

GUIDELINES

FOR RECOGNITION AND REGULATION OF AWARDING BODIES

2025



GUIDELINES FOR RECOGNITION AND REGULATION OF AWARDING BODIES - 2025

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MESSAGE

A strong and responsive skills ecosystem is the cornerstone of a competitive, inclusive, and future-ready economy. At the heart of this vision lies a framework that fosters quality learning pathways, trusted qualifications, and meaningful outcomes for all learners.

In this context, the **National Council for Vocational Education and Training (NCVET)** has developed and released the “**Guidelines for Recognition & Regulation of Awarding Bodies.**” These Guidelines represent a significant step toward enhancing institutional accountability and ensuring the quality and consistency of training and assessments across the skilling landscape.

By promoting outcome-based skill development, these Guidelines not only reinforce regulatory compliance but also encourage continuous improvement, innovation, and excellence within both industry and academic institutions. Aligned with the vision of the **National Education Policy (NEP) 2020**, they enable the integration of competency-based training and assessments that foster deeper understanding, practical skills, and higher-order thinking among learners. Importantly, they also facilitate the seamless incorporation of industry-relevant skill programs within school and higher education systems.

Developed through an inclusive and consultative approach—drawing on insights from educators, industry leaders, and learners—these Guidelines are designed to uphold rigorous standards while remaining responsive to evolving labour market demands.

This initiative is a reflection of our broader commitment to building a **trusted, industry-aligned, and future-oriented skill development architecture**—one that nurtures individual growth, boosts employer confidence, and contributes meaningfully to India's socio-economic progress.

I extend my appreciation to NCVET for this important step forward and look forward to its positive impact on the national skilling ecosystem.

Jai Hind.


(Jayant Chaudhary)

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Foreword

Skill development is key to national progress, empowering individuals with the competencies required for employment, entrepreneurship, and lifelong learning. In today's fast-evolving economic landscape, a strong, agile, and quality-driven skilling ecosystem is essential for building a workforce that is not only productive but also future-ready. At the heart of this ecosystem lies Awarding Bodies—institutions responsible for developing qualifications that meet industry needs and learner aspirations with effective training and certification.

The development of 'Guidelines for Recognition and Regulation of Awarding Bodies 2025' by the National Council for Vocational Education and Training (NCVET) establishes a structured, transparent, and quality-assured eco-system for entities responsible for developing and certifying vocational qualifications.

Keeping in alignment with National Education Policy (NEP) 2020, and with the emergence of new types of entities, evolving global practices, a need was felt to expand the scope of these Guidelines. The revised 'Guidelines for Recognition and Regulation of Awarding Bodies 2025' are designed to address these developments.

The revised Guidelines also outline mechanism to democratise the skill ecosystem by including the entities with diverse experience in niche and emerging sectors, cross-sectoral and multi sectoral skilling and the Indian Knowledge System, fostering inclusivity and innovation. The provision for the inclusion of Government Undertakings, Multinational Companies (MNCs), leading Indian Enterprises having varied experiences significantly enrich the emerging skills ecosystem and also makes skilling aspirational. Such collaborations not only present opportunities in the domestic industry but also facilitates the global mobility of learners. Further, a simplified, structured process for application, monitoring and evaluation improves transparency and efficiency.

As the national regulator, NCVET, envisions a robust, and efficient certification ecosystem where Awarding Bodies are both empowered and accountable. These Guidelines serve as a foundation for strengthening institutional capacity, upholding quality standards, and aligning with national skilling priorities. I thank all stakeholders for their continued support and encourage all Awarding Bodies to implement these Guidelines with commitment and integrity to help build a future-ready skilling ecosystem.


(Atul Kumar Tiwari)

Preface



In a world marked by rapid technological advancements and shifting economic paradigms, skill development becomes a critical necessity. The ability of the youth to adapt, learn, and apply new competencies is now a fundamental requirement for personal growth, professional success, and national development. This reinforces the need for continued focus on quality, consistency, and relevance of training and certification, an area where Awarding Bodies (ABs) play a pivotal role.

In order to provide a comprehensive framework for the governance, operation, and quality assurance of ABs, '**Guidelines for Recognition and Regulation of Awarding Bodies**' were formulated in 2020. However, transformative shifts in the skill ecosystem, driven by policy reforms like the National Education Policy (NEP), 2020, which envisions integration of vocational education with mainstream education; the National Credit Framework (NCrF); and emergence of certain new categories of ABs like MNCs, Higher Education Institutes; amongst others, have necessitated revision in these Guidelines.

The revised '**Guidelines for Recognition and Regulation of Awarding Bodies, 2025**', seek to align with the contemporary educational frameworks; enlarge the scope to facilitate entry of industries, educational institutions like the School Boards, Technical Boards and Universities; and remove ambiguities. Effort has been made to make the Guidelines user friendly and succinct.

I would like to extend my heartfelt appreciation to all the stakeholders who gave valuable inputs and contributed to the development of the revised '**Guidelines for Recognition and Regulation of Awarding Bodies, 2025**'. I am thankful for the support of Dr. Nirmaljeet Singh Kalsi, former Chairperson NCVET, Dr. Neena Pahuja, Executive Member, NCVET and Lt. Col Vikram Singh Bhati, Director, NCVET. I sincerely thank the dedicated NCVET team comprising of Mr. Shourya Sangam, Ms. Sarika Dixit, Ms. Nidhi Trehan and Ms. Vandana Purohit for their commitment and persistent hard work in completing these Guidelines. I would also like to acknowledge the support provided by the EY team.

Most importantly, I extend my sincere gratitude to Shri Jayant Chaudhary, Hon'ble Minister, MSDE and Shri Atul Kumar Tiwari, Chairperson, NCVET & Secretary, MSDE, for their visionary leadership and continuous guidance which helped in shaping these Guidelines.

I am confident that these Guidelines will contribute to strengthening the skill ecosystem.



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GLOSSARY

AA	Assessment Agency
AB	Awarding Body
AI	Artificial Intelligence
API	Application Programming Interface
CEO	Chief Executive Officer
COO	Chief Operating Officer
DGT	Directorate General of Training
ERF	Excellence-Risk Framework
FCRA	Foreign Contribution Regulation Act
GoI	Government of India
GST	Goods and Services Tax
HEI	Higher Education Institutions
HR	Human Resource
IP	Internet Protocol
IT	Information Technology
M&E	Monitoring and Evaluation
MNC	Multi National Company
MoM	Minutes of Meeting
MoU	Memorandum of Understanding
MSDE	Ministry of Skill Development and Entrepreneurship
NCF	National Curriculum Framework
NCM	Nominated Case Member
NCrF	National Credit Framework
NCVET	National Council for Vocational Education and Training
NCVT	National Council of Vocational Training
NHEQF	National Higher Education Qualifications Framework
NQR	National Qualifications Register
NSDA	National Skill Development Agency
NSQC	National Skill Qualifications Committee
NSQF	National Skills Qualification Framework
OJT	On the Job Training
PAN	Permanent Account Number
POSH	Policy for Prevention of Sexual Harassment
PSU	Public Sector Undertaking
PWD	Persons with Disability
QA	Quality Assurance
SOP	Standard Operating Procedure
SPOC	Single Point of Contact
ToA	Training of Assessors
ToT	Training of Trainers
VET	Vocational Education and Training

Section 1:

Introduction to Guidelines for Recognition and Regulation of Awarding Bodies, 2025

1.1 What are these Guidelines about?

These Guidelines for Recognition and Regulation of Awarding Bodies, 2025 provide the process for enabling entities engaged in skilling such as Government institutions, PSUs, Universities, School Boards, Foundations, etc., to seek recognition as Awarding body by the National Council for Vocational Education and Training (NCVET). The Guideline lay down a framework for the recognition, regulation, and monitoring of Awarding Bodies (ABs) so as to enhance the quality, transparency, and standardization of skill training as well as certification across the skill ecosystem. These Guidelines also define roles, responsibilities, processes, and performance parameters for ABs to align skilling with national priorities.

1.2 What is NCVET?

NCVET was notified by the Government of India on 5th December, 2018 as an overarching skills regulator. It is mandated to regulate the functioning of entities engaged in vocational education and training, both long and short term, and establish minimum standards for the functioning of such entities. The major functions of NCVET consist of the following:

- a. Recognition and regulation of Awarding Bodies (ABs), Assessment Agencies (AAs) and Skill related Information Providers
- b. Approval of qualifications
- c. Monitoring and supervision of recognized entities
- d. Grievance redressal

Note: The National Council for Vocational Education and Training (NCVET) has been notified by the Government vide notification No. SD-17/113/2017-E&PW dated 5th December 2018, subsuming the erstwhile National Skill Development Agency (NSDA) and the National Council of Vocational Training (NCVT). The link for the notification: <https://hcvet.gov.in/wp-content/uploads/2022/08/NCVET.pdf>

1.3 What is an Awarding Body?

An AB is an entity recognized by NCVET to award certification for a National Skills Qualification Framework (NSQF) aligned qualification* to learner/trainees. The AB shall award such certification only if the learner/trainees have been trained by the AB directly or through their third-party agencies following successful assessment.

**Note: An NSQF aligned qualification refers to a qualification that meets the prescribed standards, competency levels, and quality assurance criteria set by the NSQF framework. Such qualification could be developed by an AB, or adopted as per NCVET Adoption Guidelines or approved by NCVET under any other guidelines/provisions for implementation by the AB. For the purpose of these Guidelines the term "Qualification" includes qualifications, National Occupational Standard (NOS), Micro-Credentials (MC) and Nano-Credentials (NC) as well as any training standard or course aligned to National Skills Qualification Framework (NSQF) approved by National Skills Qualification Committee (NSQC)/NCVET to be implemented by the AB concerned.*

1.4 What are the main responsibilities of Awarding Bodies?

Awarding Bodies (ABs) play a key role in the skill eco-system by designing, managing, and certifying learner/trainees for NSQF aligned qualifications. Their main responsibilities include:

- 1.4.1 Development and Updation of Qualifications:** AB is responsible for developing NSQF aligned qualifications along with content and model curriculum, while ensuring that these qualifications are industry relevant and future ready.
- 1.4.2 Ensuring Quality Training Delivery:** This is done by ensuring that requisite infrastructure and resources such as tools and equipment, certified trainers, pre-defined training calendars, and learning materials, etc., are available for imparting quality training both at its own centres and/or third-party training centres.

- 1.4.3 Ensuring Assessment:** The AB also ensures timely and reliable assessments of learner/trainees as per qualification. This is done by ensuring on boarding of assessment agencies, availability of certified assessors and up-to-date question banks.
- 1.4.4 Certification of Learner/Trainees and Trainers/Assessors:** The AB certifies learner/trainees after successful completion of training and assessment in NSQF-aligned qualifications. AB also certifies trainers and assessors through Training of Trainers (ToT) and Training of Assessors (ToA) respectively.
- 1.4.5 Accreditation and Affiliation (A&A) and Monitoring of Training Entities:** To ensure that quality training is delivered in the skilling ecosystem, AB defines clear norms for accreditation & affiliation of training entities.
- 1.4.6 Learner/Trainee Placement and Tracking:** ABs are also required to ensure that mechanisms are in place for learner/trainee placement, building industry linkages, and monitoring the employment status of learner/trainees after their training.
- 1.4.7 Data Aggregation:** AB is also required to provide training data as per prescribed formats and on designated platforms of Government.
- 1.4.8 Academic Bank of Credits:** Besides, registering with Academic Bank of Credits (ABC), ABs are also required to ensure that every learner/trainee is also registered with a unique Automated Permanent Academic Account Registry (APAAR) ID. ABs are also responsible for ensuring that the learners/trainees' data for completed qualifications is added in ABC.
- 1.4.9 Adherence to NCVET Guidelines:** ABs are required to adhere to all norms and policies of NCVET, including regular updates from the NCVET.
- 1.4.10 Research and Development:** Besides the above, ABs are expected to undertake market research and skill gap analysis to ensure that the qualifications remain aligned to emerging technological trends and the skill demands at local, national, and global needs.

A snapshot of relationship of the AB with various stakeholders is placed as **Annexure-II**.

1.5 Why to become an AB?

- 1.5.1 Recognition by the Government of India:** Entities recognized as ABs receive formal acknowledgment and endorsement by the Government of India.
- 1.5.2 Alignment with National and International Frameworks:** Recognition as an AB ensures that the qualifications offered are aligned with national standards such as the National Skills Qualifications Framework (NSQF), National Credit Framework (NCrF), and the National Classification of Occupations (NCO), etc., as also, with international frameworks such as International Standard Classification of Occupations (ISCO) promoting consistency and quality.
- 1.5.3 Issuance of NCVET-Approved Certificates:** ABs are authorized to issue certificates that are aligned with NCVET standards, thereby improving the employability of learners/trainees both domestically and internationally.
- 1.5.4 Creditization as per National Credit Framework:** ABs can assign credits to learner/trainees as per the NCrF norms, thereby facilitating both vertical and horizontal mobility between VET and general education.
- 1.5.5 Access to NSQF aligned Qualifications through Adoption:** ABs can adopt existing NSQF-aligned qualifications through the adoption process, enabling swift deployment of relevant training programs without duplication of efforts.
- 1.5.6 Eligibility for Government Funding:** Recognition as an AB enables eligibility to access government funding under various schemes and initiatives.
- 1.5.7 Improved Market Acceptability and Recognition:** Recognition enhances the market acceptability of the AB, making its qualifications widely accepted in the skilling ecosystem.
- 1.5.8 Authorized Use of NCVET Logo:** ABs can use the NCVET logo, as per prescribed guidelines, further endorsing their credibility and association with the national regulatory system.
- 1.5.9 Standardization and Enhanced Quality Outcomes:** ABs can benefit from established NCVET

protocols and quality standards, ensuring consistent delivery and outcomes across all operations.

- 1.5.10 Culture of Self-Regulation and Continuous Improvement: The ABs are encouraged to adopt self-monitoring mechanisms, leading to continuous institutional improvement and accountability.

1.6 Who can become an AB?

- 1.6.1 Central Ministries/Departments;
- 1.6.2 State Ministries/Departments;
- 1.6.3 Government Undertakings;
- 1.6.4 Other Bodies established by the Government;
- 1.6.5 Directorate General of Training (DGT);
- 1.6.6 School Boards;
- 1.6.7 State Technical Education Boards;
- 1.6.8 State Skill Missions/ State Skill Boards;
- 1.6.9 Institutes of National Importance;
- 1.6.10 Higher Education Institutions (HEIs) including Universities, Technical Universities, Skill Universities, Deemed Universities, etc.;
- 1.6.11 Sector Skill Councils;
- 1.6.12 Social Organizations/ NGOs of repute engaged in skilling;
- 1.6.13 Multi-National Companies (MNCs)/ Leading Indian Enterprises – Separate Guidelines have been formulated for the recognition of MNCs and Leading Indian Enterprises by NCVET (hereby referred to as MNC Guidelines). All such entities may apply through the MNC Guidelines available at NCVET website: <https://ncvet.gov.in/wp-content/uploads/2024/02/Guidelines-for-Creditisation-of-Skilling-and-Training-Qualifications-and-Qualifications-of-MNCs-and-Leading-Indian-Enterprises.pdf>
- 1.6.14 Not For Profit entities set up by Multi-National Companies (MNCs)/ Leading Indian Enterprises meeting the eligibility criteria as mentioned in MNC Guidelines;
- 1.6.15 Any other entity (including Private Bodies) subject to fulfillment of the eligibility parameters.

Note: EdTech Companies are not covered under these Guidelines. Provisions for them may be notified by NCVET, separately, if required.

1.7 Previous NCVET Guidelines for Recognition and Regulation of Awarding Bodies, 2020 and Need for Revision

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

1.7.2 Why Guidelines for Recognition and Regulation of Awarding Bodies, 2020 have been revised?

The revision of the earlier Guidelines of 2020 is necessitated by the following developments:

- a. **Policy Initiatives of the Government** and the need for alignment with them:
 - i. **National Education Policy (NEP 2020):** The NEP 2020, launched by the Government of India in July 2020 envisions making the education more holistic and effective by integrating general (academic) and vocational education. It ensures the vertical and horizontal mobility of students and learners/trainees between academic and vocational streams.

