the academic plan /calendar , a document mentioning number of hours of lecture for general component per semester for each course to also be submitted - A proper record of classes taken by existing and guest faculty to be maintained 			
C	Honorarium			
	<ul style="list-style-type: none"> - @4000 per month to college Principal and Nodal Officer each - Demand letter for grant for next 6 months to include salaries and Honorariums for that period 	Nodal Officer		Demand Letter

B) Overall Process for the payments pertaining to B.Voc Cell



4. Programme Monitoring

Guidelines

Mandatory Compliances for each college:

- i. Open and maintain main file for each TSP along with college details starting B.Voc programme. The file should contain the following documents listed below:
 - Copy of the agreement signed between DOHE and TSP
 - Copy of Letter of award to the agency
 - Copy of Bank Guarantee

- ii. Open separate file for each college with the TSP name. The file should contain the following documents:
 - Original documents regarding inspection of Lab and classrooms by SSC
 - Credentials of the trainers and other staff
 - Assessment sheets of all batches
 - Approvals DOHE
 - Request for payment of batches.
 - Payment made to the TSP

- iii. Open and maintain separate batch-wise part-files for each college
 - The payment should be raised for individual batches as per the approved trade
 - The payment file should contain request letter from TSP for release of payment
 - The payment should be initiated only after verification of the documents mentioned at Requisition and Payment section of the document.

- iv. The College B.Voc cell should maintain separate file and register for the following:
 - Fund receipt and utilization file
 - Student Intake , students admitted , drop outs and certified – course wise
 - Grievance and Grievance addressing file

- Students Placed – Role , designation , salary
- Industry engagement: MoUs, guest lecturers invited, internship and on job training
- Monthly meeting register
- Lab & Workshop Facilities
- Facility visit report file
- Complaint register

Programme Monitoring – at college level

- i. The programme will be monitored at two levels –monitoring by the College B.Voc cell and at DOHE at the state level, DOHE will monitor programme implementation quality in terms of physical and financial achievements of targets.
- ii. As per the Bye laws developed for B.Voc programme
- iii. If the Nodal Officer observes that training is not adhering to the norms/guidelines, then he/she will inform B.Voc cell, DoHE, HP.
- iv. The college B.Voc cell members will be mandatorily present during the following occasions:
 - During mobilization
 - During accreditation visit by the Sector Skill Council;
 - On the first day of batch initiation of any approved trade ;
 - On the day of assessment along with assessor/s.
- v. Nodal officer will ensure that the TSP is not involved in any fraudulent activity and has not received any monetary benefits from any individual on account of providing training.
- vi. Nodal officer and members of the college B.Voc cell team will monitor adherence to the TSP’s Training Plan / Activity Delivery Schedule.
- vii. The college B.Voc cell will ensure the following:
 - Timely completion of the activities at the college level
 - Approval for final trainee selection and assistance in mobilization of students
 - Recording the challenges and difficulties in execution of the programme;
 - Identify and record areas of non-performance of the TSP.
 - The programme will be monitored by DOHE and HPKVN QA team to ensure compliance of the training
 - Once the DOHE team with support from HPKVN QA team reaches the Training Facility, they would audit the following(Annex-8) :

- a. Training is being carried out as per the Session Plan.
- b. Does the trainer have a trainer manual? Is the Lesson Plan being followed?
- c. Are interactive sessions, including role-plays, being conducted as per Lesson Plans?
- d. Are training aids available as per training manual? Are they functional?
- e. Is the trainer adhering to the time plan?
- f. Is the training asking questions to ensure transfer of learning?
- g. Is the trainer biased towards some trainees –i.e, asking questions or looking at only one set of trainees?
- h. Do the trainees have Participant’s Manuals? Are they in the language they understand? Are they using the Manual for the class-based exercises?

5. Annexure (Formats)

Annexure I – List of 12 Target Colleges

Group 1

1. Government Degree College Nurpur – District Kangra
2. Government Degree College Chamba – District Chamba
3. Government Degree College, Dharamshala – District Kangra

Group 2

4. Government Degree College Sanjouli – District Shimla
5. Government Degree College Rampur – District Shimla
6. Government Degree College Nahan – District Solan.

Group 3

7. Government Degree College, Kullu – District Kullu
8. Government Degree College, Mandi – District Mandi
9. Government Degree College Hamirpur – District Hamirpur

Group 4

10. Government Degree College Una – District Una
11. Government Degree College Solan – District Solan
12. Government Degree College Bilaspur – District Bilaspur.

