

Memorandum of Understanding (MOU)

Between

**Department of Higher Education
Government of Himachal Pradesh**

And

National Skill Development Corporation (NSDC)

And

Centum Workskills India Limited

For

NVEQF Program Implementation Support

In

Himachal Pradesh



हिमाचल प्रदेश HIMACHAL PRADESH

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This Memorandum of Understanding (MOU) has been made and agreed upon between all the parties mentioned below, signed on the 6th day of the month July and year 2013.

A. Objective

This MOU is for collaboration on the National Vocational Educational Qualification Framework (NVEQF) project for introducing Vocational Education in Schools in State of Himachal Pradesh.

B. Description of Parties

This MOU dated 6th July, 2013 and shall remain in force for a period of 5 years from the date on which it is signed.

BETWEEN

Department of Higher Education, Government of Himachal Pradesh, hereinafter referred to as "DHE", (which expression shall, unless it be repugnant to the subject or context thereof, include its successors and permitted assigns) acting through its authorised representative Mr. Dinkar Burathoki, Director Higher Education, Himachal Pradesh Government

AND

Director, H.E. Education
Himachal Pradesh

Kanish Prasad



National Skill Development Corporation, a non-profit company, registered under Companies Act, 1956 and obtained a license under Section 25 of the said Act, having its registered office at A-Block, Clarion Collection, ShaheedJeeet Singh Marg, New Delhi - 110016, hereinafter referred to as "NSDC" which expression shall, unless it be repugnant to the subject or context thereof, include its successors and permitted assigns acting through its authorised representative Mr. Basab Banerjee, Head - Standards & QA of NSDC.

AND

Centum Workskills India Limited, (NSDC funded Skill Training Provider) a training company to provide a dynamic and diverse workforce to our country to meet the growing demand of modern industrialization in India with its registered office at 127, Neelagagan, Mandi Road, Sultanpur, Mehrauli, New Delhi - 110030, hereinafter referred to as "CWSI", which expression shall, unless it be repugnant to the subject or context thereof, include its successors and permitted assigns, acting through its authorised representative Ms Kamini Prasad, Authorized Signatory, CWSI.

C. Background and Purpose

The Government of India has brought out a revised Centrally Sponsored Scheme of Vocationalisation of Secondary Education by integrating employability education into School Education in September 2011. The scheme is operated within the National Vocational Education Qualifications Framework (NVEQF), which establishes a system of clear educational pathways from school to higher education while providing certification of vocational skills. The project has been approved for the state of Himachal Pradesh by MHRD, GOI and accordingly Himachal Pradesh will be implementing the National Vocational Educational Qualification Framework (NVEQF) from the academic year 2013. The aim is to start the project in academic year 2013 at Level 1 (Class 9th) in Normal Track and Level 1 and 2 (Class 11th) in Fast Track in about 100 government schools in Himachal Pradesh. The student who starts the Normal Track in 2013 will attain the Level 4 Certification by 2017, whereas the Fast Track students will attain the Level 4 certification by the year 2015. The aim of this project is to make students employable when they complete secondary education. The Project will be jointly funded by Central Government and the State Government.

National Skill Development Corporation (NSDC) which has been set up by Government of India is actively engaged in facilitating skills development in India. NSDC has been mandated by the Government to set the Sector Skill Councils in high growth and the priority sectors identified by the Planning Commission for formulating the National Occupation Standards for different job roles, set up certification standards and norms, conduct labour market studies etc. DHE has approached NSDC to provide active support to this initiative in Himachal Pradesh, through the respective Sector Skill Councils and NSDC funded training partners.

CWSI is a NSDC funded Training Provider with an objective to be a reliable partner for providing skilled workforce and superior industry oriented courses which would include wholesome Technical Training, a mix of soft and gross motor skills, professionalism and Application of knowledge and apprenticeship in recognized industries.

Dr. Basab Banerjee
Director, Education
Himachal Pradesh



Kamini Prasad

D. Objectives

The Objectives of this project are to:

- Successfully introduce and integrate vocational (NVEQF compatible) IT/ITeS courses at the Class 9th – 12th (in the 14-17 years age group) on an optional/voluntary basis in schools in Himachal Pradesh from the academic year 2013. More schools could be added or removed from the list at the discretion of the HP Education Department from time to time.
 - These IT/ITES courses will be industry driven based upon National Occupational standards (NOS) set by the IT/ITES Sector Skill Council.
 - The courses will be introduced in normal track mode in Class 9th (Level 1) and in fast track mode in Class 11th where both Level 1 and Level 2 will get covered during the academic year.
- This project is expected to improve employability of the students passing from these courses because of industry driven inputs and exposure. This will be measured by enhanced employment (70% of placement interested candidates placed in workplace as employees or interns) of the students achieving Level 4 certification.
- Another expected outcome is reduction in school dropout rates and better attendance levels due to better job prospects through such a program. Linking this program to State Open Schools should also encourage prior school dropouts to complete their education.
- The goal of this MOU is to ensure the success of the Himachal Pradesh State's project of rolling out Vocational Education under the NVEQF starting with the IX class and going up to Class XII and meeting the aspiration of all the stakeholders.