- ii. **National Credit Framework:** To fulfil the vision of National Education Policy (NEP) 2020, NCeF was approved by the government, which enabled creditisation of all learnings including school and higher education along with VET.
- iii. **National Curriculum Framework (NCF) and National Higher Education Qualification Framework (NHEQF):** The school education and higher education have their respective Qualification frameworks, namely, the NCF and NHEQF respectively which are aligned with NEP and NCeF.
- iv. **National Skills Qualification Framework (NSQF):** The skilling landscape has undergone major changes and there has been increased impetus on Vocational Education and Training. This has resulted in major initiatives such as, NEP 2020 and NCeF. In view of these changes, the NSQF was amended and notified in June 2023 to incorporate the provisions laid down in NEP and NCeF.
- b. **Emergence of certain new categories of ABs:** Entities such as MNCs /HEIs /PSUs/ Defence Bodies, etc. have now been included in the skilling ecosystem. Hence, new provisions were required to enable the recognition of such entities.
- c. **Need of Skilling for Global Mobility:** With the increasing global demand for skilled Indian professionals, it is essential to align training and certification with international benchmarks to enable global mobility.
- d. **Feedback from Implementation:** The feedback received during the implementation of the AB Guidelines, 2020 and various otherskilling initiatives has also prompted the revision of the Guidelines.
- e. **Introduction and/or Revision of various NCVET Guidelines:** NCVET being the National Regulator for the VET promulgates various Guidelines for efficient functioning of various VET entities and processes, for example, Blended Learning Guidelines, Recognition of Prior Learning Guidelines, etc. NCVET also undertakes periodic updation of its existing Guidelines to maintain currency and enhance outcomes by incorporating the latest trends and technologies. Therefore, it is necessary that these Guidelines and initiatives are reflected in the AB recognition and regulation process. These Guidelines are available on NCVET's website for reference. <https://ncvet.gov.in/guidelines/>.

Thus, in the light of evolving national policy reforms, emergence of new categories of Awarding Bodies, and implementation feedback, it was imperative to revise the previous Guidelines of 2020. The revised version of the Guidelines aims to ensure better alignment with recent frameworks like NEP, NCeF, and NSQF while enhancing the quality, flexibility, and inclusivity of the recognition process.

1.8 GUIDELINES FOR RECOGNITION AND REGULATION OF AWARDING BODIES, 2025

1.8.1 Vision of the Guidelines: To recognize and regulate ABs and entrust them with the primary responsibility of strengthening the skilling ecosystem to achieve quality outcomes supported by continuous monitoring.

1.8.2 Objectives of the Guidelines:

- a. Defining scope and functions of the AB
- b. Standardization of norms for recognition of an AB
- c. Outlining the parameters to accredit and affiliate Training Entities and onboard the Assessment Agencies (AA)
- d. Building a robust monitoring system to establish fair, transparent and accountable processes in training, assessment, and certification
- e. Enumerating the application procedure for recognition as AB
- f. Strengthening quality assurance in the operations of the AB

1.8.3 Main Principles of the Guidelines:

- a. **Self-Regulation:** ABs are encouraged to operate independently by adopting internal control systems, self-assessment, and continuous improvement strategies. To promote an environment of autonomy and accountability, NCVET envisages non-interference in the daily operations of the AB.
- b. **Delegated Regulation:** While NCVET regulates the ABs, it delegates the responsibility of ensuring compliance by onboarded entities, like training entities and AAs, to the ABs. ABs must ensure that these entities follow prescribed quality norms.

- c. **Market-Driven Regulation:** Industry participation is mandated across key functions of the AB to ensure that the qualifications remain relevant to the market needs. This helps in phasing out/ renewing outdated qualifications and ensuring that certified skills match market demands.
- d. **Ring-Fencing of Functions:** For Dual-category ABs, NCVET mandates a clear separation between training and assessment functions. This safeguards objectivity and integrity by preventing conflicts of interest in the certification process.
- e. **Performance-Linked Categorization:** ABs will be monitored and evaluated using measurable outcome indicators. Based on the performance, ABs will be graded, thereby, promoting transparency, identifying high-quality bodies, and encouraging best practices.

1.8.4 What is in this document?

This document contains the following sections:

- a. Introduction to the Revised Guidelines, 2025
- b. Recognition -Definition and Scope
- c. Eligibility Criteria for Recognition
- d. Special Provisions for Recognition
- e. Recognition Process
- f. Expansion of Operations of an AB
- g. Monitoring and Evaluation

Section 2:

Recognition – Definition and Scope

2.1 What is the meaning of Recognition as AB?

Recognition as an AB means that an entity is formally authorized by NCVET to award certificates to learner/trainees who successfully complete training and assessment for approved qualifications; and to carry out other responsibilities as outlined in these Guidelines.

2.2 What is the Scope of Recognition?

Scope of Recognition entails the area of operations for which an AB is recognized by NCVET with respect to its approved Qualification/s.

2.2.1 Area of Operation:

- a. The area of operations for which an AB is recognized by NCVET could be as follows:
 - i. Single State/Union Territory (UT)
 - ii. Multiple States and /or UTs
 - iii. PAN India: The entity recognized under this category shall be eligible to function in any part of India.
- b. Recognition of an AB by NCVET for a particular area of operation is subject to:
 - i. Fulfillment of eligibility parameters for recognition as AB as mentioned in these Guidelines.
 - ii. NCVET recognition shall be within the area of operation defined as per the Act/ notification/ any such document under which the applicant entity was created and/or authorized to function. In absence of any such instrument of incorporation, NCVET shall demarcate such area of operations for an AB based on demonstrated strength of capacity.
 - iii. For PAN India jurisdiction, in addition to (i) and (ii) above, an entity must be operational in at-least five (05) States/ UTs representing at-least three (03) Regions* of India
 - iv. An AB may also undertake functions outside India for which it has been recognized by NCVET, subject to fulfillment of the following conditions:
 - a.a Compliance with respect to statutory, legal, and financial requirements as prescribed by the authorities concerned in India and in the country of operation.
 - a.b Approval by NCVET: The AB seeking to undertake functions outside India shall obtain approval of NCVET.
 - a.c Disclosure: The AB undertaking training abroad after due approval by NCVET shall publish information related to such trainings on its website and shall also submit detailed information on the same to NCVET in the prescribed format.

The Regions are mapped to the Zones defined as per the Zonal councils set up vide Part III of the States Reorganization Act, 1956 and Northeastern Council Act 1972 and Northeastern Council (Amendment) Act 2002. A detailed Zone wise list of States/UTs is attached as **Annexure- III and IV.*

- 2.2.2 **Qualification Related:** NCVET recognition is limited to Qualification/s of the AB which are approved by NCVET.

2.3 What are the various types of Recognition?

2.3.1 AB - Standard Recognition:

Under this type, the AB is responsible for training and certification but does not conduct assessments itself. Instead, assessments are carried out by third-party Assessment Agencies (AAs) that are recognized by NCVET and on-boarded by the AB.

2.3.2 AB - Dual Recognition:

In this category, the AB handles training, assessment, and certification. It has the added authority to assess the learner/trainees it trains, while still retaining the option to use third-party AAs, as in Standard Recognition.

- a. The following conditions shall apply to entities accorded AB Dual Category Recognition:
 - i. ABs can impart training directly in its own campuses/ centers** or campuses/centers in an industrial setup***or educational institute recognized by a Government regulator like Central/ State Boards, UGC, AICTE or any other entity as notified by NCVET from time to time.
 - ii. In case of Government bodies, Institutes of National Importance (INIs), MNCs and Leading Indian Enterprise (as defined in 'Guidelines on Creditisation of Skilling & Training Courses & Qualification of Multinational Companies and Leading Indian Enterprises'), in addition to para (i) above, training can be imparted through third party agencies by an AB for its approved qualifications.

***The term "own campuses/centers" would also include the rented premises; however, all other aspects related to the functioning of the campus/center shall be directly governed by the AB.*

****The term industrial setup would mean industries meeting the minimum criteria of MSME (as per the MSMED Act 2006) and above.*

Section 3:

Eligibility Criteria for Recognition and its Applicability

3.1 What are the Eligibility Criteria for recognition as an AB?

The following Eligibility Criteria are applicable for seeking recognition under NCVET:

- 3.1.1 Legal Status of the Applicant
- 3.1.2 Prior Experience in Vocational Education and Training
- 3.1.3 Financial Status of Applicant
- 3.1.4 Infrastructure
- 3.1.5 Third Party Arrangements and Monitoring by AB
- 3.1.6 Comprehensive Future Plan
- 3.1.7 Grievance Redressal
- 3.1.8 Additional Criteria for Dual Category Recognition

Details with respect to the above-mentioned eligibility criteria are provided at para4.1.

3.2 Applicability of Eligibility Criteria with respect to various categories of entities

- 3.2.1 Applicability to Central Ministries/ State Dept/ Defence Bodies, Other Govt. Bodies, DGT, Govt. Universities, School Boards, State Skill Missions/ Tech Board, Entities set up by MNC, Government Undertakings; SSC, Other Pvt Bodies/ Universities

Table 1: Applicability of Eligibility Criteria										
Eligibility Criteria	Central Ministries/ State Dept/ Defence Bodies	Other Govt. Bodies	DGT	Govt. Universities/ Govt. Autonomous Institutions	School Boards	State Skill Missions/ Tech Board	Entities set up by MNC*	Govt. Undertakings	SSC	Other Pvt Bodies/ Universities
Legal Status	x	x	x	x	x	x	✓	✓	✓	✓
Prior Experience	x	✓	x	x	x	x	x	✓	x	✓#
Financial	x	x	x	x	x	x	✓**	✓	x	✓
Infrastructure Requirement	✓	✓	✓	✓	x	x	✓	✓	✓	✓
Third Party Arrangements	✓	✓	✓	✓	x	✓	✓	✓	✓	✓
Comprehensive Future Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grievance Redressal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Additional Criteria for Dual AB	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

* Promoting Entity must meet the eligibility criteria as mentioned in MNC Guidelines and shall have majority ownership and control in the entity being set up.

**Prescribed financial requirement may be fulfilled either by turnover of any of the entities or by the seed money given by the Promoting MNC

\$ Certain parameters do not apply to School boards and Govt Universities/Autonomous Institutions. (refer Para4.1.8)

The prior experience applicable for the Private Universities shall be 50% of the total experience required (refer Table: 2 under Para 4.1.2).

3.2.2 Applicability to MNCs/Leading Indian Enterprises:

Separate MNC Guidelines have been formulated for the recognition of MNCs and Leading Indian Enterprises by NCVET. Eligibility parameters enumerated in the MNC Guidelines shall be applicable to get AB recognition as MNC or Leading Indian Enterprises. <https://ncvet.gov.in/wp-content/uploads/2024/02/Guidelines-for-Creditisation-of-Skilling-and-Training-Qualifications-and-Qualifications-of-MNCs-and-Leading-Indian-Enterprises.pdf>

- 3.2.3 Applicability to HEIs falling under the category of Institutes of National Importance (INIs), Central Universities and HEIs where the Hon'ble President of India acts as the visitor, or the Hon'ble Vice President of India serves as the Chancellor:

Such entities can seek recognition as ‘**Deemed to be Awarding Body (Dual)**’ for which the general eligibility criteria for recognition as AB as mentioned in these Guidelines **shall not be applicable**. The detailed process of recognition for them is provided in para 5.9.1 of these guidelines.

3.3 Are there any Provisions for Relaxation of Eligibility Criteria?

3.3.1 The eligibility norms may be relaxed by the NCVET in some possible cases like:

- a. Entities working in Future and Emerging skills/ Technology areas or Future of Work.
- b. Entities preserving traditional and heritage skills.
- c. Entities working in Indian knowledge System (IKS).
- d. Entities working in Niche Areas: Niche Areas shall mean a specialized and well recognized area where operational scale is low, but it demands attention due to special skill training required e.g. trout farming.
- e. Entities working in focus areas of the government
- f. Entities working for specific sections of society with special needs like PwD, Safai Karam Chari, etc.
- g. Entities with Captive placement
- h. Entities operating in difficult areas like LWE, North-East states, hilly areas, J&K, etc.
- i. Startups** which fulfill the following norms:
 - a.a. The entity should be a DPIIT (Department for Promotion of Industry and Internal Trade) recognized Startup and must possess the DPIIT Certificate of Recognition for Startups not older than five (05) years from the date of application to NCVET.
 - a.b. The entity should be working towards innovation/ improvement of existing products, services and processes in the vocational education/ skilling domain and should have the potential to generate employment/ create wealth.
 - a.c. The entity should have a scalable business model with demonstrated excellence in the area of conducting training and certification for vocational education and skilling.
 - a.d. An entity formed by splitting up or reconstruction of an existing business shall not be considered a “Startup.”

3.3.2 Process for considering relaxation: For all such cases, a Standing Committee at NCVET, shall be constituted with **representations** from relevant stakeholders including external members and experts who may be invited on case-to-case basis. This committee shall recommend acceptability of the submitted request for exemption based on the merit of the case and veracity of evidence.

Section 4:

Details of Eligibility Criteria

This section contains the following:

- 4.1 Details of eligibility criteria
- 4.2 List of requisite documentary evidence
- 4.3 Utilization of credential of another entity for establishing eligibility as AB

4.1 Details of Eligibility Criteria

4.1.1 Legal Status of the Applicant

- a. The entity could be any of the following:
 - i. Central or State Government
 - ii. Organization set up by Central and / or State Government
 - iii. University
 - iv. School Boards
 - v. Company registered under Indian Companies Act, 2013
 - vi. Society or Trust registered with the appropriate authority in India.
- b. The entity should hold a valid Permanent Account Number (PAN) and have the required Goods and Services Tax (GST) registration details, wherever applicable.
- c. The entity should not have been blacklisted by any Indian Government body/Public Sector Undertaking/autonomous bodies or any other Indian regulatory body.
- d. If any foreign entity intends to associate with the NCVET, they must adhere to the following norms:
 - i. Application must be made by a legal entity (as defined in para 4.1.1.a.) registered in India.
 - ii. The entity must adhere to Foreign Contribution Regulation Act (FCRA) guidelines and norms.
 - iii. Compliance with respect to statutory, legal and financial requirements as prescribed by the authorities concerned in India and in the country of origin.
- e. The entity seeking recognition should be registered as a not- for profit enterprise. This provision shall **not be applicable** to:
 - i. MNCs and Leading Indian Enterprise (separate MNC Guidelines are applicable and may be referred to as mentioned in Para 1.6.13)
 - ii. Government Undertakings

4.1.2 Prior Experience in Vocational Education and Training

The entity should be in the 'business' as indicated below:

- a. 'Business' for the purpose of guidelines means that an entity performs and/ or is accountable for the training delivery with respect to VET qualifications.
- b. Entity should have been in 'business' for a period of at least three (03) years with no gap/s exceeding six (06) months between operations of the entity.
- c. Entity should have trained/assessed, a minimum of the following number of learners/trainees in the area of operation for which it is seeking the AB recognition, in any two (02) years in the last three (03) years from the date of application:

Table:2		
Recognition Sought For	Minimum to have been either Trained or Assessed or both**	Minimum to have been trained
(1)	(2)	(3)
Category 'I' States/UTs*	10000	5000
Category 'II' States/ UTs*	20000	10000
PAN India	75000	37500

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

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

- d. The entity applying for recognition should satisfy the eligibility criteria under both the columns (2) and (3) in the Table-2 given above in Para 4.1.2.
- e. For an entity applying for more than one State, the number of training/assessments required as prior experience would be the summation of the above numbers (as per the number of States applied for).
- f. If an organization applies for PAN India status, the PAN India eligibility criteria as above and as provided in Section 2.2.1. (b) (iii) will apply.
- g. An entity applying for recognition in a single State / UT must showcase its experience in the same State/ UT.
- h. International experience of training and/or assessment may also be considered, subject to fulfilment of the following conditions:
 - i. For National Entity
 - a.a. The international experience shall only constitute upto a maximum of 25% of the total experience required under para 4.1.2. c. of these guidelines.
 - ii. For Foreign Entity
 - a.a. It must be a legal entity (as mentioned in para 4.1.1. a.) set up/promoted in India, by a foreign legal entity who have a registered head office outside India.
 - a.b. Such an applicant entity or the promoting foreign entity must have a minimum annual turnover of Rs. 1,000 crores for each of the past two (02) consecutive years.
 - a.c. Such entity must have a clear mandate to enhance global mobility of trainees in India.
 - a.d. At least 10% of the minimum training/ assessment numbers of the total prior experience requirement (para 4.1.2.c.) must be in India. Where the recognition is being sought in a State/UT the above mentioned 10% numbers must pertain to that particular State/ UT. In case of PAN India recognition, the requirement for being operational in five (05) States and in three (03) Regions of India may be relaxed for entities seeking PAN India recognition provided that the international experience constitutes at least 50% of the total requisite experience (as mentioned in para 4.1.2. c).
- i. For the entities in training and assessment business, it should have experience of working in skill development and vocational education with state/ central government or their agencies/ bilateral or multilateral agencies/ large and public limited companies/ private limited companies/ scheduled commercial banks/ other reputed organizations as deemed fit by NCVET.