Annexure – 2
TSP Details

Basic Details Form

Particulars	Details	Documentary Proof (Yes/No/NA)
Name of Legal Entity*		
Status of Legal Entity*		
Name of Registering Authority*		
Registration Number*		
Date of Registration*		
Place of Registration*		
PAN Card Number*		
Address of Registered Office*		
Phone Contact Registered Office*		
Mobile Phone Number Registered Office*		
Email- Address Registered Office*		
Name of Contact Person*		
Address of State Office		
Phone Contact –State		
Mobile Phone Number – State		
Email- Address – State		
PAN Card*		

Sector Affiliation Information template <Repeat for each sector>

Subsection	Particulars	Details	Documentary Proof (Yes/No/NA)
Basic Details	Sector Applied for*		
	Status of Application*		
	Proof of Affiliation*		
All India Training Details	2012-13*		
	2013-14*		
	2014-15*		
	2015-16 (till date)*		
	Total		
All India	2012-13*		

Placement Details	2013-14*		
	2014-15*		
	2015-16 (till date)*		
	Total		
SSC Certificates	No of Students Certified by SSC*		
Himachal Pradesh Training Details	2012-13*		
	2013-14*		
	2014-15*		
	2015-16 (till date)*		
Total			
Himachal Pradesh Placement Details	2012-13*		
	2013-14*		
	2014-15*		
	2015-16 (till date)*		
Total			

Annexure -3 Batch Details

Trainer Details

Subsection	Particulars	Details	Documentary Proof (Yes/No/NA)
Basic Details	Training Facility		
	Batch Trainer Name		
	Aadhar Number		
	Date Of Birth		
	Gender		
	Other Government Id Card Type		
	Other Government Id Card No		
	Mobile Number		
	Email ID		
	House Number		
	Village/ Town		
	Street		
	Post Office		
	Pin Code		
	Police Station		
	Block		
	District*		
State			
Education Qualification	Highest Education Level Of Trainer	Doctorate	
		Post Graduate	
		Graduate	
		Diploma	
		Higher Secondary	
	Stream		
	Name of Institution		
	Sector Of Training		
	Training Of Trainer Attended		
	Course Name		
	Institution		
Certification Date			
Certification Number			
Experience in Relevant Sector Total	Years		

Subsection	Particulars	Details	Documentary Proof (Yes/No/NA)
	Months		
	Organization name		
	Duration	Start Date	
		End Date	

Batch Details

Subsection	Particulars	Details	Documentary Proof (Yes/No/NA)
Batch Details	Course*		
	Batch Duration* in Hours		
	Maximum Batch Size		
	Minimum Batch Size		
	Proposed Start Date*		
	Proposed End Date*		
	Tentative Assessment Date *		
Type of Batch			

Candidate Details

Candidate & Trainer Roster					
Scheme*					
Course*					
District*					
Facility*					
Batch					
Trainer*					
S.No	Aadhaar Number	Candidate Name	Permanent Address	Contact Details	Status on date<>
01	XX	XX	XX	XX	XX
02	XX	XX	XX	XX	XX
03	XX	XX	XX	XX	XX
N	XX	XX	XX	XX	XX

--	--	--	--	--	--

Batch Status

Subsection	Particulars	Details	Documentary Proof (Yes/No/NA)
Batch Approval Status	Scheme		
	All		
	Approval for Initiation		
	Initiated		
	Requests for Freezing		
	Frozen		
	Prematurely Closed		
	Request for Batch Closure		
	Closed Batches		
Datasheet	Batch ID		
	Date of Approval Request/Date of Approval/Date of Rejection		
	Training Service Provider		
	Center ID		
	Course Name		
	Training Status		
	Assessment & Certification Status		
	Placement Status		

Annexure – 5 Guidelines for Assessment

- (i) The Assessment Agency shall be responsible for ensuring the quality and timeliness of the assessment process, including use of standard assessment tools by assessor, professional conduct of assessor, and timely declaration of results
- (ii) The Assessment Agency shall make all travel and logistics arrangements for the assessor
- (iii) The Assessor must carry a valid ID proof and authorization letter of the agency he represents
- (iv) The Assessor must assess the candidates as per the approved questionnaire/checklist provided by the concerned Sector Skill Council
- (v) The Assessor should authenticate the candidates before the start of assessment and should also keep a record of the attendance
- (vi) Nodal Officer shall ensure the quality of the assessment process by visiting the training facility (surprise checks, if required) and carrying out checks such as:
 - Checking the ID proof and credentials of the Assessor
 - Observing the assessment process to ensure adherence to standard practices
 - Recording the number of trainees present and number of trainees undergoing assessment
- (vii) In case the Assessor fails to authenticate his identity to the Nodal officer, the team can halt the assessment and inform the concerned Assessment Agency and Sector Skill Council at the earliest so that further action may be taken
- (viii) In case the Assessor finds any discrepancies at the time of conducting assessment, the same needs to be reported to the Assessment Agency, Sector Skill Council and DOHE promptly and in writing (includes email)
- (ix) If the assessor is found to enter into any unfair practice/arrangement, the Assessor may be blacklisted and debarred from conducting any future assessments under the programme
- (x) If the Assessment Agency is found to send a non-certified assessor on their behalf, the Assessment Agency may be blacklisted and debarred from conducting any future assessments under the programme

