

**Agreement**

**Between**

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

**And**

**Security Knowledge and Skills Development  
Council (SKSDC)**

**And**

**Institute of Advanced Security Training &  
Management (ASTM)**

**For**

**NVEQF Program Implementation Support**

**in**

**Himachal Pradesh**



हिमाचल प्रदेश HIMACHAL PRADESH

470047

This Agreement has been made and agreed upon between all the parties mentioned below, signed on the 15 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 15 June, 2013 with a validity of 5 years 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**

Security Knowledge and Skill Development Council, (Sector Skill Council set by NSDC) 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 305, City Court, Sikanderpur, MG Road, Gurgaon - 122002 (India), hereinafter referred to as "SKSDC", which expression shall unless it be repugnant to the subject or context thereof, include its successors and permitted assigns, acting through its authorised representative Col PK Singh (Retd), Dy Director SKSDC.



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*[Signature]*  
Director of Hr. Education  
H.P., Shimla-1

AND

Institute of Advanced Security Training and Management, (NSDC funded Skill Training Provider and affiliated to SKSDC) a private company incorporated under the provision of the Companies Act 1956 and is a security training academy for up-skilling security professionals and also offers vocational training with its registered office at 45 Chimbai Road, Off. Hill Road, Behind St Andrew's Church, Bandra (W), Mumbai 400 050 hereinafter referred to as "ASTM", 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. Prosenjit Sen Gupta, Chief Operating Officer, ASTM.

#### 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 9<sup>th</sup>) in Normal Track and Level 1 and 2 (Class 11<sup>th</sup>) 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.


SKSDC is a Sector Skill Council for the Security Sector and has been set by National Skill Development Corporation (NSDC) with an aim to transform the Private Security Sector (PSS) from an unorganised industry to an organised one by taking initiatives on developing the driving forces of knowledge and skills to address the interests of all stakeholders of the industry.

ASTM is a NSDC funded Training Provider and affiliated to SKSDC with an objective to train and create a cadre of skilled, certified and employable Security professionals who could anticipate, prevent and responsibly deal with challenges of all kinds.

#### D. Objectives

The Objectives of this project are to:

- Successfully introduce and integrate vocational (NVEQF compatible) security courses at the Class 9<sup>th</sup> – 12<sup>th</sup> (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 Security courses will be industry driven based upon National Occupational standards (NOS) set by the Security Sector Skill Council (SSC)
  - The courses will be introduced in normal track mode in Class 9<sup>th</sup> (Level 1) and in fast track mode in Class 11<sup>th</sup> 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.

  
Director of Hr. Education  
H. P. Sharma-1

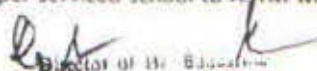


- Another expected outcome is reduction in school dropout rates and better attendance levels due to better job prospects through such a program. Linking this program to State Open Schools should also encourage prior school dropouts to complete their education.
- The goal of this Agreement is to ensure 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 Security Training could be introduced in consultation with the Security Sector Skills Council (SKSDC)
- 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-
  - o State Department
  - o NSDC/SSCs
  - o Training Partners
  - o 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.
- Infrastructure:** Equipping the schools with adequate infrastructure as per the specifications prescribed by Security Sector Skill Council. The responsibility of equipping the lab will rest on State Education Department. However it will be assisted in setting both by SKSDC and ASTM.
- Academic Certification:** Ensure integration of the courses with the scheme of examination of HP Board of School Education.
- Faculty Deployment:** The HP state government will outsource the training delivery to ASTM who is affiliated to SKSDC and also funded by NSDC. ASTM will optimally deploy the required number of faculty. The HP State Education will directly pay ASTM 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 ASTM.
- Payment Schedule to ASTM:** HP Education department will make the payment at the rate of Rs 25,000/- per serviced school to ASTM within 7 working days on receipt of consolidated invoice.

  
Director of the Board of School Education  
H.P., Shimla-1



N<sup>o</sup> 3401014

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submitted by ASTM to the HP Higher Education Department. ASTM will utilize this fund for paying salary to the teachers deployed in the project, maintaining backup teachers and covering its administrative cost. ASTM 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 ASTM are in Annexure 1.

- m) **Payment Schedule to SKSDC:** The payments to SKSDC will be only on account of assessment and certification at the end of academic session. Post assessment, SKSDC will submit a consolidated invoice on number of assessments done to H.P Education Department. The department will reimburse SKSDC 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


SKSDC

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:** SKSDC 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 HP Education Department, SKSDC recommends appointment of ASTM as the Vocational Training Provider for the delivery of NVEQF level 1 to 4 training in Security sector in HP.
- d) **Quality Control of Training:** SKSDC 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.
- e) **Student Assessment and Certification:** SKSDC 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) **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.
- g) **Post Placement Survey:** Coordinate with the state team in facilitating the post placement survey.