4.1.3 Financial Status of Applicant

- a. The applicant entity should have the following minimum cumulative turnover in any two (02) years in the last three (03) financial years from the date of application:

Table:3	
Recognition Sought For	Turnover (Amount in Rs.)
Category 'I' States/UTs*	Rs. 50 Lakhs for a State/UT Recognition
Category 'II' States/ UTs*	Rs. 1 crore for a State/UT Recognition,
PAN India	Rs. 3.75 crores

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

- b. The entity must ensure that accounting and financial monitoring systems are in place.
- c. For an entity applying for more than one State, the turnover required would be the summation of the above amount (as per the number of States applied for), unless the organization applies for PAN India status, in which case the PAN India eligibility criteria will apply.

Timeline for considering the previous Financial Year

- a. For consideration of **prior experience and financial credibility**, the standard financial year from 1st April to 31st March shall be considered.
- b. In case the finally audited and filed financial documents for the preceding year are not ready, provisional documents signed by CA shall be admissible subject to the following:
 - iii. The cutoff date for such submission shall be 30th September.
 - iv. This shall be considered as a provisional submission for which the final audited and filed documents shall have to be submitted by the applicant entity subsequently.
- c. In case the applicant entity wants to furnish the financial and prior experience credentials for the running year in which the entity is applying for recognition, it may be allowed to do so subject to the following:
 - i. The current financial year shall be considered as a complete one (01) year out of three (03) years being counted for consideration of prior experience and financial credentials.
 - ii. The audited financial statements/ provisional documents signed by the CA and other valid evidence as mentioned in the guidelines shall be furnished by the applicant entity.

4.1.4 Infrastructure

a. Governance and Manpower/ Human Resource

i. Legal Head/CEO/COO and Governing Council/Executive Committee of the AB

- a.a. The entity should have a functional Governing Council/ Executive Body/ Board with clearly defined terms of reference.
- a.b. The Head/CEO/COO will not promote/ run parallel businesses which may lead to a conflict of interest with AB operations of the entity.
- a.c. The organization must not have been backlisted by any Government agencies.
- a.d. The Head/CEO/COO or any top management official is not unsuitable for that role by virtue of (a) any criminal convictions held by him or her, (b) any finding such as orders by a court or any professional, regulatory, or government body that he or she has breached a provision of any legislation or any regulatory obligation to which he or she is subject, (c) any proceedings in bankruptcy or any individual financial arrangement to which he or she has been subject, (d) any disqualification from holding the directorship of a company or a public office, or (e) any proven malpractice or maladministration.

ii. Other Critical Staff

- a.a.** The entity should have adequate teams/individuals with defined roles and responsibilities and transparent lines of accountability for managing functions including but not restricted to Standards and Quality Assurance, Training of Trainers and Assessors, Curriculum Design and Development, Training Delivery, IT, Business Development Executives/ Managers for Industry Interface and State Engagements, Finance and Administration (apart from other contractual staff). The applicant entity should fulfill the following criteria with respect to minimum number of on roll staff (excluding trainers and master trainers) for recognition by NCVET:

Table 4: Minimum on Roll Staff Strength	
For a Single State/ UT	For PAN India
5*	15

Note: For every additional State, the number of Staff shall be increased by two (02).*

- a.b.** The entity should have well defined recruitment and remuneration policies for both its technical and field staff. This entity should also ensure that its associated third parties follow the same.

iii. Registered Office

- a.a.** The entity should have a registered office in India with independent allocated functions and resources. The office bearers need to have clearly defined independent roles.
- a.b.** The office premises should be well connected by public transport with ease of accessibility for the public/users/stakeholders at large.

b. Training Related

i. Availability of Trainers/Master Trainers and Assessors/Master Assessors

The entity shall ensure availability of Trained Trainers, Master Trainers, Assessors and Master Assessors. For definition of Trained Trainers/Master Trainers and Assessors/Master Assessors, NCVET Training of Trainers (ToT) Guidelines and Training of Assessors (ToA) Guidelines respectively may be referred to.

ii. Training of Trainers (ToT) and Training of Assessors (ToA)

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

iii. Availability of SMEs

There should be sufficient availability of subject matter experts including industry/ academia experts to facilitate awarding function and capacity building of the trainers and assessors. The applicant entity shall ensure at least one (01) SME for five (05) related qualifications either developed or proposed to be developed as per the “Comprehensive Future Plan” mentioned in Para 4.1.6. Such five (05) qualifications, for which a single SME is selected, must be sufficiently catered to by the expertise possessed by the SME.

iv. Learner/Trainee Welfare

AB must ensure the welfare of learners/trainees as follows:

- a.a.** A well recorded database of all the learners/trainees(alumni) till date shall be maintained.
- a.b.** A separate cell dedicated to the welfare of learners/trainees shall be formed by AB which shall include placements.
- a.c.** AB shall also ensure the learners/trainees welfare at TP/TC level through inclusion of this parameter in the onboarding norms and robust monitoring.

c. Information Technology (Portals, Alignment With ABC/DigiLocker, Database Management System, Student Database Management System)

- i. The entity should have sufficient IT infrastructure and systems to support the development, delivery, and **award** of qualifications. They should have high speed internet connectivity amongst other essentials.
- ii. The entity should have an operational website at the time of application to NCVET containing the following critical details:
 - a.a. Qualifications and curriculum offered.
 - a.b. Training Calendar (training calendar should also indicate type of center where training is planned i.e., third party, owned, industry or academic institution)
 - a.c. Updated details (geographical spread, contact details and qualifications offered) of the training entities operating under the fold of the ABs
 - a.d. ToT and ToA training calendar
 - a.e. Names and contact details of the operational team at the AB
 - a.f. Major achievements of the AB on a monthly and quarterly basis
 - a.g. Information on industry linkages - Details of industry members, Centre of Excellence (COE) if any and demand aggregation of the sector they are aligned with
 - a.h. Details of usage of Indian Languages for training delivery and assessments
 - a.i. Information on linkages with State Governments (if any)
 - a.j. Grievance Redressal Mechanism
 - a.k. Governing Council/Executive Body Members' details
- iii. There should be a robust Platform of the entity which should have integrated interface for learners/trainees, training entities, and assessment agencies with least manual interference. It should be an automatic, API based portal which should be able to fetch and provide information as per the requirements on a real-time basis. The portal should be capable of integration with DigiLocker and Academic Bank of Credits (ABC) or must have the configuration for required integration as mandated by various guidelines and government directives.
- iv. The portal should also follow the information security and data privacy Guidelines as well as accessibility Guidelines as laid down by Government of India.

d. Qualification Development

- i. For an entity to be recognized as an AB the entity will have to create and submit qualification/s for approval to NCVET. Therefore, an entity must demonstrate its capacity related to qualification creation and review through a dedicated Curriculum cell meeting the following requirements:
 - a.a. Minimum staff strength: 1 Head(on rolls) + SMEs as per qualifications (refer to para 4.1.4.b.iii. above).
 - a.b. Established quality processes and procedures with capacity for creating content including e-content.
- iii. Entities intending to conduct training and award certificates to a batch of Persons with Disability (PWD) will also ensure:
 - a.a. Due diligence regarding market acceptability and job opportunities with respect to PwDs.
 - a.b. Amenability of qualifications to PwD requirements
 - a.c. Adherence to NCVET PwD Guidelines.

e. Industry Linkages

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

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

Table 5: Industry Linkages		
Category of State	MOUs/ Agreement, etc. signed at-least with	Minimum Representation of Industry in key decision-making bodies
Category I	2 (small/medium) * OR 1 large	1
Category II	4 (small/medium) *OR 2 large	2
PAN India	15 (small/medium) *OR 7 large	7

*The definition of small and medium enterprises shall be considered as per the MSMED Act 2006, as amended from time to time.

Note: For unorganized sectors/NE region /Hilly and Border areas/UTs, the micro enterprises may also be considered with reasoned justification).

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

4.1.5 Third Party Arrangements and Monitoring by AB

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

a. Relationship with the Training Delivery Entity

- i. Existence of a system of endorsing training entities and training centers that they are fit for the purpose and are equipped with the required infrastructure to deliver quality training.
- ii. Carry out Accreditation and Affiliation (A&A) of training entities as per norms developed as per the NCVET guidelines. A detailed list of parameters to be necessarily covered under such A&A norms are attached as **Annexure-V**.

b. Relationship with the Assessment Agencies

ABs will onboard AAs from the pool of NCVET recognized AAs as per the requirement of their qualification based on NCVET norms. A framework outlining detailed performance parameters along with their respective weightages for AAs will be notified by NCVET for facilitating onboarding of AAs by ABs from time to time. An indicative list of parameters for onboarding of Assessment Agencies is placed as **Annexure-VI**.

c. Monitoring by Awarding Bodies

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

- i. The entity must have appropriate controls in place and have distinct officials recognized for mitigating the incumbent risks together with a calibrated monitoring and evaluation

framework.

- ii. The entity should have effective, reliable, and secure systems for capturing data pertaining to training and outcomes implemented under their ecosystem.
- iii. AB must develop and implement technology tools for monitoring of ongoing trainings.
- iv. The monitoring system developed by AB Dual Category must have provisions for real-time access to assessment process.
- v. The monitoring system developed by AB must have provisions for physical inspections, feedback mechanisms and risk mitigation.

4.1.6 Comprehensive Future Plan

As a measure for ensuring that AB has taken efforts to undertake research and planning in detailing its operational foresight, the entity, must have a comprehensive future plan encompassing the following parameters for the next three (03) years:

- a. Presence of clear evidence of market research and financial projections, including details of assumptions underlying projections (revenue, learner/trainee enrollments, etc.)
- b. Sector and sub sector wise training projections based on funded, fee based, implementation in school and higher education, etc.
- c. Training projections, if any, related to difficult areas (LWE, North-East states, hilly areas, J&K, etc.) and international operations.
- d. Stipulation of clear and timeline bound approach for achieving objectives and strategies for the implementation of the envisioned Future Plan.
- e. Plan for opening any Centre of Excellence (COE).

4.1.7 Grievance Redressal

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

4.1.8 Additional Criteria for Dual Category Recognition

Entities applying under dual category recognition will have to adhere to all the criteria detailed in the sections above, as well as, 'Additional Criteria for Dual Category Recognition' mentioned below:

- a. **Governance and Manpower:** Separation of personnel, systems and managerial control of the awarding and assessment functions. Such separation should be made in such a way that both awarding, and assessment arms should function as separate business units or as independent departments with necessary resources at their disposal. Entities recognized as dual category AB will have to formulate a Policy to ensure that there is no Conflict of Interest.
- b. **Infrastructure:** Separate infrastructure for assessment function shall be ensured as follows:
 - i. IT: A dedicated Assessment Portal with real time assessment capability should be available with minimum of the following features:
 - a.a. Video Uploading capability of skilling assessment, with geo-tagging verification
 - a.b. Live Online Assessments
 - a.c. Automatic question selection and paper preparation using technology
 - a.d. Multilingual in Indian Languages

- ii. **Physical:** A dedicated office space adequate to accommodate the assessment requirements which is also well connected by transport and easy accessibility should be available.
- c. **Question Banks:** An AB (Dual Category) must adhere to the following regarding availability of question banks:
 - i. AB shall be responsible for preparing multiple questions on each Performance Criteria (PC) in such a manner that the minimum average number of questions per Performance Criteria (PC) within a qualification/NOS/ Micro-Credential/ Nano-Credential works out to be at least five.
 - ii. The question bank should have a balanced mix of difficulty levels (low, medium, and high levels) covering different types of questions following the Bloom's Taxonomy.
 - iii. AB shall be responsible for periodic review of question banks and the cycles of review must be defined by the AB.
 - iv. Additionally, the AB (Dual Category) shall also ensure availability of assessment tools and question banks in other Indian languages relevant to the area of operation where recognition is being sought. The AB (Dual Category) catering to assessment for Persons with Disabilities (PwD) shall also plan to use different tools/media to enable assessments.
- d. **Availability of SMEs, Assessors and Proctors:** The AB (Dual Category) shall ensure the following with respect to availability of SMEs, Assessors and Proctors:
 - i. Availability of at least one (01) SME for assessments in a particular domain. It may be noted that such SME shall be in addition to requirement of SMEs as mentioned in para 4.1.4. b. iii. of these guidelines.
 - ii. Availability of Assessors, Master Assessors, Proctors, and supporting team members who are proficient in the relevant qualifications or domain. Additionally, there should be documented evidence of the availability of assessors, examiners, and proctors who are fluent in the local language of the area of operations to facilitate assessment delivery.
- e. **Development of Protocols:** The Dual Category AB must ensure that standard protocols for training delivery and conducting assessment are developed and adhered to.
- f. **Grievance Redressal:** For the dual category agencies, the grievance redressal committee established should ensure representation from both the awarding and the assessment verticals.

Note:

- Eligibility parameters mentioned in para b(i), and (d) shall not be applicable to School Boards, However, the requirement of having a dedicated assessment portal is desirable.
- Eligibility parameters mentioned in para d(i) shall not be applicable to Government Universities/ Autonomous Institutions.