Annexure – 6
Assessment & Certification

Batch<>										
Facility*										
Course*										
Batch*										
Candidate Result Details										
S.No	Aadhaar Number	Candidate Name	Assessment 1		Assessment 2		Assessment N		Certification	
			Assessment Marks	Result	Assessment Marks	Result	Assessment Marks	Result	Certificate Status	Certificate Number
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX

Annexure - 7
Placement and Post Placement Tracking

Placement Reporting

Placement/Entrepreneurship										
Facility*										
Course*										
District*										
Batch*										
Batch Strength										
S.No	Aadhaar Number	Candidate Name	Placement Status	Organization Name	Organization Address	Contact Person in Organization	Designation of Contact Person in Organization	Phone Number of Contact Person	Designation offered to Student	Monthly Salary
01	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
02	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
03	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
N	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX

Name of HR Contact in Organization	Phone Number of HR Contact	Date of Joining	EPF No.	ESI / Health Insurance Company	ESI / Health Insurance Number	Repeat for 3 organizations	Salary Slip for 3 Months	Final Placement Status after 3 months	Comments
XX	XX	XX	XX	XX	XX		XX	XX	XX
XX	XX	XX	XX	XX	XX		XX	XX	XX
XX	XX	XX	XX	XX	XX		XX	XX	XX
XX	XX	XX	XX	XX	XX		XX	XX	XX

Self - Employment/ Entrepreneurs hip Venture Name	Self - Employment/ Entrepreneurs hip Venture Reg. Number	Registeri ng Authorthy	Loan Numb er	Borrow er Name - Primary	Borrowe r Name - Seconda ry	Bank nam e/ NBF C Nam e	Branc h Addre ss	Schem e	Intere st Rate	EMI Amou nt	Loa n Star t Dat e	Durati on of Loan

Track Placement/Entrepreneurship

Track Placement/Entrepreneurship										
Facility*										
Course*										
District*										
Batch*										
Batch Strength										
S.N o	Aadhaa r Number	Candidat e Name	Month 4 th to 12 th							
			Placemen t Status	Organizatio n Name	Organizatio n Address	Contact Person in Organizatio n	Designation of Contact Person in Organizatio n	Phone Numbe r of Contact Person	Designatio n offered to Student	Monthl y Salary
01	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
02	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
03	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
N	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX

Month 4 th to 12 th								
Name of HR Contact in Organization	Phone Number of HR Contact	Date of Joining	EPF No.	ESI / Health Insurance Number	ESI / Health Insurance Number	Repeat for 3 organizations	Upload 9 months consolidated Salary Slip	Comments

Month 1 st to 12 th											
Self - Employment/ Entrepreneurship Venture Name	Self - Employment/ Entrepreneurship Venture Reg. Number	Registering Authority	Loan Number	Borrower Name - Primary	Borrower Name - Secondary	Bank name/ NBFC Name	Branch Address	Scheme	EMI Amount	Loan Amount Repaid	Interest Certificate

Annexure 8
Report of Visit of QA Team to TSP Facility

Date of Visit

QA Team details

1.

2.

3.

Trainers and Facility Staff

1.

2.

3.

No of Batches and Job Roles

Batch

Job Role

QP No

1.

2.

3.

QA Audit Table for Training Batches

Ratings – 5-Excellent 4-Good 3-Satisfactory 2-Unsatisfactory 1-Poor

Batch Details (.....) QP (.....)

(One table for each Batch audited)

(Name of Officer carrying out Audit)

Item / Activity	Rating	Remarks if any (Ratings of 5, 2 and 1 will need qualifying remarks, others are optional)
Training is being carried out as per the Session Plan.		
Does the trainer have a trainer manual? Is the Lesson Plan being followed?		
Are interactive sessions, including role-plays, being conducted as per Lesson Plans?		
Are training aids available as per training manual? Are they functional?		
Are training aids being utilised as given in the training manual?		
Is the trainer adhering to the time plan?		
Is the training asking questions to ensure transfer of learning?		
Average score of the on the spot assessment.		
Overall Rating for the Visit		
Any special observations		