E. Roles and Responsibilities

DHE is the Operations/Implementing Entity in the Pilot and will be responsible for activities such as:

- a) **Budgeting and expenditure** – Obtaining and manage the MHRD funding as per Centrally Sponsored Scheme of Vocationalisation of Secondary Education (CSSVE) sanction and the State funds for the project implementation. Allocate budget and sanction expenses as per the CSSVE sanctioned plan per school.
- b) **Identification of districts/ schools** - Selection of districts and schools where IT/ITES Training could be introduced in consultation with the NSDC.
- c) **Communication and marketing plan:** To create awareness, stakeholder engagement and bringing in the right talent into the NVEQF program. Counselling of students & parents to enrol into the program.
- d) **Skill Gap Study:** Assist in Skill Gap study in all Districts of the State, from demand and supply side.
- e) **VET Committee:** Setting up of VET Committee comprising of:
 - State Department
 - NSDC/SSCs
 - Training Partners
 - Program Management team
- f) **Advisory Group:** Creation of advisory group at the district level for monitoring/feedback/regular demand assessments.

- g) **Nodal Officers:** Designate Nodal Officer at Headquarters Level and also at District Level who will be responsible for the program.
- h) **Engagement of School Staff and District Administration** – Hold focussed group discussions with school staff, district administration officials and ensure their total involvement and commitment to the project with the assistance of all the Sector Skills Councils participating in this implementation and the Project Management team.
- i) **Infrastructure:** Equipping the schools with adequate infrastructure as per the specifications prescribed by NSDC. The responsibility of equipping the lab will rest on State Education Department. However, both NSDC and Centum Workskills India Limited would assist in this matter.
- j) **Academic Certification:** Ensure integration of the courses with the scheme of examination of HP Board of School Education
- k) **Faculty Deployment:** The HP state government will outsource the training delivery to Centum Workskills India Limited. Centum Workskills India Limited will optimally deploy the required number of faculty. The HP State Education Department will directly pay Centum Workskills India Limited from MHRD and State funding for the project for their services rendered. The basis of payment will be on the number of school serviced by Centum Workskills India Limited
- l) **Payment Schedule to CWSI:** DHE will make the payment at the rate of Rs 25,000/- per serviced school to Centum Workskills India Limited within 7 working days on receipt of consolidated invoice submitted by Centum Workskills India Limited to the DHE. Centum Workskills India Limited will utilize this fund for paying salary to the teachers deployed in the project, maintaining backup teachers and covering its administrative cost. Centum Workskills India Limited will submit the consolidated invoice on 1st of every month for the schools serviced for the previous serviced month. In the event of any change done by MHRD in the amount payable to the teachers contracted in this program, the same will be applicable from the date of issue of the notification by MHRD. The lists of Schools to be serviced by Centum Workskills India Limited are in Annexure 1.
- m) **Payment Schedule to the Assessment Body authorised by NSDC:** The payments to the Assessment body authorised by NSDC will be only on account of assessment and certification at the end of academic session (Level 1 & Level 2). Post assessment, the Assessment body authorised by NSDC will submit a consolidated invoice on number of assessments done to H.P Education Department. The department will reimburse the Assessment body authorised by NSDC on the current rate set by MHRD which is Rs 600/- for Level 1 and Level 2 certification and Rs 800/- for Level 3 and Level 4 certification. In the event of any change done by MHRD in the amount payable for assessments and certification in this program, the same will be applicable from the date of issue of the notification by MHRD.
- n) **Teacher Training:** Training of teachers will be conducted by PSSCIVE Bhopal as per norms from the MHRD funds allocated for Teacher's training.
- o) **MIS:** Generate MIS

NSDC Role and Responsibilities:

Coordination to facilitate the following:

Director



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- a) **Identification of Trades/ Occupations:** Identify in-demand Trades/Occupations for which employment opportunities exist in the state of Himachal Pradesh.
- b) **Accrediting curriculum:** NSDC to review the available curriculum and accredit the one best suited for the program - both for the students and trainers on the basis of guidelines set by NSDC.
- c) **Training Delivery:** Under the responsibility of selecting the affiliated training partner to the DHE, NSDC recommends appointment of Centum Workskills India Limited as the Vocational Training Provider for the delivery of NVEQF level 1 to 4 training in ITeS sector in HP.
- d) **Quality Control of Training:** Training of teachers will be conducted by PSSCIVE - Bhopal. However, Train the trainer program will be drawn in consultation with NSDC.
- e) **Student Assessment and Certification:** NSDC through an Assessment Body will organize for the assessment of skills in the practical exams and issue a joint certificate on the skills component to the successful candidate along with the H.P Education board. The current rate of assessment as set by MHRD is Rs 600/- for Level 1 and 2 assessment and certification and Rs 800/- for Level 3 and 4 assessment and certification. In the event of any change done by MHRD in the amount payable for assessments and certification in this program, the same will be applicable from the date of issue of the notification by MHRD.
- f) **Post Placement Survey:** Coordinate with the state team in facilitating the post placement survey.

Centum Workskills India Limited Role and Responsibilities:

Centum Workskills India Limited will be responsible for Training Delivery and placement of the students as per the responsibilities listed below.

- a) **Faculty Deployment:** Centum Workskills India Limited will optimally deploy the required number of qualified faculty in the allocated schools. It will be the endeavour of Centum Workskills India Limited to source the faculty for the project from the HP State. However, in the eventuality of qualified VET faculty not available in the state, the same will be sourced and deployed from outside so that the implementation of the project does not get affected. Centum Workskills India Limited will be free to replace the faculty with information to the Principal of the school if the performance of the faculty is not as per the expectations of Centum Workskills India Limited. The qualification of the faculty should be as per the norms prescribed by PSSCIVE Bhopal. Norms for faculty should be drawn by PSSCIVE in consultation with NSDC.
- b) **Faculty Salary:** Centum Workskills India Limited will make the salary payments to the deployed teachers as per the salary structure decided by Centum Workskills India Limited and will vary from teacher to teacher on the basis of their qualifications and experience.
- c) **Faculty Governance:** The faculty deployed by Centum Workskills India Limited will have dual reporting. The day to day reporting on administrative and functional matters will be to the Principal of the school and for all other matters it will be to Centum Workskills

DIRECTOR, Hr. Education



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India Limited. The faculty will be governed by the same set of rules as are applicable to the other school teachers in the state except for the salary structure.

- d) **Training Delivery:** Centum Workskills India Limited will ensure that the vocational training is delivered in IT/ITeS Sector to students enrolling for the program with a view to get them employed in the sector, if they wish to. Centum Workskills India Limited shall endeavour to achieve the following:
- Understand the existing content of the curriculum and get it delivered through its faculty effectively in the classroom.
 - Ensure that the entire vocational content designed is delivered in the classroom within the stipulated time. Ensure quality parameters are met.
 - Ensure conduction of internal assessments of students on a weekly/ monthly basis as per the assessment pattern set up for the domain.
 - Conduct soft skill training including preparing the students for work as per the industry requirement.
 - Inviting and organising guest lectures from domain related experts working in industry.
- e) **Service Level Terms;** Following Service Level Terms will be adhered to by Centum Workskills India Limited:
- Complete the syllabus as per the time line.
 - Conduct practical's as per the syllabus.
 - Conduct work readiness module and prepare students for world of work.
 - Arrange industry guest lecture as and when required.
 - Facilitate industry interaction and interface.
 - Assist/facilitate in placement of the students.
 - Arrange campus interview where ever possible and needed.
- f) **Performance Metrics/ Measurement:** Centum Workskills India Limited performance will be measured by:
- Content delivery as per timeline
 - Industry Engagement.
 - Placement of students, who desire to seek employment after attaining Level 4 certification
 - Percentage of students getting certified
 - Timely and accurate reports.
- g) **Industry Interface:** Centum Workskills India Limited will work along with NSDC to network with the industry and tie up for placement opportunities and ensure placement for the desired students. Centum Workskills India Limited and NSDC will jointly organize for internship/industry exposure visit for the students.

COORDINATION OF MEETINGS AND LIAISON

All parties will establish procedures to facilitate regular contact at the executive and operational levels to discuss issues arising in relation to the Project.

All parties will hold an annual meeting, between senior officials at least every three months to discuss the coordination of matters relevant to the operation of this MOU.