4.2 What documentary evidence needs to be submitted by an Applicant?

Compliance with the eligibility criteria laid down in the AB guidelines will be demonstrated by the applicant organizations by submitting the following portfolio of evidence. This evidence is to be provided by the organizations along with the application. In addition to the evidence enlisted below, NCVET may ask for other sets of documents if it deems fit. Depending on the nature and profile of the applicant organization, the respective set of documents would have to be submitted as detailed below:

Table 6: List of Evidence

a	Legal Status	Certificate of Registration/Trust Deed (as applicable)
		Memorandum/ Article of Association (as applicable)
		Permanent Account Number (PAN) and Goods and Services Tax (GST) registration details (as applicable)
		Self-Declaration Affidavit by that the organization is not for profit entity (not applicable for Government Undertakings/HEIs)
b	Prior Experience	Work orders/ Relevant experience certificates corroborated with valid document establishing record of experience like account details of payments received, invoice raised against trainings, completion certificate, etc., (<i>validity of the document is subject to the scrutiny by NCVET</i>) in accordance with the classification of geographical jurisdiction
c	Financial Viability	Audited account statement signed by an independent financial auditor for three (03) years

d	Infrastructure Requirements	A. Governance and Manpower
		I. Human Resource
		Copy of Organogram
		Self-attested declaration by the Head of the organization stating: <ul style="list-style-type: none"> • Director's roles and tenure in the Board • That the organization has not been blacklisted by any agencies. • The Head/ any Top management official is not unsuitable for the role (refer para 4.1.4.a.i.)
		Annual Report copies for the last three (03) FY years
		II. Other Critical Staff
		Total no of staff (on roll and contractual)
		Details of on roll staff along with Designation
		HR manual
		III. Registered office
		Title Deed/Rent Deed of the premises
		Google Map snapshot showing location of organization's premise and allied transport connectivity
		Copy of internet/telephone bill, not older than three (03) months
		B. Training
		List of Trainers and Assessors*
		List of Master Trainers and Assessors*
		ToT and ToA Policy
		List of Subject Matter Expert engaged qualification wise*
		C. Learner/Trainee Welfare Cell
		Self-declaration for availability and maintenance of Alumni Record
		Details of Learner/trainee welfare cell
		D. Information Technology
		Self-declaration of the IT infrastructure as owned/hired by the organization
		URL of the functional website and portal
		Self-declaration ensuring information security and data privacy
		E. Qualification Development
		Details of Curriculum Cell
		SOP for qualification creation and review process with identified partners for conducting relevant studies/research, etc.
		F. Industry Linkages
		Document proving the representation of industry in key decision-making bodies like Governing Council/Board, etc.
		MOUs/ agreement/Similar formal instrument signed with Industry

e	Third Party Arrangement and Monitoring	A&A and onboarding Protocols created for the training entities and assessment agencies, by the Organization
		Sample Agreement / Work Order for the third-party agencies (if applicable)
		SOP for monitoring and evaluating third parties and/or training entities including but not limited to Annexure- V and VI
		Onboarding Details*
f	Comprehensive Future Plan	<p>Comprehensive Future Plan document mentioning the following details for the next three(03) years must be submitted by the Organization:</p> <ul style="list-style-type: none"> • Projected number of trainings based on funded, fee based, implementation in school and higher education, etc.* • Projected number of trainings, if any, related to difficult areas (LWE, North-East states, hilly areas, J&K, etc.) and international operations. • Targeted sector and sub sector planned to be covered with clear timelines • Documents on market research and models/assumptions justifying projections stated above • Prospective employers for placing certified trainees
g	Grievance Redressal	Documentary proof for establishment of a grievance redressal cell along with details of members including a third-party arbitrator/ legal counsel
		Grievance Redressal Policy
		Documentary proof for establishment of a POSH committee including the details of the members for the organization's staff
		Self-declaration stating presence of POSH committees being present/ formed by all it's onboarded bodies
		Details of helpline number
h	Dual category	<ul style="list-style-type: none"> • Organogram specifying Assessment Wing Details • Details of Dedicated resource personnel with clearly defined roles and reporting • Self-declaration on allocation of dedicated office space for Assessment function • Policy on Conflict of Interest • Separate Dedicated Assessment Portal • Question bank details* • List of Assessors/Master Assessors* • SME List* • Assessment Tools Listlike viva, simulation, written tests, etc. • SOP for training delivery and Assessment (Format/ Content to be included in the SOP for various entities may be prescribed by NCVET)
		Statement of authorization by the organization duly signed by nodal officer as per format

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

**Formats for data submission have been provided in the indicative application form*

4.3 Utilization of Credentials-Prior Experience and Financial Status of another entity for establishing eligibility as AB

4.3.1 Entities promoted as Company/Trust/Society by various organisations may also seek NCVET recognition as an AB. For such entities credentials of the promoting organisation with respect to prior experience and financial status may also be considered for fulfillment of eligibility criteria of the applicant entity subject to the following:

- a. The entity set up by the promoting organization is a legal entity mentioned in para 4.1.1.a. of these guidelines.
- b. The applicant entity should be not-for-profit.
- c. Undertaking skill development activities must be a part of approved Charter of the entity seeking recognition.
- d. In addition to a, b and c above:
 - i. Where the applicant entity is established as a subsidiary company, the credentials of the promoting organization shall be considered, provided the applicant entity qualifies as a subsidiary as per the definition under the Companies Act, 2013.
 - ii. For all other entities, other than a subsidiary, the majority ownership and /or control should be with the promoting organization.
- e. In all such cases, the applicant, shall submit an affidavit duly signed by the entity whose credentials are being utilised, detailing its relationship with the applicant entity and ensuing responsibility, along with the application.
- f. In all such cases, the requirement of para 4.1.2.b. may be relaxed for the applicant entity provided that the promoting organization fulfils the same.
- g. In all such cases, if the application is approved for grant of recognition, an agreement detailing the suitable provisions with respect to ownership, control, responsibilities and monitoring, etc., shall be signed between the applicant entity and the entity whose credentials are being utilised. Such agreement shall form a part of the recognition granting agreement signed by the applicant entity with NCVET.
- h. The above credentials like prior experience, financial viability, etc., shall be considered only once for establishing eligibility for any entity.

4.3.2 Similarly, promoting organization can utilise credentials of the entities promoted/ set up by it (as Company/Trust/Society) for fulfillment of eligibility criteria, subject to fulfillment of same conditions as mentioned in para 4.3.1 above, with the following modifications:

- a. Parano 4.3.1. b. above, shall be read as *'The applicant entity should be not for profit except in the following cases where the applicant entity is:*
 - i. Applying for AB recognition as per MNC Guidelines
 - ii. A Government Undertaking'
- b. Parano 4.3.1. d. i. above, shall be read as *'Credentials of the Subsidiary Company of the applicant entity shall be considered provided that the subsidiary company qualifies as a subsidiary as per the definition under the Companies Act, 2013.'*

4.4 Conflict of Interest

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

- a. An entity applying/recognized as an AB also operates as an assessment agency or applies for Assessment Agency recognition at NCVET. This condition however, may be relaxed/ permitted under dual category recognition status.
- b. The shareholder or owner of the AB is also a shareholder or owner in some recognized AA or any entity applying for recognition as an AA.
- c. Entity for the above points would include not only the legal entity applying for recognition/ recognized by NCVET, but also its parent/holding/promoting bodies, subsidiaries, and associate bodies.

The eligibility credentials considered by NCVET for recognition of an entity shall not be permitted to be submitted again for recognition by any other entity.

Section 5:

Recognition Process

5.1 Who Can Apply?

All such entities that fulfill the eligibility criteria as specified in section 3 and 4 of the AB guidelines can apply.

5.2 When and How to Apply?

The application process for the recognition of the AB shall be open throughout the year. The application shall be done through the Digital Enterprise Portal of NCVET-Kaushal Verse. The link of Kaushal Verse is <https://kaushalverse.ncvet.gov.in/>.

Note: All the application forms provided as Annexures in these guidelines are for indicative and reference purposes only. The applications by the interested entities seeking recognition shall be submitted through Digital Enterprise Portal of NCVET-Kaushal Verse only.

5.3 What is the prescribed fee structure for AB recognition under NCVET?

- a. The application form is to be accompanied by a non-refundable processing fee of Rupees Twenty-five thousand (₹25,000) to be submitted along with the application form.
- b. Once the application is approved by the Council or the Authority empowered by the Council and prior to issue of Letter of Intent (LOI) for recognition, a fee of Rupees One Lakh (₹1,00,000) for AB(Standard) and Rupees Two Lakh (₹2,00,000) for AB(Dual) is to be submitted.

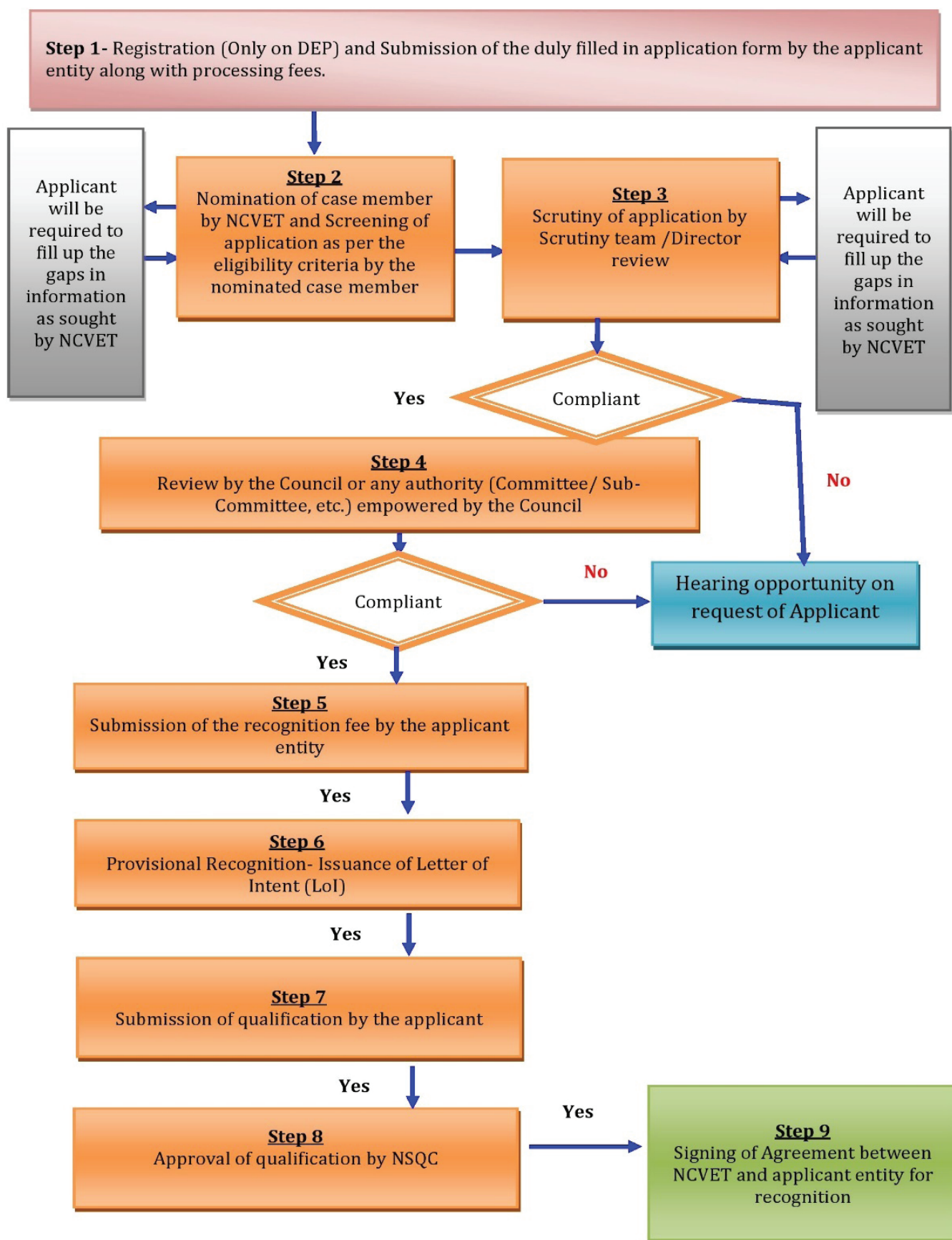
5.4 Application Process- Steps

The application process consists of the following steps:

- Step 1:** Registration and Submission of the duly filled in application form along with all the evidences by the applicant entity and the processing fees.
- Step 2:** Nomination of a Case Member by NCVET and Screening of application as per the eligibility criteria by the nominated case member
- Step 3:** Scrutiny of application by Scrutiny team (Director Review)
- Step 4:** Review by the Council or any authority (Committee/ Sub-Committee, etc.) empowered by the Council.
- Step 5:** Submission of the recognition fee by the applicant entity whose application is approved by the Council/authority empowered by the Council.
- Step 6:** Provisional Recognition- Issuance of Letter of Intent (LoI)
- Step 7:** Submission of qualification by the applicant
- Step 8:** Approval of qualification by National Skills Qualification Committee (NSQC)
- Step 9:** Signing of Agreement between NCVET and applicant entity for recognition.

The detailed processes / steps for the recognition are given in **Annexure -VII**. All the applicants are advised to read them before applying. The indicative Application Form is placed as **Annexure - VIII**.

The snapshot of the detailed application process is given below:



The link of Kaushalverse: <https://kaushalverse.ncvet.gov.in/>

5.5 Can the Application be Withdrawn?

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

5.6 What is the Tenure of Recognition?

The recognition of the AB will be effective from the date of signing of the Agreement between NCVET and the AB. The tenure of recognition shall be as follows:

- a. An AB will be recognized by NCVET for a period of three (03) years.
- b. Based on the performance of the AB during these three (03) years, the tenure may be renewed for another three (03) years. For further details of the same, para 7.3 of these Guidelines may be referred to.

5.7 What happens if the Application is Rejected?

5.7.1 Hearing Opportunity

- a. The applicant entity organization can request a hearing opportunity meeting within 15 days of rejection of application, if the application has been rejected at either of the following steps of application process:
 - i. Step 2 (Screening by dedicated case member)
 - ii. Step 3 (Scrutiny by the Director)
- b. NCVET will organize such a meeting on a date and at a time as deemed fit by NCVET. This step, however, is not mandatory and a meeting will be organized only on receipt of a request by the rejected applicant entity.

5.7.2 Appeal

- a. Post hearing opportunity, an applicant entity organization may seek recourse in form of an appeal to NCVET for re-examination of rejected application. However, such recourse shall not be available if the application is rejected at the Council level.
- b. This decision to re-examine the application would be based on the discretion of NCVET. A re-examination is not an opportunity for an applicant entity to submit further evidence which the applicant entity did not send as part of the original application.
- c. The modalities of appeal and its process would be decided by NCVET and NCVET will develop a mechanism to consider such appeal. The appeal would have to be made by the applicant entity organization within 15 days of the Hearing Opportunity.

5.8 Is there a provision for Re-Application for Recognition?

- 5.8.1 The applicant entities which are rejected after the decision of the Council can apply again for the NCVET recognition after six (06) months from the date of the rejection.
- 5.8.1 Applications withdrawn by the applicant entities or applications rejected at the screening/scrutiny stage can apply for the NCVET recognition three months after the date of the rejection/withdrawal.
- 5.8.1 In such cases, the online account created for such applicants will be deactivated by NCVET. During re-application, the applicant organization will go through the entire application process from the beginning.
- 5.8.1 Any applicant entity whose proposal has been rejected twice at the Council or thrice at the Director Scrutiny/Screening level shall remain barred from applying for at least three (03) years unless otherwise allowed by NCVET on special request.
- 5.8.1 Any applicant entity can apply a maximum of three (03) times in a period of five (05) years irrespective of rejection or withdrawal at any stage subject to the conditions mentioned in points 5.8.1. to 5.8.4. above in this para.

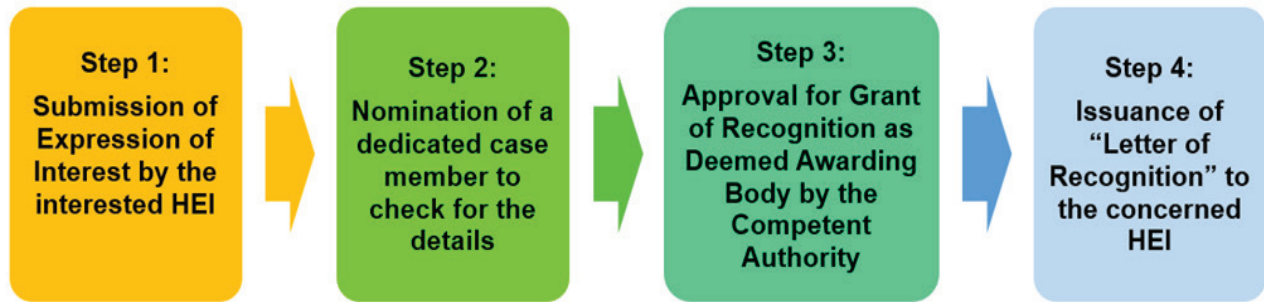
5.9 Process for Recognition of Deemed to be ABs

Higher Education Institutions (HEIs) falling under the category of Institutes of National Importance (INIs), Central Universities and HEIs where the Hon'ble President of India acts as the visitor, or the Hon'ble Vice President of India serves as the Chancellor, shall be considered for recognition as Deemed to be Awarding Bodies (Dual) by NCVET. Following provisions shall be applicable to such

entities:

- a. The eligibility criteria for recognition as AB shall not be applicable.
- b. They shall be required to submit only an Expression of Interest (EOI)
- c. The applicant HEI shall be granted Deemed to be AB (Dual Category) recognition.
- d. No recognition fee or NCVET processing fee is required to be paid.
- e. The Deemed ABs shall be issued a formal letter of recognition; however, no agreement would be required to be signed.

A brief snapshot of the recognition process for Deemed to be ABs is as follows:



The template of Eoi for Deemed to be AB is placed as **Annexure IX**.

