

Agreement

Between

**Department of Education
Government of Himachal Pradesh**

And

Retailers Association's Skill Council of India (RASCI)

And

B-ABLE

For

**NVEQF Program Implementation Support in Himachal
Pradesh**

This Agreement has been made and agreed upon between the above parties

Signed on the 15th day of the month of June and year 2013

A. Objective

This Agreement 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 Agreement dated 15th June 2013 with a validity of 5 years is signed

BETWEEN

Department of School 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

Retailers Association's Skill Council of India (RASCI) a non-profit company, registered under Indian Companies Act, 1956 and obtained a license under section 25 of the said Act, having its registered office at 111/112, Ascot Centre, Near Hotel ITC Maratha, Sahar Road, Andheri (E), Mumbai - 400099, Maharashtra, India, hereinafter referred to as "RASCI", which expression shall, unless it be repugnant to the subject or context thereof, include its successors and permitted assigns, acting through its authorised representative Prisoomit P Nayak, Head – Affiliations (Partners & Industry).

AND

BASIX Academy for Building Lifelong Employability Ltd. (B-ABLE), a Limited Company incorporated under the Companies Act, 1956 having its registered office at D-9, First Floor, Greater Kailash Enclave – I, New Delhi operating from 315/274, 2nd Floor, Above "Bibs n Cribs", Garden of Five Senses Road, Behind Saket Metro Station, Saidulajaib, New Delhi - 110030 through its authorized signatory Sushil Ramola, hereinafter referred to as "B-ABLE", which expression shall, unless it be repugnant to the subject or context thereof, include its successors and permitted assigns, acting through its authorised representative Rajeev Dar – Advisor.

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.

RASCI is a Sector Skill Council for the Retail Sector and has been set by National Skill Development Corporation (NSDC) with an aim of taking initiatives on developing the driving forces of knowledge and skills to address the interests of all stakeholders of the industry.

B-ABLE is a group company of Bhartiya Samruddhi Investments and Consulting Services (BASICS) Ltd engaged in conducting skills, training for the underserved youth. The mission of B-ABLE is to enhance the ability of the under-educated and under-skilled to become self-employed, find meaningful work and continually upgrade their competencies by offering them technical, commercial and life skills, mostly for the unorganized sector which today constitutes 93% of total jobs in India.

D. Objectives

The Objectives of this project are to:

- Successfully introduce and integrate vocational (NVEQF compatible) Retail training course 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 Retail courses will be industry driven based upon National Occupational standards (NOS) set by the Retail Sector Skill Council(SSC)
 - 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% placement of 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 Agreement 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:

- 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.
- Identification of districts/ schools** - Selection of districts and schools where Retail Training could be introduced in consultation with the Retail Sector Skills Council (RASCI)
- 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.
- Skill Gap Study:** Assist in Skill Gap study in all Districts of the State, from demand and supply side.
- VET Committee:** Setting up of VET Committee comprising of-
 - State Department
 - NSDC/SSCs
 - Training Partners
 - Program Management team
- Advisory Group:** Creation of advisory group at the district level for monitoring/feedback/regular demand assessments.
- Nodal Officers:** Designate Nodal Officer at Headquarters Level and also at District Level who will be responsible for the program.
- 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 Retail Sector Skill Council. The responsibility of equipping the lab will rest on State Education Department. However it will be assisted in setting both by RASCI and B-ABLE.
- 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 B-ABLE who is affiliated to RASCI and also funded by NSDC. B-ABLE will optimally deploy the required number of faculty. The HP State Education will directly pay B-ABLE 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 B-ABLE.
- l) **Payment Schedule to B-ABLE:** H.P Education department will make the payment at the rate of Rs 25,000/- per serviced school to B-ABLE within 7 working days on receipt of consolidated invoice submitted by B-ABLE to the H.P Education Department. B-ABLE will utilize this fund for paying salary to the teachers deployed in the project, maintaining backup teachers and covering its administrative cost. B-ABLE 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 B-ABLE are in Annexure 1.
- m) **Payment Schedule to RASCI:** The payments to RASCI will be only on account of assessment and certification at the end of academic session. Post assessment, RASCI will submit a consolidated invoice on number of assessments done to H.P Education Department. The department will reimburse RASCI 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) **Reimbursement of Conducting Teacher Training to RASCI:** From the MHRD funds allocated for Teacher's training, HP Education Department will reimburse to RASCI the expenses incurred in conduction of the Teacher Training. However the responsibility of boarding & lodging of the trainees and the trainers and of allocation of the Training Venue for training in various HP districts will be done by the HP Education Department.
- o) **MIS:** Generate MIS

RASCI

Coordination to facilitate the following:

- a) **Identification of Trades/ Occupations:** Identify in-demand Trades/Occupations for which employment opportunities exist in the state of Himachal Pradesh, including a district wise mapping of skill in demand mapping to NVEQF level 4.
- b) **Accrediting curriculum:** RASCI 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) **Recommendation for Appointment of Vocational (Industry) Coordinator:** Recommend to the HP Education Department, Vocational (Industry) Coordinators. The Industry Coordinator will be an experienced practicing professional of the respective sector. The Industry Coordinators will be appointed and paid by the HP Education Department as per the MHRD guidelines. They will be reporting into the Nodal Officer of the HP Education Department assigned for this project and also have a dotted line functional reporting into RASCI. They will act as a link between the requirements of the project and Retail Sector Skill Council- RASCI.
- d) **Training Delivery:** Under the responsibility of selecting the affiliated training partner to the HP Education Department, RASCI recommends appointment of B-ABLE as the Vocational Training Provider for the delivery of NVEQF level 1 to 4 training in Retail sector in HP.
- e) **Quality Control of Training:** RASCI will take the responsibility of doing quality control of the training including providing the Master Trainers for the teacher training of the training partner and will certify teachers deputed for conduct of the training.
- f) **Student Assessment and Certification:** RASCI 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.
- g) **Industry Interface:** Drive all aspects and continuous industry interface, identifying local industries who will actively engage to help the delivery of the training and placement of students into internships/jobs.
- h) **Post Placement Survey:** Coordinate with the state team in facilitating the post placement survey.