**ASTM Role and Responsibilities:**

ASTM will be responsible for Training Delivery and placement of the students per the responsibilities listed below:


  
Director of Hr. Education  
H. P., Shimla-1



- h) **Faculty Deployment:** ASTM will optimally deploy the required number of qualified faculty in the allocated schools. It will be the endeavour of ASTM to source the bonafide/domicile 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. ASTM 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 ASTM. The qualifications of the faculty should be as per the norms prescribed by the PSSCIVE Bhopal.
- i) **Faculty Salary:** ASTM will make the salary payments to the deployed teachers as per the salary structure applicable at ASTM and will vary from teacher to teacher on the basis of their qualifications and experience.
- j) **Faculty Governance:** The faculty deployed by ASTM 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 ASTM. The ASTM faculty will be governed by the same set of rules as are applicable to the other school teachers in the state.
- k) **Training Delivery:** ASTM will ensure that the vocational training is delivered in Security 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 ASTM:
  - o Understand the existing content of the curriculum and get it delivered through its faculty effectively in the classroom.
  - o Ensure that the entire vocational content designed is delivered in the classroom within the stipulated time. Ensure quality parameters are met.
  - o Ensure conduction of internal assessments of students on a weekly/ monthly basis as per the assessment pattern set up for the domain.
  - o Conduct soft skill training including preparing the students for work as per the industry requirement.
  - o Inviting and organising guest lectures from domain related experts working in industry.
- l) **Service Level Terms:** Following Service Level Terms will be adhered to by ASTM:
  - o Complete the syllabus as per the time line.
  - o Conduct practical's as per the syllabus.
  - o Conduct work readiness module and prepare students for world of work.
  - o Arrange industry guest lecture as and when required.
  - o Facilitate industry interaction and interface.
  - o Assist/facilitate in placement of the students.
  - o Arrange campus interview where ever possible and needed.
- m) **Performance Metrics/ Measurement:** ASTM performance will be measured by:
  - o Content delivery as per timeline.
  - o Industry Engagement.
  - o Placement of students, who desire to seek employment after attaining Level 4 certification
  - o Percentage of students getting certified.
  - o Timely and accurate reports.
- n) **Industry Interface:** ASTM will work along with SKSDC to network with the industry and tie up for placement opportunities and ensure placement for the desired students. ASTM and SKSDC will jointly organize for internship/industry exposure visit for the students.

**COORDINATION OF MEETINGS AND LIAISON**

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

  
Director of Hr. Education  
H.P. Shimla-1




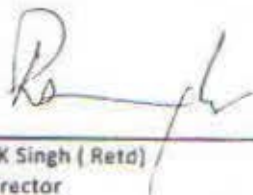
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**N<sup>o</sup> 3401017** **Himachal Government Judicial Paper**

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, SKSDC or ASTM to either represent or exercise opinion or decision, on behalf of the Government of Himachal Pradesh and *vice versa*.

Director of Higher Education  
 Shimla-1  
 Himachal Pradesh

Col PK Singh (Retd)  
 Dy Director  
 SKSDC





Prosenjit Sen Gupta  
 Chief Operating Officer  
 Institute of Advanced Security  
 Training & Management  
 Pvt. Ltd.

Dated: 15<sup>th</sup> June, 2013.

**NAME OF THE SCHOOLS ALLOTTED FOR SESSION 2013 – 2014 \***

Ser No	School Name	Distt.	Block Name
1	GSSS TALAI	BILASPUR	JHANDUTTA
2	GSSS HATWAR	BILASPUR	GHUMARWIN-1
3	GSSS CHOWARI	CHAMBA	CHOWARI
4	GSSS BHARMOUR	CHAMBA	BHARMOUR
5	GSSS TISSA	CHAMBA	TISSA
6	GSSS SIHUNTA	CHAMBA	SIHUNTA
7	GSSS BIJHARI	HAMIRPUR	BIJHARI
8	GSSS DEHRA	KANGRA	DEHRA
9	GSSS JAISINGHPUR	KANGRA	LAMBAGAON
10	GSSS KRISHNA NAGAR	KANGRA	BAIJNATH
11	G.S.S.S. SANGLA	KINNAUR	KALPA
12	GSSS ANNI	KULLU	ANNI
13	GSSS SAINJ	KULLU	BANJAR
14	GSSS KAZA	LAHUL & SPITI	KAZA
15	GSSS-KEYLONG	LAHUL & SPITI	KEYLONG-1
16	GSSS CHAUNTRA	MANDI	CHAUNTRA-1
17	GSSS CHAIL CHOWK	MANDI	CHACHIOT-1
18	GSSS CHURAG	MANDI	KARSOG-2
19	GSSS DHARAMPUR	MANDI	DHARAMPUR-2
20	GSSS CHOPAL	SHIMLA	CHOPAL
21	GSSS CHHOTA SHIMLA	SHIMLA	SHIMLA-4
22	GSSS NANKHARI	SHIMLA	NANKHARI
23	GSSS SHILLAI	SIRMAUR	SHILLAI
24	GSSS SARAHAN	SIRMAUR	SARAHAN
25	GSSS BADHEHRA RAJPUTAN	UNA	GAGRET-1
26	GSSS KASAJLI	SOLAN	DHARAMPUR

\*THE SCHOOLS ALLOTTED TO ASTM MAY UNDERGO CHANGES AS AND WHEN OTHER VTPs ARE INTRODUCED/ THERE IS CHANGE IN NUMBER OF SCHOOLS AS RECOMMENDED BY SKSDC/ HP EDUCATION DEPARTMENT.

Dinkar Burathoki  
Director Higher Education  
Himachal Pradesh

Col PK Singh ( Retd)  
Dy Director  
SKSDC

Prosenjit Sen Gupta  
COO  
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