Section 6:

Expansion of Operations of Awarding Body

6.1 How can Area of Operation of AB be Expanded?

6.1.1 For Additional States/UTs:

Any AB may seek expansion of area of operations beyond its originally allocated scope of recognition upon fulfillment of following conditions:

- Completion of six (06) months of recognition period i.e., from the date of signing of agreement granting recognition to the AB.
- Such expansion shall be limited to the area of operation as defined under the Act/ notification under which the recognized body was created and/or authorized to function. In absence of any such instrument of incorporation, NCVET shall demarcate such area of operations of an AB based on demonstrated strength of capacity.
- A non-refundable application processing fee of Rupees Twenty-five thousand (₹25,000) shall be payable to NCVET along with the application.
- The data to be considered for processing the expansion of area of operation shall be counted from the date of signing of agreement.
- Regarding the timelines and definition for consideration of financial year, para 4.1.3. of these guidelines may be referred to.
- Satisfactory performance reflected through NCVET monitoring process.
- Prior experience**

Table 7

S. No.	Category of State/ UTs	Minimum Training and/or assessments to be done in the allocated state/s [in any one (01) year in the last two (02) Financial Years]	Additional training and /or assessments to be done in allocated State or State in which expansion is sought	
i.	Category I State/ UTs	5000	5000	In last two (02) years in the last three (03) Financial Years
ii.	Category II State	10000	10000	

h. Minimum Financial Requirement

Table 8

S. No.	Category of State/ UTs	Minimum turnover required as per the allocated state/s (in last one (01) Financial Year)	Additional turnover required as per the State/s in which expansion is sought (in last one (01) Financial Year)
i.	Category I State/ UTs	Rs. 25 lakhs	Rs. 25 lakhs
ii.	Category II State/ UTs	Rs. 50 Lakhs	Rs. 50 Lakhs

i. Governance, Manpower and Industry Linkages

Table 9		
Category of State/UTs	Governance and Manpower	Industry Linkages*
	Minimum Permanent Staff (Additional)	MOUs/ Agreement, etc. signed at-least with Industry/ies
Category 'I' States/UTs*	2	2 (small/medium) OR 1 large
Category 'II' States/UTs*	2	4 (small/medium) OR 2 large

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

6.1.1 For PAN India Recognition

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

- Fulfillment of conditions mentioned for PAN India recognition for a fresh applicant as mentioned in Table 10 and para (c) below.

Table 10					
	Prior Experience*	Financial viability**	Governance and Manpower	Industry Linkages	
	Training No	Turnover (Rs.)	Minimum Permanent Staff	MOUs/ Agreement, etc. signed at-least with	Minimum Representation of Industry in key decision-making bodies
PAN India	75000	Rs. 3.75 cr.	15	15 (small/medium) OR 7 large	7

**Entity should have trained/assessed, aforementioned number of candidates in the jurisdiction for which it is seeking the AB recognition, in any two (02) years in the last three (03) years from the date of application:*

***The applicant entity should have aforementioned minimum cumulative turnover in any two (02) years in the last three (03) financial years from the date of application*

OR

- If an AB gets recognition for 5 States/UTs, subject to fulfillment of para (c) below.
- For both (a) and (b) above as per the standard conditions applicable for PAN India operations, AB must be operational in at least 5 States/ UTs representing at least 3 Regions of India (Regions are mapped to Zones defined as per the Zonal councils set up vide Part III of the States Reorganization Act, 1956 and Northeastern Council Act 1971).

An indicative form for application for expansion of area of operation is placed at **Annexure X**.

6.2 How can the Category of Recognition be changed from AB (Standard) to AB (Dual)?

An AB (Standard) may seek recognition as an AB (Dual) upon fulfilment of additional criteria listed in the eligibility criteria in para 4.1.8. The AB shall be required to pay an additional fee of Rupees One Lakh (₹1,00,000/-) for transition from AB Standard category to AB Dual category. For change in the category from AB standard to AB Dual, the AB may apply to NCVET through NCVET's Digital Enterprise Portal (DEP) - KaushalVerse Portal. An indicative form for change in the category is place as **Annexure XI**.

6.3 Curtailing the Scope of the AB

If the AB is not able to perform satisfactorily in the allocated scope i.e., area of operation and approved qualifications, then the mandate to operate in the under performing area of operation/qualifications may be revoked by NCVET. The recognized entity may also partially/ completely surrender its scope of operations.

If an AB is de-recognised or its scope is revoked (either by request or due to under performance), the certificates issued during its valid recognition period will remain valid, along with the associated credits.

Section 7:

Monitoring and Evaluation

7.1 Introduction

NCVET mandates a dynamic and robust monitoring and evaluation mechanism to ensure that the standards of quality and reliability are maintained amongst all Awarding Bodies (ABs). During the tenure of AB, both continuous and periodic evaluation of performance shall be undertaken based on defined parameters and evidence. NCVET monitoring and evaluation mechanism is an outcome-based system which will help ABs to identify the risks and mitigate the same through corrective actions.

The ABs would set up in-house monitoring and evaluation systems in line with the performance metrics of NCVET to drive their operations and those of the third parties affiliated and accredited by them.

Further, as a regulator, NCVET expects high standard of performance and integrity by ABs. The ABs showcasing high caliber performance and integrity; and those which consistently strive to achieve the standards and benchmarks as set by NCVET would be recognized and incentivized appropriately.

7.2 Monitoring Mechanism

Monitoring and evaluation of ABs shall be conducted through **Excellence-Risk Framework (ERF)** which encompasses a structured and systematic process of identifying, monitoring, and assessing risks while concurrently striving for excellence.

7.2.1 Monitoring Process

The following are the components of the monitoring system created by the NCVET for ABs:

- a. **Frequency:**
 - i. **Annual Review** of an AB based on monitoring and evaluation parameters would be conducted.
 - ii. **Continuous Performance Monitoring** will be carried out throughout the tenure of recognition. ABs are required to develop and maintain IT portals related to their operations, which will be continuously monitored by NCVET.
 - iii. For the purpose of Monitoring, information/data shall be furnished by ABs at the end of every quarter, or at the end of the year as indicated in the Table 11 below.

Table 11: Parameter wise Frequency of Data Submission by AB Standard

Sl. No.	Macro-Parameters	Frequency of Data Submission*	No. of sub parameters
1.	Financials	Annual	4
2.	Governance and Manpower	Annual	8
3.	Qualifications	Quarterly (4) and Annual (6)	10
4.	Training	Quarterly (8) and Annual (3)	11
5.	Assessment	Quarterly (6) and Annual (1)	7
6.	Industry Engagement	Annual	3
7.	Comprehensive Future Plan	Annual	2
8.	Grievance Redressal and POSH	Quarterly	4

Frequency of Data Submission on Additional Sub-Parameters by AB (Dual Category)			
Sl. No.	Macro-Parameters	Frequency of Data Submission*	No. of sub parameters
1.	Governance and Manpower	Annual	6
2.	Assessment	Quarterly	5
3.	Grievance Redressal and POSH	Annual	1
* Parameters and periodicity are subject to change as per NCVET decision			

- b. **Parameters and Sub parameters:** There are eight (08) macro-parameters and forty-nine (49) sub-parameters for which an AB (Standard category) shall be monitored and evaluated. An AB (Dual Category), shall be monitored and evaluated with respect to 11 macro parameters and 61 sub parameters. The detailed list of macro parameters and sub-parameters for both standard and dual category ABs is placed as **Annexure XII**.

- c. **Excellence-Risk Framework (ERF):**

The monitoring and evaluation will be done through an ERF. The ERF is a structured framework which defines performance indicators for each sub parameter. Based on performance, each sub parameter is put in various categories as excellence, compliance and risk. A table detailing the definition of excellence, compliance and risk categories is as below:

Table 12: Definitions of Risk, Compliance and Excellence	
Degree of Risk	Definitions
Compliance	Compliance is the expected level of performance against the set benchmarks
Excellence*	Excellence parameters are criteria which shall be used to evaluate AB's performance in exceeding compliance requirements and achieving superior outcomes.
Risk	The non-compliance with the set benchmarks or performance standards, will result in categorization into one of three risk categories — High, Medium, or Low — based on the severity, likelihood, and impact of failure to meet those benchmarks.

* For claiming performance as excellence, an AB shall submit relevant documents which shall be reviewed and verified by NCVET to establish such a claim.

For detailed performance indicators for each sub-parameter with respect to excellence, compliance and risk definitions, **Annexure-XII** may be referred to.

- d. **Scoring Process**

For assigning scores the following process will be followed:

i. Assignment of Weightages to Parameters

Each sub parameter is assigned a respective weightage based on the importance of that particular parameter in the overall operations of the AB.

ii. Assignment of numeric values to each category of Risk, Excellence and Compliance

Each degree of Risk as detailed in Table 12 above shall also be assigned numeric values based on the impact and severity of impact on the overall operations of the AB. NCVET may also prescribe assignment of negative values to certain categories like medium/ high risk. A detailed sheet containing all the parameters, their respective weightages and performance indicators for risk categorization is placed as **Annexure-XII**.

iii. Calculation of the scores

The final scoring process shall involve consideration of both the weightages assigned to a sub-parameter and the values assigned to the degree of risk in which the performance of an AB falls for that sub parameter. An example of scoring is placed at **Annexure XIII**.

NOTE: Calculation methods and assignment of weightages & values to sub parameters & various degrees of risk respectively may be revised and notified by NCVET from time to time as per the requirements of the eco system and implementation feedback.

iv. For scoring the performance of an AB, following shall apply:

- a. An year shall mean a Financial Year.
- b. The Financial Year in which AB is recognized for at least three months shall be considered as a complete year for scoring.
- c. The monitoring data for only the completed quarters in the years of review shall be considered for scoring.

e. **Performance Grading/ Rating**

- i. The final scores for each parameter will be added up to obtain an annual score for the AB on the basis of which the grading of ABs will be conducted by NCVET. The score will ultimately place the AB in four performance grades namely A, B, C and D, in the decreasing order of performance. An illustration of such grading is provided as below:
 - a.a. **Grade A** – ABs that demonstrate compliance to most of the parameters. As an example, ABs who score more than 90% of the attainable score could be graded as Grade A.
 - a.b. **Grade B** – As an example, ABs who score in the range of 60% to 90% of the attainable score may be graded as Grade B.
 - a.c. **Grade C** – As an example, ABs who score in the range of 30% to 60% of the attainable score may be graded as Grade C.
 - a.d. **Grade D** – As an example, ABs who score less than 30% of the attainable score may be graded as Grade D.

Note: The example provided is for illustrative purpose only. The actual range for grading shall be decided by NCVET.

- ii. ABs categorized into **B, C and D grades** shall be required to develop and submit to NCVET a comprehensive Risk Mitigation Strategy/Quality Improvement Plan / Risk Prevention Plan as detailed down in risk mitigation process of these guidelines.
- iii. For grading also, a year shall mean a Financial Year. However, to be eligible for being graded annually by NCVET in a particular financial year, the AB must have completed at least 6 months of recognition.

7.2.2 Actions by NCVET based on performance of AB

The following actions may be taken for ABs based on two factors namely Performance grades achieved annually and Frequency at which a particular AB falls under a particular performance grade.

Table13: Actions based on Performance (Continuous)				
Sl. No	Performance Grades	One year	Two years	Three Years
1.	Grade A	Letter of Appreciation	Incentivization	Auto Renewal without payment of recognition fee
2.	Grade B	No action	No action	Extension with Risk Mitigation Plan
3.	Grade C	Private warning	Public warning	Public Warning + Penalty
4.	Grade D	Public warning	Public Warning + Penalty	De-recognition

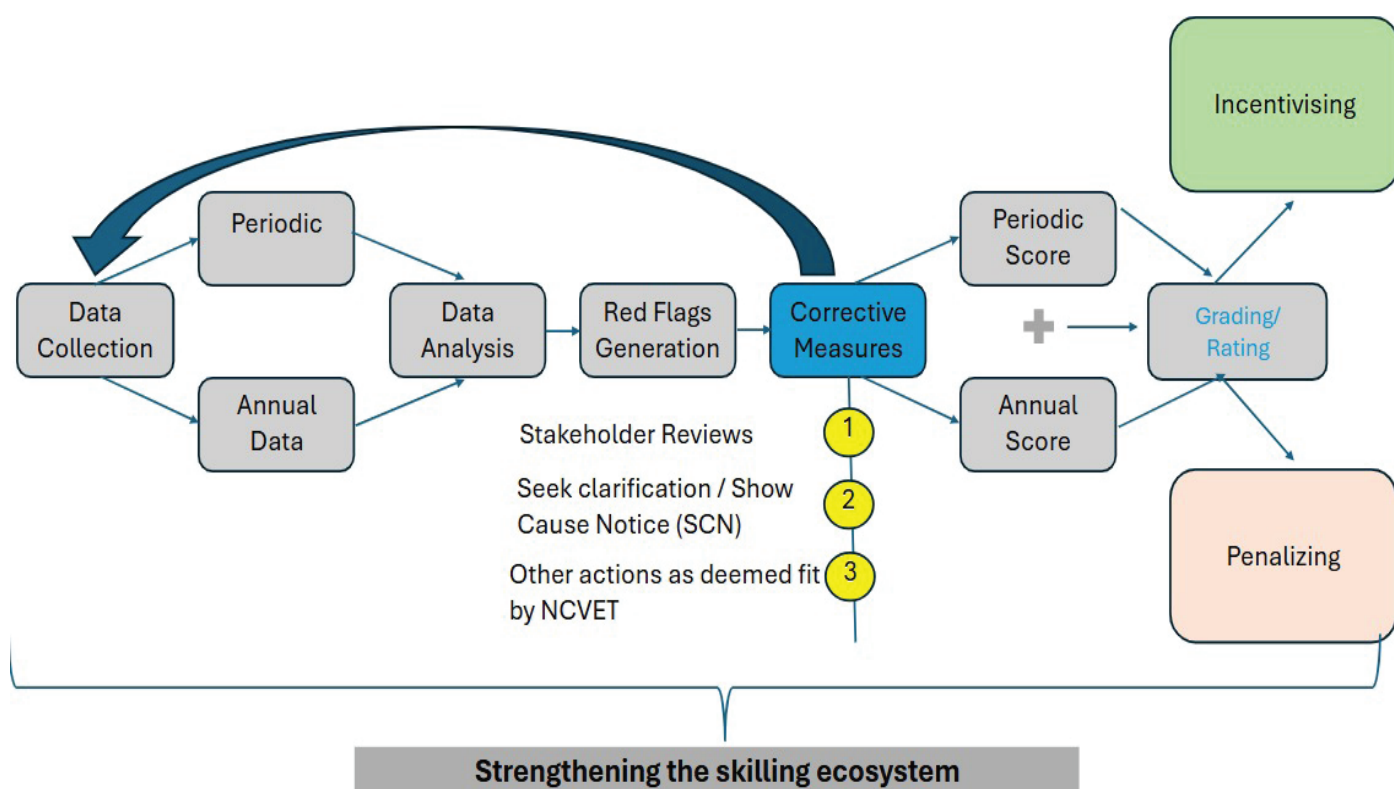
For ABs who have been recognized for more than a year, during a particular year of review, their current rating bands shall be compared with that of the preceding year to evaluate and track improvements (if any) and subsequently necessary action shall be taken as mentioned below:

Table 14: Action based on comparison of Performance Grades

Sl. No	Initial Performance Grades	Current Performance Grades	Action
1.	Grade A	Grade B	Clarification
2.	Grade A	Grade C	Private warning
3.	Grade A	Grade D	Public warning
4.	Grade B	Grade A	Letter of Appreciation
5.	Grade B	Grade C	Private warning
6.	Grade B	Grade D	Public warning
7.	Grade C	Grade A	Letter of Appreciation + Incentivization
8.	Grade C	Grade B	Letter of Appreciation
9.	Grade C	Grade D	Public warning
10.	Grade D	Grade A	Letter of Appreciation + Incentivization
11.	Grade D	Grade B	Letter of Appreciation
12.	Grade D	Grade C	No action

The above tables are indicative and final decision on the action to be taken on the AB basis the performance grading will reside with NCVET.