OTHER COVENANTS


- The use of the name, logo and/or official emblem of any of the Parties on any publication, document and/or paper is allowed only, after seeking explicit permission in writing of the concerned party.
- This MOU doesn't create any legal obligations between the Parties. Any difference or dispute between the Parties concerning the interpretation and/or implementation and/or application of any of the provisions of this MOU shall be settled amicably through mutual consultation or negotiations between the Parties, without reference to any third Party.


Director Hr. Education




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3. The Parties are entering into this MOU in good faith and intentions. Neither party will be responsible for any liabilities arising out of death, injury or any legal action in respect of field staff, trainees or any other persons associated with the operationalization of this MOU.
4. This MOU will come into effect on date of signature by all partners and will end after 5 years from the date of signing of this MOU.
5. This MOU may be varied at any time by mutual MOU of the parties in writing. It shall be reviewed three month before the end of contract date or at a time mutually agreed by the parties for possible renewal.
6. Each party might bring this MOU to an end by giving a 3 months' notice to the other parties, via written notice of a Government/ Board Resolution to this effect.
7. This MOU does not give authority to NSDC or Centum Workskills India Limited to either represent or exercise opinion or decision, on behalf of the Government of Himachal Pradesh and vice versa.


Director Hr. Education
Himachal Pradesh
Mr. Dinkar Burathoki
Director Higher Education
Himachal Pradesh


Mr. Basab Bentejee
Head,
Standards & QA,
NSDC


Ms. Kamini Prasad
(Authorized Signatory)
Centum Workskills India
Limited

Dated:

Dated:

Dated: 6th July 2013

ANNEXURE 1: List of Schools with Centum Workskills India (Ltd)

S.N	schname	Subject	UDISE	distt.	blkname	Total
1	GSSS BHARARI	IT,Retail	2080407204	BILASPUR	GHUMARWIN-I	308
2	GSSS BERTHIN	IT,Automobile	2030315302	BILASPUR	JHANDUTTA	484
3	GSSS KUTHERA	IT,Automobile	2080411601	BILASPUR	GHUMARWIN-I	233
4	GSSS(BOYS) BILASPUR	IT,Retail	2080125302	BILASPUR	SADAR	329
5	GSSS GHUMARWIN(B)	IT,Retail	2080509005	BILASPUR	GHUMARWIN-II	303
6	GSSS CHOWARI	IT,Security	2010401005	CHAMBA	CHOWARI	427
7	GSSS SIHUNTA	IT,Automobile	2011103406	CHAMBA	SIHUNTA	248
8	GSSS BATHRI	IT,Automobile	2010104202	CHAMBA	BANIKHET	321
9	GSSS CHAMBA (B)	IT,Automobile	2010300114	CHAMBA	CHAMBA	694
10	GSSS NADALUN (B)	IT,Automobile	2060403603	HAMIRPUR	NADALUN	239
11	GSSS BIJHARI	IT,Security	2060500604	HAMIRPUR	BIJHARI	328
12	GSSS DHANETA	IT,Retail	2060602503	HAMIRPUR	GALORE	378
13	GSSS BHORANJ	IT,Retail	2060324501	HAMIRPUR	BHORANJ	288
14	GSSS JAWALI	IT,Automobile	2020902703	KANGRA	JAWALI	387
15	GSSS JAISINGHPUR	IT,Security	2021105501	KANGRA	LAMBAGAON	321
16	GSSS CHANOUR	IT,Automobile	2020402801	KANGRA	DADASIBA	435
17	GSSS FATEHPUR	IT,Automobile	2020703002	KANGRA	FATEHPUR	534
18	GSSS THEOG (B)	IT,Automobile	2111703806	SHIMLA	THEOG	262
19	GSSS GHANAHATTI	IT,Automobile	2110606801	SHIMLA	KASUMPATI	281
20	GSSS CHHOTA SHIMLA	IT,Security	2111501603	SHIMLA	SHIMLA-4	282
21	GSSS AMB	IT,Retail	2070500304	UNA	AMB	550
22	GSSS SALOH	IT,Retail	2070103904	UNA	HAROLI	240
23	GSSS DAULATPUR CHOWK	IT,Automobile	2070300907	UNA	GAGRET-1	355
24	GSSS DIARA	IT,Automobile	2070502902	UNA	AMB	353
25	GSSS BASDEHRA	IT,Automobile	2070207002	UNA	UNA	264



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Director Hr. Education
Himachal Pradesh

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