B-ABLE Role and Responsibilities:

B-ABLE will be responsible for Training Delivery and placement of the students as per the responsibilities listed below:

- i) **Faculty Deployment:** B-ABLE will optimally deploy the required number of qualified faculty in the allocated schools. It will be the endeavour of B-ABLE 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. B-ABLE will be free to replace the faculty in consultation with the Principal of the school if the performance of the faculty is not as per the expectations of B-ABLE.
- j) **Faculty Salary:** B-ABLE will make the salary payments to the deployed teachers as per the salary structure applicable at B-ABLE and will vary from teacher to teacher on the basis of their qualifications and experience.
- k) **Faculty Governance:** The faculty deployed by B-ABLE 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 B-ABLE. The B-ABLE faculty will be governed by the same set of rules as are applicable to the other school teachers in the state.
- l) **Training Delivery:** B-ABLE will ensure that the vocational training is delivered in Retail Sector to students enrolling for the program with a view to get them employed in the sector, if they wish to. Following will be ensured by B-ABLE:
 - 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.
- m) **Service Level Terms:** Following Service Level Terms will be adhered to by B-ABLE:
 - Complete the syllabus as per the time line.
 - Conduct practicals 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.

n) **Performance Metrics/ Measurement:** B-ABLE 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.

o) **Industry Interface:** B-ABLE will work along with RASCI to network with the industry and tie up for placement opportunities and ensure placement for the desired students. B-ABLE and RASCI 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 Agreement.

OTHER COVENANTS

1. 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 by either party.
2. This Agreement 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 Agreement shall be settled amicably through mutual consultation or negotiations between the Parties, without reference to any third Party.
3. The Parties are entering into this Agreement 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 Agreement.
4. This Agreement will come into effect on date of signature by all partners and will end after 5 years from the date of signing of this Agreement.
5. This Agreement may be varied at any time by mutual agreement 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 Agreement 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 Agreement does not give authority to NSDC, RASCI or B-ABLE to either represent or exercise opinion or decision, on behalf of the Government of Himachal Pradesh and *vice versa*.

Annexure:

1. List of H.P Schools Allocated for Retail Skilling – 15.06.2013

Dinkar Burathoki
Director Higher Education
Himachal Pradesh

Rajeev Dar
Basix Academy for Building
Lifelong Employability Ltd.
New Delhi

Prisoomit P Nayak
Head – Affiliations
(Partners & Industry)
Retailers Association's Skill
Council of India (RASCI)

Dated:

Annexure 1: List of H.P Schools Allocated for Retail Skilling

S.No.	School Name	Subject	UDISE	District	Block Name	Total
1	GSSS BHARAR	IT,Retail	2080407204	BILASPUR	GHUMARWIN-I	308
2	GSSS GHUMARWIN	HC,Retail	2080509004	BILASPUR	GHUMARWIN-II	365
3	GSSS(BOYS) BILASPUR	IT,Retail	2080125302	BILASPUR	SADAR	325
4	GSSS GHUMARWIN (B)	IT,Retail	2080509005	BILASPUR	GHUMARWIN-II	303
5	GSSS SALDONI	HC,Retail	2011000402	CHAMBA	SALDONI	174
6	GSSS CHAMBA (G)	HC,Retail	2010100113	CHAMBA	CHAMBA	506
7	GSSS BANIKHET	HC,Retail	2010107906	CHAMBA	BANIKHET	291
8	GSSS DHANETA	IT,Retail	2090602503	HAMIRPUR	GALORE	378
9	GSSS BHORANI	IT,Retail	2090324501	HAMIRPUR	BHORANI	288
10	GSSS REHAN	HC,Retail	2020708103	KANGRA	FATEHPUR	933
11	GSSS JAWAJAMUKHI	HC,Retail	2020504604	KANGRA	DEHRA	461
12	G.S.S.S. KALPA	HC,Retail	2120200601	KINNAUR	KALPA	87
13	GSSS MANAU	HC,Retail	2040101302	KULLU	NAGGAR	476
14	GSSS DALASH	IT,Retail	2040500406	KULLU	ANNI	175
15	GSSS SUNDER NAGAR (GIRLS)	HC,Retail	2050304202	MANDI	SUNDER NAGAR-1	424
16	GSSS SARKAGHAT	HC,Retail	2051711001	MANDI	GOTALPUR-1	346
17	GSSS(GIRLS)MANDI	HC,Retail	2050101102	MANDI	SADAR-1	444
18	GSSS SUNI	HC,Retail	2111608804	SHIMLA	SUNI	439
19	GSSS (GIRL)RAMPUR WARD-7	HC,Retail	2111319201	SHIMLA	KAMPUR	636
20	GSSS (GIRLS) PORTMOFE	HC,Retail	2111507202	SHIMLA	SHIMLA-4	917
21	GSSS JUBBAL	HC,Retail	2110507209	SHIMLA	JUBBAL	186
22	GSSS NAHAN (GIRLS)	HC,Retail	2100300113	SIRMAUR	NAHAN	518
23	GSSS AMB	IT,Retail	2070500304	UNA	AME	550
24	GSSS (G) SANTOSHGARH	HC,Retail	2070205905	UNA	UNA	278
25	GSSS SALOH	IT,Retail	2070103904	UNA	HAROLI	240