7.2.3 Indicative Process Flow of Monitoring:



- a. The AB shall submit data/ information in the prescribed formats to NCVET both periodically and annually within the prescribed timelines. Such formats and timelines shall be intimated in advance to ABs by NCVET. In case such data/information is not submitted by the AB, NCVET may issue show cause notice and further necessary action including suspension and derecognition.
- b. During the continuous review, Red Flags may be generated and communicated to AB on the basis of their performance on the parameters being monitored in case of any non-compliance. An AB is expected to take corrective action for all such parameters where Red Flags have been generated, within the specified time. In cases where AB consistently fails to take the corrective action and improve the performance in the given time, NCVET may seek clarification followed by issuance of show cause notice and further necessary actions including suspension and derecognition.
- c. Red Flags may also be raised for any other parameter or criteria as deemed necessary by NCVET. However, non-submission of data shall be treated as 'deemed to be Red Flag' inviting immediate attention and action.

7.2.4 Physical Visits

Physical visits may be conducted for ABs based on the scores / grades they receive through ERF. The frequency and depth of the inspections shall correlate with the scores achieved by the ABs.

Physical visits may generally be carried out, inter alia, in the following instances:

- a. Receipt of information by NCVET of any malpractice being carried out by recognized ABs or third-party agencies.
- b. Receipt of serious or continuous complaints against the recognized AB or its third-party agencies by NCVET.
- c. AB falling in "Grade C" or "Grade D" category.
- d. Any other criteria or instance as deemed fit by NCVET.

The visits carried out due to the above-mentioned instances can be organized at any point of the year. For cases where site visit is undertaken, NCVET may also gather information from or reach out to third parties operating under the ABs.

7.3 What is the process for Renewal of Tenure?

- 7.3.1 The AB shall submit a request for renewal of recognition, along with the applicable processing fee within the last six (06) months of the validity period and no later than three (03) months prior to its expiry. Such request shall be made through KaushalVerse portal. A processing fee of Rupees Twenty-five thousand (₹25,000) shall be applicable.
- 7.3.2 Based on the performance of the AB during the recognition period, tenure of the AB may again be renewed by NCVET for another three (03) years and so on thereby making a cyclic pattern of three (03) years of tenure of recognition. In accordance with the cumulative performance for the three (03) years, the actions that may be taken by NCVET and the documents to be submitted by AB are detailed in Table 15 below.
- 7.3.3 After such approval is accorded by NCVET with respect to renewal of tenure, the AB shall submit the recognition fee of Rupees One Lakh (₹1,00,000) for AB (Standard) and Rupees Two Lakh (₹2,00,000) for AB (Dual) within 15 working days.
- 7.3.4 Post submission of recognition fee as mentioned above, an Agreement granting recognition shall be signed between NCVET and the AB for a period of another three (03) years.
- 7.3.5 The tenure of the recognition of the AB shall remain valid till a decision in this regard is taken and communicated by NCVET.

Table15: Actions and Decisions related to Renewal of Tenure

Sl. No.	Performance	Action by AB	Decision by NCVET on Renewal
1	ABs falling in either 'Grade A' or 'Grade B' Category (or Combination of the two) for the preceding three (03) years	NA	Grant of Renewal
2	ABs falling continuously in 'Grade D' category for the preceding three (03) years	NA	Derecognition
Other cases:			
3	ABs falling in Grade A category for the third year of recognition	NA	Review by NCVET
4	ABs falling in Grade B category for the third year of recognition	Submission of " Quality Improvement Plan " Annexure XIV	Review by NCVET
5	ABs falling in Grade C category for the third year of recognition	Submission of " Risk Prevention Plan " Annexure XV	Review by NCVET
6	ABs falling in Grade D category for the third year of recognition	Submission of " Risk Mitigation and Management Plan " Annexure XVI	Review by NCVET

Annexure I:

Important Definitions

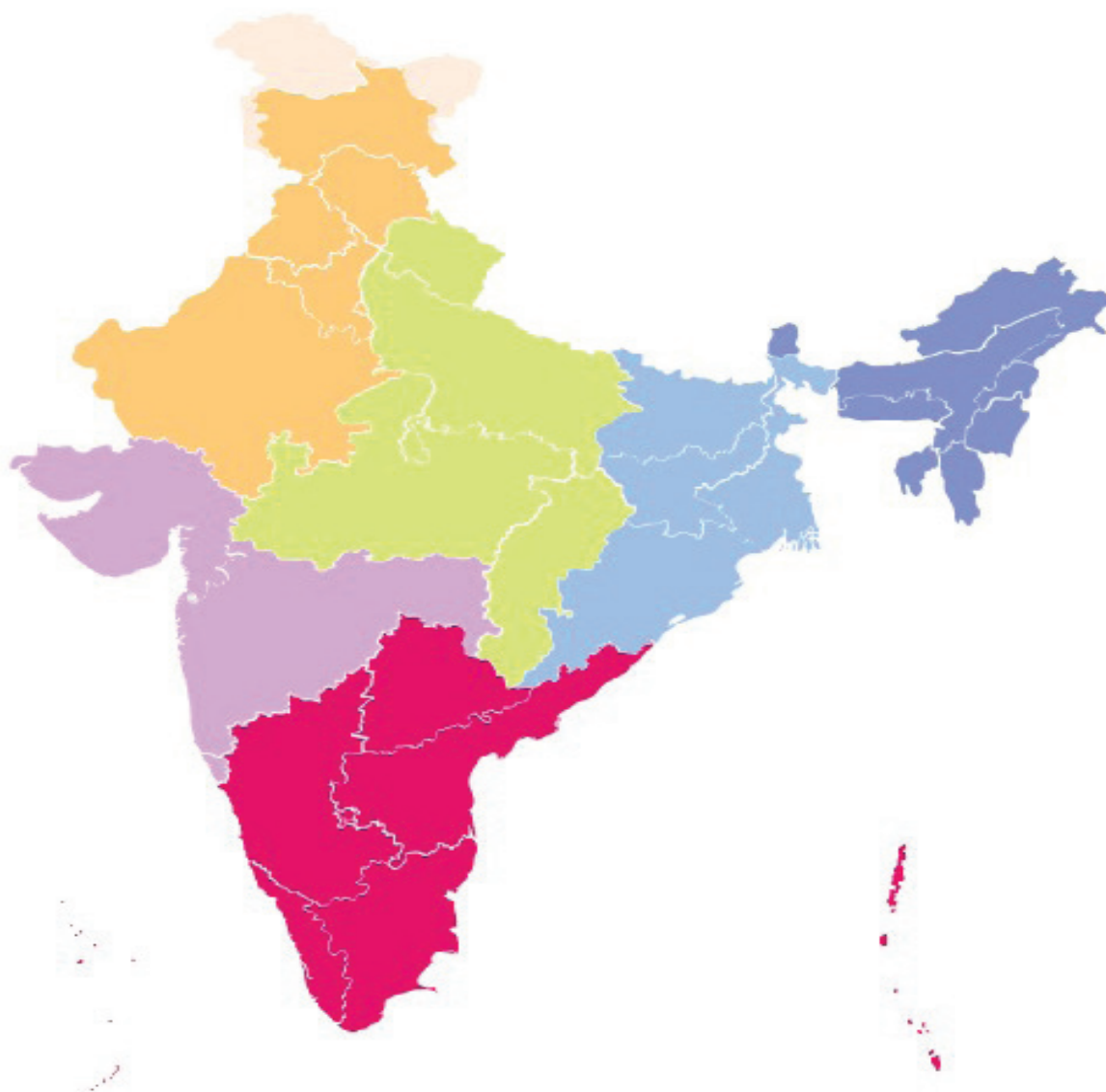
1. **Accreditation:** “Accreditation” means a process by which an AB recognizes a training body to offer an affiliated course.
2. **Affiliation:** “Affiliation” means the process by which an AB allows a training body to offer a specific course that is certified by the AB.
3. **Assessment Agency:** means an entity which has entered into an agreement with the Council granting recognition as per sub-paragraph (4) and (6) of paragraph 25 of the Gazette notification (No. SD-17/113/2017-E&PW), and which is permitted to test or conduct examinations to assess whether a trainee has met the requirements necessary to be certified as qualified by an AB with respect to a qualification.
4. **Awarding Body:** means an entity which enters into an agreement, granting recognition, with the NCVET as per sub-paragraph (4) and (6) of paragraph 25 of the Gazette notification (No. SD-17/113/2017-E&PW), and which is permitted to award certification for a qualification.
5. **Council:** means the National Council for Vocational Education and Training constituted under paragraph 2 of the Gazette notification (No. SD-17/113/2017-E&PW), dated 5.12.2018.
6. **National Qualification Register (NQR):** The NQR is a repository of all NSQF aligned qualifications which lists them sector wise with search facility for easy access. Once a qualification is approved by the NSQC, it is uploaded on the National Qualifications Register (NQR) which is in public domain and can be accessed at www.nqr.gov.in.
7. **Valid Qualification:** A qualification is a valid qualification for the period of its NSQC approval till its expiry date.
8. **Active Qualification:** A valid qualification in which any training/assessments have been conducted in the last one year.
9. **Expired Qualification:** A qualification for which the validity period as approved by NSQC has expired.
10. **Archived Qualification:** A qualification which is reflected under the archived section of the National Qualification Register (NQR). Such qualification could be an expired qualification, qualification with no or low training numbers, qualification withdrawn by AB or any such qualification which NSQC deems fit for archival.

Annexure II:

Awarding Body Relationship with Various Stakeholders

Sl. No.	Stakeholder	Terms of Relationship with AB
a	NCVET	NCVET will recognize and regulate AB as per guidelines framed by it
b	Training Entity (TE)	Training Entity will be accredited and affiliated by AB and function under its supervision. AB will ensure that the Training Entity adheres to the broad guidelines of NCVET and onboarding norms of AB.
c	Assessment Agency (AA)	AAs will be recognized by NCVET. AA will be on-boarded by AB from a pool of NCVET recognized AAs Relationship between AB and AA will also be governed by the AA guidelines released by the NCVET separately.
d	Skill Information Provider* (SIP)	SIP will solicit, collect, and publish information related to recognized bodies, training bodies and trainees trained
e	Learners/Trainees	AB shall ensure the following for learners/trainees: <ul style="list-style-type: none"> i. Right Information ii. Easy Processes for Enrolment iii. Quality Training Infrastructure with adequate resources including trained trainers iv. Quality and timely Assessment through trained assessors v. NCVET approved timely certification vi. Placement Assistance vii. Post Placement Tracking
f	Trainer	AB shall ensure the following for a trainer: <ul style="list-style-type: none"> i. Right Information like ToT Calendar ii. Easy Processes for Enrolment iii. Quality Training of Trainer, Assessment and Certification iv. Allocation of training batches v. Adequate and timely monetary compensation vi. Periodic upskilling
g	Assessor/Proctor	AB shall ensure the following for an assessor: <ul style="list-style-type: none"> i. Right Information like ToA Calendar ii. Easy Processes for Enrolment iii. Quality Training of Assessor, Assessment and Certification iv. Allocation of training batches through Assessment Agency v. Adequate and timely monetary compensation vi. Periodic upskilling
h	SMEs	AB shall Ensure: <ul style="list-style-type: none"> i. Availability of appropriate number of Subject Matter Experts SMEs should be relevant to the sector with a good industry experience. ii. SMEs should be able to devote time to various processes like qualification development, question bank, etc.
i	Industry (Non-AB)	<ul style="list-style-type: none"> i. AB must ensure good industry connect with relevant industries ii. AB must engage industry in various aspects like conduct of OJT, placements, field visits, etc.

Annexure III: Six Zones of India*



S N	Zonal Council	States
	Central India	Chhattisgarh, Madhya Pradesh, Uttarakhand and Uttar Pradesh
	East India	Bihar, Jharkhand, Odisha, and West Bengal
	North India	Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Ladakh, Punjab, and Rajasthan
	North-East India	Sikkim, Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Tripura
	South India	Andaman & Nicobar Islands, Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Puducherry, Tamil Nadu, and Telangana
	Western India	Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat, and Maharashtra

*The Regions are mapped to the Zones defined as per the Zonal councils set up vide Part III of the States Reorganization Act, 1956 and Northeastern Council Act 1972 and Northeastern Council (Amendment) Act 2002.

Annexure IV: Classification of the States and UTs In Category I and II

Sl.No.	Category	State/UT
1	Category -I	Andaman and Nicobar Islands
2		Lakshadweep
3		Dadra and Nagar Haveli and Daman & Diu
4		Ladakh
5		Chandigarh
6		Puducherry
7		Sikkim
8		Mizoram
9		Goa
10		Arunachal Pradesh
11		Nagaland
12		Manipur
13		Meghalaya
14		Tripura
15		Himachal
16		Uttarakhand
17		Jammu and Kashmir
18		NCT of Delhi
19	Category - II	Chhattisgarh
20		Telangana
21		Haryana
22		Kerala
23		Punjab
24		Jharkhand
25		Assam
26		Odisha
27		Gujarat
28		Karnataka
29		Rajasthan
30		Tamil Nadu
31		Madhya Pradesh
32		Andhra Pradesh
33		Bihar
34		West Bengal
35		Maharashtra
36		Uttar Pradesh

Annexure V:

Delegated Regulation – Accreditation and Affiliation (A&A) of Training Entities

The agreement between training entity and AB should cover recommendations including:

- 1. Legal Status of the Training Entity:** The training/education institution is a legal entity registered/affiliated in India as one of the following – (i) Registered under the Company Act, 1956; (ii) Registered under Society Act, 1860; (iii) Charitable Trust; (iv) Consortium/Partnership/Proprietorship; (v) GOI/State affiliation and the training entities should have valid PAN and GST registrations.
- 2. Financial Viability:** The training entity must demonstrate the continuing viability, including financial viability, of its proposed operations for the period of empanelment with the AB.
- 3. Infrastructure:** The training entity must ensure that their infrastructure is in line with the recommendations of the qualifications offered by the AB.
- 4. Mobilization of the Learners/Trainees:** The training entity should ensure that appropriate mobilization strategies and counseling mechanism for the potential learners/trainees are implemented and bring on board those who are genuinely interested to take up the said qualification.
- 5. Learning Resources:** The training entity must ensure that learning resources and teaching aids for learners/trainees and trainers are appropriate to the qualifications being delivered and are present in sufficient numbers.
- 6. Training Pedagogy:** The training entity must ensure that training pedagogy is a mix of theory and practical/OJT. The learning outcomes and duration of the training should be in line with the recommendations/requirements of the qualifications.
- 7. Availability of Qualified Trainers and Staff:** The training entity must ensure the availability of dedicated/adequate number trainers per batch in line with the recommendation of the qualification. The qualification and experience of the trainer should conform to the recommendations of the said qualifications. The training entity should ensure that they have sufficient staff to offer management support and carry out various services offered by the training entity
- 8. Continuous Professional Development of Trainers:** The training entity will be mandated to provide avenues of professional development of their trainers through the training of trainer programmes. training entity will facilitate the certification of their trainers through the ABs or NCVET approved agencies. ToT calendar for trainer's/ master trainers would be planned by the AB and such trainings should be attended by the learners/trainees from time to time.
- 9. Assessment Delivery:** The training entity should offer all the necessary support to the AB and assessment agencies to carry out timely and impartial assessment in line with the recommendation of the NCVET guidelines.
- 10. Availability of trainees on the day of assessment:** The training entity must ensure the availability of trainees on the day of assessment.
- 11. Transparency:** The training entity will be mandated to ensure a transparent system and accessible modes to share with learners/trainees the details of various qualifications, assessment parameters, placement details and other learners/trainees support services. They would be mandated to have a grievance Redressal mechanism for the learners/trainees.
- 12. Data Management System:** The training entity will be required to manage the database of the learners/trainees across the training value chain including learners/trainees enrollment, training completion, assessment, certification, and details of the trainers. Such data should be shared with the ABs affiliated to it.
- 13. Monitoring and Reporting:** The training entity will be mandated to abide by the reporting requirements in line with agreed KPIs of NCVET and the AB.
- 14. Industry Engagement:** The training entity should ensure industry tie ups through MoUs to facilitate the OJTs and placement of the learners/trainees after the completion of the training.

15. **Inclusion:** The training entity should ensure that a sufficient learners/trainees support system is in place for the training delivery of the persons with disability.
16. **Rights of the Training Entity:** The training entity can raise its grievances to the AB, and it will be mandated that such grievances are resolved within a one-month time duration from the date of receipt of the complaint. The training entity can also raise its grievances to the NCVET for matters pertaining to the AB.
17. **Placement:** The training entity should ensure sufficient industry tie-ups are facilitated to ensure placement of the successful learners/trainees. In addition, the TP should ensure credit and market linkages to support those learners/trainees seeking self-employment.

Annexure VI:

Delegated Regulation – Onboarding of Assessment Agencies

The agreement between AB and AA should cover recommendations including:

1. **Adherence to assessment criteria** specified in qualifications like mode of assessment, assessment strategy, etc.
2. **Availability of assessment tools** in vernacular language and as per trainee requirement.
3. **Infrastructure:** resources required to deliver assessments are as per requirements and NCVET guidelines.
4. **Availability of qualified** assessors and staff and Proctor: A Proctor is an individual who may or may not have the domain knowledge, however he must be well versed with the process and technology for conducting fair assessments in both offline and blended mode. Assessor is an individual who possess NCVET/ Skill Assessor certificate in certain domain skills. He/ she will be responsible for conducting assessments as well as preparing results for the trainees. Assessor can be a Proctor, but a Proctor cannot be an Assessor.
5. **Continuous professional development** of assessors through training of assessors and similar programs.
6. **Data management and IT system:** The recognized AB should ensure that assessment agencies deploy technology to enhance the validity, reliability and comparability of assessments including an Assessment Portal.
7. **Timelines** for conducting assessment and furnishing information to AB.
8. **Transparent and fair assessments-** corrupt and fraudulent activities must be specified clearly along with punitive actions which can be taken in case of violation.
9. **Appeals:** The recognized AB should ensure that assessment agencies have requisite organizational policies and procedures for handling (i) complaints from learners/trainees (ii) complaints from training organizations; (iii) accusations of malpractice against staff, contracted assessment practitioners and associated external personnel.

Annexure VII: Detailed Processes/ Steps for Recognition

1.1 Preparatory Step

- i. By applicant entity

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

- ii. By the NCVET

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

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

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

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

Verification and Validation

NCVET

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

Applicant Entity

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

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

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

Who is Eligible?	
Applicant entity which has received acknowledgement after successful submission of application form	
Input	Output
Details provided by the applicant entity in the submitted application form	Nomination of case member and Recommendation on approval or rejection of the application by the case member and communication to applicant entity
Steps/Tasks to be performed	
Responsibility	Tasks
Dedicated Case Member	<ol style="list-style-type: none">1. The case member will carry out an initial check of the application.2. Any areas of omission or insufficient clarity will be communicated to the applicant entity for additional information or explanation needed to be submitted.3. In case of failure in providing the additional information within the given timeline, or in case of incomplete information, the case member may send a communication/ reminder for submission of documents/ seek clarification by giving them an additional time.4. If the applicant entity fails to further submit the documents/clarifications sought, the case member may recommend rejection of the application.5. NCVET may accept or reject the application based on the observations of the dedicated case member which needs to be clearly documented with detailed reasons for acceptance/rejection and must obtain approval of an officer not below the rank of Director. In case of rejection the approval will be at the level of EM, NCVET.6. The decision of acceptance/ rejection of the application duly approved shall be communicated to the applicant entity.
Appropriate Authority/ Director, NCVET	<ol style="list-style-type: none">7. Reviews the recommendation of the dedicated case member and approves/disapproves it with or without comments.
EM, NCVET	<ol style="list-style-type: none">8. Reviews the recommendation of the case member and Director for rejection of the proposal.

ExitCriteria
The process ends with clear communication of acceptance or rejection of the application to the applicant entity.
Verificationand Validation
NCVET <ul style="list-style-type: none"> Ensure that the review of the application and the attache devidence are complete. Applicant Entity <ul style="list-style-type: none"> Ensure that the application is completed in all respect and the required documentary evidence provided with the application are authentic. Provide responses to the queries raised by the dedicated case member.

Step 3: Director Review- Scrutiny of application by Scrutiny Team

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

Who is Eligible?	
Applicant entity which has successfully cleared the screening process by the case member	
Input	Output
Details provided by the applicant entity during the application process	Decision of approval or rejection after the scrutiny an dcommunication to applicant entity
Steps/Tasktobeperformed	
Responsibility	Tasks
NCVET	1. NCVET will nominate a Scrutiny team/ Director concerned to evaluate the case.

<p>NCVET</p> <p>Scrutiny Team</p>	<ol style="list-style-type: none"> 2. The Scrutiny Team/ Director concerned will evaluate whether the applicant entity meets the eligibility criteria. 3. The Scrutiny Team may consult experts and physically inspect the premises of the applicant entity at this stage, if required. 4. The applicant entity will provide additional information sought by Scrutiny Team. 5. In case of failure in providing the additional information within the given timeline, the scrutiny team may send a communication/reminder for submission of the required information/ documents by giving them additional time. 6. If the applicant entity fails to further submit the documents/clarifications sought, the scrutiny team may recommend rejection of the application. 7. The Scrutiny Team recommends its decision to either approve or reject the application, which is approved by the Executive Member, NCVET. 8. The NCVET communicates the decision of approval or rejection of the application to the applicant entity along with reasons of rejections or date for the Sub-Committee meeting. 9. The Scrutiny Team prepares records of the review process clearly mentioning the reasons for acceptance or rejection of the application process and feedback (if any).
<p>Applicant entity</p>	<p>The applicant entity, if rejected, can request NCVET for a Hearing Opportunity.</p>
<p>Exit Criteria</p>	
<p>This process ends with:</p> <ul style="list-style-type: none"> ▪ Decision of acceptance or rejection of the application after approval by Member, NCVET. ▪ Preparation of the records of review done by scrutiny team specifying the reasons for acceptance or rejection. ▪ Communicating with the applicant entity the decision on acceptance or rejection of application. If approved, the applicant entity is informed about the date of Sub-Committee meeting and if rejected, the reasons there of. 	
<p>Verification and Validation</p>	
<p>NCVET</p> <ul style="list-style-type: none"> ▪ Ensure that the application is evaluated in line with the recommendations of the AB Guidelines. <p>Applicant entity</p> <ul style="list-style-type: none"> ▪ Provide responses to the queries raised by the Scrutiny Team 	

Step 4- Sub Committee Review- Review by the Council or any authority empowered by the Council.

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

Who is Eligible?	
Applicant entity which has cleared the scrutiny process	
Input	Output
<ul style="list-style-type: none"> Briefing on application by the Scrutiny Team Details provided by the applicant entity during the Sub-Committee meeting 	<ul style="list-style-type: none"> Decision on grant of recognition or rejection of the application of the organization Issuance of Letter of Intent (LoI) to applicant entity organization
Steps/Tasks to be performed	
Owner	Tasks
NCVET	1. A Sub-Committee review chaired by chairperson, NCVET would review the application.
NCVET ScrutinyTeam	2. The scrutiny team will coordinate in organizing the Sub-Committee meeting. 3. The scrutiny team will furnish a brief of the case and the records of their process to the Sub-Committee highlighting their recommendations
Applicant entity	4. The applicant entity to fulfill all compliance as suggested during scrutiny process. 5. The head of the organization will make a presentation before the Sub-committee emphasizing on their Credentials for becoming an AB. 6. The applicant entity, if rejected, can request NCVET for a Hearing Opportunity.
Sub-Committee review	7. The Sub-Committee will assess the eligibility of the applicant entity on the basis of compliance to the eligibility criteria and capacity to align themselves to the continuation criteria as laid down in the AB guidelines. 8. In addition, the Sub-Committee will assess the capacity of the applicant entity to deliver quality outcomes in line with their proposed Comprehensive Future Plan submitted with the application form. 9. The Sub-Committee will recommend the approval or rejection of the application. Based on this recommendation, the decision of approval or rejection of the application shall be taken. 10. The decision and the basis for the same shall be recorded.
ExitCriteria	
This process ends with approval of minutes of the Sub-Committee meeting by the Chairperson, NCVET highlighting their final decision for issuance of Letter of Intent(LoI) or rejection of the application.	
Verification and Validation	
NCVET Ensure that application is evaluated in line with the eligibility criteria as per AB guidelines and any other criteria as the Council deems fit.	

The timeline for completion of the process from Step 1 to Step 4 shall be 60 working days.

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

- Upon recommended approval of the Sub-Committee for granting the provisional recognition, the applicant entity is required to submit the recognition fee of Rs. 1,00,000/- in case of AB Standard Category or Rs. 2,00,000/- in case of AB Dual Category through channel prescribed by NCVET, before the issuance of the Letter of Intent (LoI).
- The applicant entity shall be required to pay the recognition fee, through channel and within the timeline as prescribed by NCVET. The applicant entity will also be required to submit proof of deposit of the fees/ share the NEFT/RTGS details of transferred amount.
- The applicant entity may, if needed make a special request for enhancement of timeline for payment of recognition fee subject to approval of the Chairperson, NCVET, after which the approval of Sub-Committee may stand invalid.

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

- Once the recognition fee of Rs. One lakh or Rs. Two lakh is received by NCVET, the applicant entity will be issued a letter of Intent (LoI).
- The LoI shall indicate all necessary details including the geographical jurisdiction for which the applicant entity is being provisionally recognized.

Step 7- Submission of qualification by the applicant

- Upon issuance of LoI, the applicant entity is said to have been granted provisional recognition and hence becomes a provisionally recognized AB.
- The AB is thereafter given a maximum period of 90 days for submitting a minimum of One qualification for the approval of National Skills Qualification Committee (NSQC).
- The AB ensures that the qualification submitted is unique in nature and does not overlap with the existing qualifications of other recognized awarding bodies available on the National Qualification Register (NQR).
- In case the provisional AB is unable to submit the qualification for NSQF alignment and approval, the Council/ Sub-committee will have discretionary power to review the provisional approval and cancel the same.

Step 8 – Approval of qualification by NSQC

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

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

- Subsequent to the NSQF alignment and approval of the qualifications by NSQC, the provisionally recognized AB is invited to sign an agreement with NCVET for formal recognition as an AB. The tenure of recognition of an AB shall be applicable from the date of signing of the agreement.
- The AB shall be issued a final letter of recognition (LOR) by NCVET after the agreement is signed.

Who is Eligible?	
Applicant entity with Letter of Intent(LoI) issued by NCVET (provisionally recognized AB) with NSQF aligned and approved qualifications	
Input	Output
<ul style="list-style-type: none">▪ Qualification/s submitted as per SOPs defined by NCVET for qualification approval	<ul style="list-style-type: none">▪ Approval of Qualification/s by NCVET▪ Signing of agreement between NCVET and provisionally recognized AB

Steps/Tasks to be performed	
Owner	Tasks
NCVET	<ol style="list-style-type: none"> 1. Scrutiny of qualification/s submitted by A Band as per defined SOPs. 2. Decision on approval of qualification/s by NSQC 3. Signing of agreement between A Band NCVET.
Provisionally recognized AB	<ol style="list-style-type: none"> 1. Submission of qualification/s within stipulated time period 2. Adherence to SOPs defined for the purpose
Exit Criteria	
This process ends with approval of qualification/s by NSQC and signing of agreement between NCVET and provisionally recognized AB.	
Time line of Completion	
<ul style="list-style-type: none"> ▪ Submission of Qualification/s by provisionally recognized AB: within 90 days of issuance of LoI ▪ NSQF alignment and approval: within 60 days after submission of qualification/s 	
Verification and Validation	
<p>NCVET</p> <ul style="list-style-type: none"> ▪ Ensure that qualifications are scrutinized as per defined SOPs. ▪ Agreement is as per defined norms. <p>Provisionally recognized AB</p> <ul style="list-style-type: none"> ▪ Adherence to SOPs ▪ Information provided is authentic and is provided in time 	

Annexure VIII: Application Form for Awarding Body Recognition

Part A: Basic Details of the Organization

Sl. No.	Fields	Details
1	Organization Name	
2	Parent Company Name (if different)	
3	Nature of legal entity (i.e. company, charitable trust, society, etc.)	
4	Type of organization	For Profit: Not for Profit: Government Body:
5	Permanent Income Tax Account Number (PAN)	
6	GST Registration Number	
7	Date of Establishment	
8	Applying for	AB (Standard): AB (Dual):
9	Applied for (Name and Number of States/ UTs or Pan India or International geography)	
10	Complete Address of Office/ HQ	
11	Organization's Email ID	
12	Website URL	
13	Office Phone no.	
14	Name, designation, and contact details of single point of contact (SPOC)	
15	Name, designation, and contact details of Head of the Organization	
16	Proposal Processing Fees (Non-refundable)	I. Amt. Deposited: _____ II. UTR/Cheque No.: _____ III. Mode of Payment: _____ IV. Date of Payment: _____

Part B: The organization must also submit the following documents:

1. Legal Status of the Applicant

Sl. No.	Name of Document	Submitted (Yes/No)
i.	Certificate of Registration/ Trust Deed and/or	
ii.	Memorandum/Article of Association	
iii.	Permanent Account Number(PAN) and Goods and Services Tax(GST) registration details	
iv	For international agencies:	
a.	Permission from Ministry of Home Affairs and evidence of separate bank account for foreign funds (FCRA)	
v.	Self-Declaration by authorized person that the organization is not-for-profit entity	

2. Prior Experience in Vocational Education, Training and Skilling

2.1. Documents for the Training/ Assessment data

Sl.No.	Name of Document	Submitted (Yes/No)
i.	Number of learners/trainees trained, certified, and placed with details of geographical spread of the organization for the past years in the format listed at 2.2.	
ii.	Work orders/ Relevant experience certificates corroborated with valid document establishing record of experience like account details of payments received, invoice raised against trainings, completion certificate	
iii.	Relevant Experience for the area of operation supplied in accordance with classification of States at Annexure IV, in the format listed at 2.3	

2.2. Format for the “Summary of Training/ Assessment data”

Year	Training Data					Assessment Data*
	Enrolled	Trained	Assessed	Certified	Total	Total Learners/trainees assessed
Year1						
Year2						
Year3						
Total						

*The data for training and assessment should be mutually exclusive. If the same number has been trained and then assessed, then that would be counted as only one case and not two.

2.3. Format for establishment of minimum prior experience (any 2 years in the last 3 years)

State/UT/Pan India	Category of State/UT (as per AB guidelines)	Total Trained or Assessor both	Total Trained	Total Trained or Assessed both	Total trained
		Year1		Year2	

*For each State/UT separately.

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

3. Financial Status of Applicant

Sl.No.	Name of Document	Submitted (Yes/No)
i.	Audited account statement signed by an independent financial auditor for past three years	

4. Infrastructure

4.1. Governance and Manpower/ Human Resource

4.1.1. Documents for the Governance and Manpower/ Human Resource

Sl.No.	Name of Document	Submitted (Yes/No)
i.	Copy of Organogram	
ii.	Self-attested declaration by head of the organization on roles and tenure of directors in the board of the organization	
iii.	Self-Declaration by authorized person that the organization has not been black listed by any agencies indicated in the AB Guidelines	
iv.	Annual Report copies for the last three FY years	
v.	Total no of staff (on roll and contractual)	
vi.	Details (name, employee ID, email id) of on roll staff along with Designation	
vii.	HR Manual	

4.1.2. Details of Registered Office

S.No	Name of Document	Submitted (Yes/No)
i.	Title Deed/Rent Deed of the premises Rent/Lease agreement of at least three (03) years of the premises	
ii.	Google Maps snapshot showing location of organization's premise and allied transport connectivity	
iii.	Copy of internet/telephone bill, not older than three (03) months	

4.2. Details for Training Capability

4.2.1. Document for establishing training capability

Sl. No.	Name of Document	Submitted (Yes/No)
i.	List of Trainers/Master Trainers as per format listed in 4.2.2.	
ii.	List of Assessor/Master Assessor as per format listed in 4.2.2.	
iii.	TOT and TOA Policy	
iv.	List of empaneled Subject Matter Experts (SME) as per format listed in 4.2.3.	

4.2.2. List of Trainers/Master Trainers

Sl. No.	Name	Contact number	Empaneled/ Appointed since	Education	Trainer/ Master Trainer/ Master Assessor
i.					

4.2.3. List of Subject Matter Experts (SMEs)

Sl. No	Name	Contact number	Empaneled/ Appoint- ed since	Education	Sector of Expertise
i.					

4.3. Learners/Trainees Welfare Cell

Sl. No.	Name of Document	Submitted (Yes/No)
i.	Self-declaration for availability and maintenance of Alumni Record	
ii.	Composition of Learners/Trainees welfare cell along with detailed roles and responsibilities on the official Letter Head of the entity	

4.4. Information Technology (Portals, Alignment With ABC/Digilocker, Database Management System, Student Database Management System)

Sl.No	Name of Document	Submitted (Yes/ No)
	Self- declaration of the IT infrastructure as owned/hired by the organi- zation	
	URL of the functional website and portal	
	Self-declaration for ensuring Data System and security of ecosystem	

4.5. Qualification Development

Sl.No.	Name of Document	Submitted (Yes/No)
i.	Composition of Curriculum Cell along with detailed roles and responsibilities on the official Letter Head of the entity	
ii.	SOP for qualification creation and review process with identified partners for conducting relevant studies/research, etc.	

4.6. Industry Linkages

Sl. No	Name of Document	Submitted (Yes/No)
i.	MOUs/agreement/Similar formal instrument signed with Industry with respect to various functions as AB	
ii.	Proof of a written document wherein industries of either small, medium, and large scales of business from the relevant sector have been engaged as a member in the Governing Council/Board, etc.	

5. Third Party Agreements and Monitoring by AB

5.1. Documents to establish mechanism for third party association and their monitoring

Sl.No.	Name of Document	Submitted (Yes/No)
i.	A&A and Onboarding protocols for the training entities and assessment agencies created by the organization	
ii.	SampleAgreement/WorkOrderforthethird-partyagencies	
iii.	SOP for monitoring and evaluating third parties and/or training entities	

5.2. Onboarding Details

Sl.No.	Name of Organization	Onboarding Date (DD/MM/YY)	Location	Nature of Onboarding (TP, AA)
i.				

6. Comprehensive Future Plan

6.1. Comprehensive Future Plan document mentioning the following details for the next three (03) years must be submitted by the Organization:

Sl. No.	Name of Document	Submitted (Yes/No)
i.	Projected number of trainings based on funded, fee based, implementation in school and higher education, etc. as per the format given in para 4.1.6.	
ii.	Projected number of trainings, if any, related to difficult areas (LWE, North-East states, hilly areas, J&K, etc.) and international operations.	

iii.	Targeted sector and sub sector planned to be covered with clear time-lines	
iv.	Documents on market research and models/assumptions justifying projections stated above	
v.	Prospective employers for placing certified trainees	

6.2. Format for Comprehensive Future Plan

Comprehensive Future Plan			
Trainings to be conducted - Funding wise	2025-26	2026-27	2027-28
Government Funded			
Private Funded			
Fee-based Training			
Trainings to be conducted - Training type wise	2025-26	2026-27	2027-28
STT			
LTT/ Diploma			
RPL			
Trainings to be conducted - By implementation	2025-26	2026-27	2027-28
School			
Higher Education			
Others			

7. Grievance Redressal

Sl. No.	Name of Document	Submitted (Yes/No)
i.	Documentary proof for establishment of a grievance redressal cell along with details of members including a third-party arbitrator/legal counsel	
ii.	Grievance Redressal Policy	
iii.	Documentary proof for establishment of a POSH committee including the details of the members for the organization's staff	
iv.	Self-declaration stating presence of POSH committees being present/formed by all its onboarded bodies	
v.	Details of helpline number	

Part C: Additional Criteria for Dual Category Recognition

8. Additional Details required

Sl. No.	Name of Document	Submitted (Yes/No)
i.	Organogram specifying Assessment Wing Details	
ii.	Details of Dedicated resource personnel with clearly defined roles and reporting with respect to Assessment Wing	
iii.	Self-declaration on allocation of dedicated office space for Assessment function	

iv.	Policy on Conflict of Interest	
v.	Separate Dedicated Assessment Portal (link)	
vi.	Question bank details as per format given in section 8.1 below	
vii.	List of Assessors/Master Assessors/Proctors as per the format given in section 8.2 below	
viii.	SME List	
ix.	Assessment Tools List like viva, simulation, written tests, etc.	
x.	SOP for training delivery and assessment	

8.1. Question Banks:

Sl. No.			Total number of Question Banks		
Question Bank No: 1					
Sl. No.	Qualification/ MC	NOS/	Number of Performance Criteria	Number of Questions	Multilingual (Yes/ No)
i					

8.2. Availability of Assessor/Master Assessors/Proctors

Sl. No.	Name	Contact number	Empaneled/ Appointed since	Education	Assessor/Master Assessors/Proctors
i.					

8.3. Availability of SMEs

Sl. No	Name	Contact number	Empaneled/ Appointed since	Education	Sector of Expertise
i.					

Part D: Authorization Statement of the Organization

I, the undersigned, confirm the following:

- That the information contained in this application and all support in evidence is correct and accurate, the property of the organization and that it reflects the organization's business practice to the best of my knowledge.
- That this organization has not been blacklisted by any ministry, department, agency or undertaking of the central or any state government, nor has it at any time been indicted for corrupt and/or fraudulent practice.
- That I have never been involved in a business/institution which has been blacklisted by any ministry, department, agency or undertaking of the central or any state government, nor have I ever been indicted for corrupt and/or fraudulent practice or of an offence against the law.
- That neither the organization nor I have links with other organizations or individuals which might constitute a conflict of interest.

Signature of Nodal Officer:

Date:

Annexure IX:

Form for INIs - Format for Expression of Interest (EoI)

Sl. No.	Parameters	Details by the applicant entity
1	Name of the HEI	
2	Year of Establishment of the HEI	
3	Jurisdiction of the HEI as per Statute	
4	Category of the HEI (INI/ CU/ Deemed/ Other)	
5	Present NAAC Grade (Wherever Applicable)	
6	Present NIRF Ranking (Wherever Applicable)	
7	Name of the Head of the HEI	
8	Contact Details of the Head of the HEI (a) Email id (b) Mobile Number	
9	Contact Details of the Nodal Officer of the HEI for dealing with NCVET (a) Name (b) Designation (c) Email id (d) Mobile Number	
10	Specialization of the HEI (technical/ Sciences/ Humanities/ Commerce/ Multi-Disciplinary/ Any other)	
11	Jurisdiction in which you would like to work	
12	Sector in which you have expertise and you would like to work	
13	Whether offshore campus available (Yes/No)	
14	The Skill Based Program being offered as part of curriculum at present, if any	
15	The Skill Based Program being offered outside of curriculum at present, if any	
16	A brief Plan of Action with respect to i. Integration of VETS in Higher Education as part of Curriculum ii. Integration of VETS in Higher Education Not as part of Curriculum to learners/trainees beyond their regular UG/ PG students	

Name of the Head of the Institution:

Signature:

Stamp of the Institution concerned:

Annexure-X: Application Form for Expansion of Area of Operations

I. Basic Details:

Sl. No.	Particulars	Details
1	OrganizationName	
2	Type of Organization	
3	Date of Incorporation	
4	Date of NCVET recognition	
5	AB Recognition Code	
6	Address	
7	Contact Details	Phone: Email ID:
8	Website URL	
9	Head of Awarding Body (Name and Contact Details)	
10	Recognized for Area of Operation (State/ UT/ Pan India)	
11	Area of Operation (State/ UT/ Pan India) applied for expansion	
12	Number of Assessment Agencies Onboarded	
13	Total number of Training Entities affiliated	

II. Prior Experience in the Allocated Area of Operations:

S I . No.	Particulars		F.Y.202_-__	F.Y.202_	F.Y.202_-_	Total
1	No. of Trainees Trained and Certified*	Govt.				
		Other				
2	No. of Assessments undertaken*	Govt.				
		Other				

Note: *Trained and Assessed candidates are mutually exclusive.

III. Prior Experience (in the Area of Operations applied for expansion):

S I . No.	Particulars		F.Y.	F.Y.	F.Y.	Total
1	No. of Trainees Trained and Certified*	Govt.				
		Other				
2	No. of Assessments undertaken*	Govt.				
		Other				

Note: *Trained and Assessed candidates are mutually exclusive.

IV. Future Plan for training and assessment (as per applied Area of Operations)

Sl. No.	Particulars		F.Y.202_-	F.Y.202_-	F.Y.202_	Total
1	No. of Trainees Trained and Certified*	Govt.				
		Other				
2	No. of Assessments undertaken*	Govt.				
		Other				
3	Numbers of qualifications undertaken for Training/ Assessments					

Note: *Trained and Assessed candidates are mutually exclusive.

V. Financial Viability:

Sl. No.	Particulars	F.Y. 202_-__	F.Y. 202_-__	F.Y. 202_-__	Total
1	Company Turnover				
2	Profit/ Surplus after Tax				

VI. Governance and Manpower

Sl. No.	Particulars	
1	No. of Certified Trainers (In-house)	
2	No. of Certified Assessors (In-house)	
3	No. of SMEs	
	Total Number of Staffs	

VII. Other Details:

Sl. No.	Particulars	
1	Address of the regional office (as per applied area of operation) (if any)	
2	Availability of standard protocols for training delivery and conducting assessment as per applied area of operation (Details submitted Y/N)	
3	MOUs/ Agreement, etc. signed at-least with industry	

Annexure XI:

Application Form for Change in Category from AB Standard to AB Dual

I. Basic Details:

S. No.	Particulars	Details
1	Organization Name	
2	Type of Organization	
3	Date of Incorporation	
4	Date of NCVET recognition	
5	AB Recognition Code	
6	Address	
7	Contact Details	Phone: Email ID:
8	Website URL	
9	Recognized for Area of Operation (State/ UT/ Pan India)	
10	Number of Assessment Agencies Onboarded	
11	Number of Training Centres owned by the organisation	
12	Head of Training/ Awarding Vertical and Contact Details	
13	Head of Assessment Vertical and Contact Details	

II. Prior Experience:

Sl. No.	Particulars		F.Y. 202_-__	F.Y. 202_-__	F.Y. 202_-__	Total
1	No. of Learners/Trainees Trained and Certified*	Govt.				
		Other				
2	No. of Assessments un-dertaken*	Govt.				
		Other				

Note: *Trained and Assessed candidates are mutually exclusive.

III. Financial Viability:

Sl. No.	Particulars	F.Y. 202_-__	F.Y. 202_-__	F.Y. 202_-__	Total
1	Company Turnover				
2	Profit/ Surplus after Tax				

IV. Governance and Manpower

Sl. No.	Particulars	
1	No. of Certified Trainers (In-house)	
2	No. of Certified Assessors (In-house)	
3	No. of SMEs	
4	Total Number of Staffs in Assessment wing	

V. Other Details:

Sl. No.	Particulars	
1	Policy on Conflict of Interest (Details submitted Y/N)	
2	Assessment Portal URL	
3	Address of the office space allocated for Assessment function	
4	Availability of Question Banks in official languages of Indian states as per area of operation (mention the languages)	
5	Availability of standard protocols for training delivery and conducting assessment (Details submitted Y/N)	
6	Protocols for training delivery and conducting assessment (Details submitted Y/N)	
7	Composition of Grievance Redressal Committee as per AB guidelines (Y/N)	

Annexure XII: Macro and Sub-Parameters of ERF

Macro and sub-parameters of ERF – Standard and Dual Category Awarding Bodies

Financial							
S. N	Sub Parameters	Weightage	High Risk	Medium Risk	Low Risk	Compliance	Excellence
1	Continued positive net worth	1	Net worth is negative	NA	NA	Net worth is positive	NA
2	Deviation in Turnover (financial revenues from operations) more/ less than planned	3	Actual Turnover less than 50% of the annual planned turnover	Deviation between actual and planned turnover more than 25% but less than 50%	Deviation between actual and planned turnover more than 10% but less than 25%	Deviation upto 10% from the annual plan	NA
3	Availability of sufficient cash flows	3	Operating cashflow ratio is below 0.5	Operating cashflow ratio is 0.5 and above but below 1	NA	Operating cashflow ratio (cash flow from operating activities (CFO) / average current liabilities) is 1 or above	NA
4	Profitability / Surplus generated	3	AB is a loss-making entity in last two consecutive years	AB is a loss-making entity for last year	NA	AB remains in profit/surplus	NA

Governance and Manpower							
S.no	Sub Parameters	Weightage	High Risk	Medium Risk	Low Risk	Compliance	Excellence
5	Feedback Mechanism	6	No mechanism for capturing feedback	Feedback from candidates being collected below 25% of trained candidates)	Feedback from candidates being collected (between 25%-50% of trained candidates)	Feedback from candidates being collected from more than 50% of trained candidates	1. Additionally feedback from multiple stakeholders collected: a) TPs b) TCs c) Trainers d) Employers/ Industry e) Any other employees 2. Evidence of corrective actions submitted
6	Leadership Stability	2	NA	Change in leadership and no intimation given to NCVET thereafter		Planned change in leadership (if any) and advance intimation given to NCVET	NA

7	Availability of operational website	3	Displaying any misleading/false information on the website or hiding vital information like any show-cause notice/temporary suspension, etc. by NCVET or any other government bodies	AB has functional website but missing any of the NCVET requirements like: •Qualifications/courseware/curriculum offered. •Training Calendar •Updated details (geographical spread, contact details and courses offered) of the training entities operating under the fold of the ABs •Training of Trainers and Training of Assessors training calendar • Grievance Redressal Mechanism	AB has functional website but missing any of the following NCVET requirements like: • Names and contact details of the operational team at the AB • Major achievements of the AB on a monthly and quarterly basis •Information on industry linkages - Details of industry members and demand aggregation of the sector they are aligned with. • Information on linkages with State Governments (if any) •Governing Council/Executive Body Members' details	AB has functional website meeting NCVET requirements like: •Qualifications/courseware/curriculum offered. •Training Calendar • Updated details (geographical spread, contact details and courses offered) of the training entities operating under the fold of the ABs •Training of Trainers and Training of Assessors training calendar • Names and contact details of the operational team at the AB •Major achievements of the AB on a monthly and quarterly basis • Information on industry linkages - Details of industry members and demand aggregation of the sector they are aligned with.	NA
						<ul style="list-style-type: none"> • Information on linkages with State Governments (if any) <ul style="list-style-type: none"> • Grievance Redressal Mechanism • Governing Council/Executive Body Members' details 	

8	Data Security breach	3	Data security breach detected during the year and not addressed within prescribed timeline	NA	Data security breach detected during the year and addressed within prescribed timeline	No data security breach detected during the year	NA
9	Data security and confidentiality	3	Non-Availability of STQC or equivalent certificate	NA	NA	Availability of STQC or equivalent certificate	NA
10	Regional SPOC applicable for only those ABs with pan India presence	1	NA	NA	Absence of minimum 1 spoc in each operational region/zone	Presence of minimum 1 spoc in each operational region/zone	NA
11	IT Platform of AB	2	<p>The platform does not have interface for:</p> <ol style="list-style-type: none"> 1. Learners/ trainees 2. TPs 3. AAs <p>and /or</p> <p>□The platform does not have API based integration process</p>		NA	<p>The platform should have interface for:</p> <ol style="list-style-type: none"> 1. Learners/ trainees 2. TPs 3. AAs <p>• The portal should be API based integration process and should be able to integrate with AA and Training Entity portals and NCVET DEP</p>	NA
12	Awards, recognition, accreditation, etc.		NA	NA	NA	NA	Awards and recognition from entities like Employers, Industry, Overseas accreditation by a reputed agency

Qualifications							
S.no	Sub Parameters	Weightage	High Risk	Medium Risk	Low Risk	Compliance	Excellence
13	Achieving targets of enrollment as per Qfile	8	NA	% of approved qualifications which has not achieved planned/targeted enrolment numbers	NA	% of approved qualifications which has achieved planned/targeted enrolment numbers	NA
14	Qualification usage by segment PwD	8		PwD trainees constitute less than 5% of the trainees undergoing qualifications under the AB during the evaluation period		PwD trainees constitute more than 5% of the trainees undergoing qualifications under the AB during the evaluation period	
15	Availability of learning resources in official Indian languages (as per Schedule 8 of Constitution of India)	6	NA		% of learning resources not available in any official languages of Indian States and Union Territories (other than English) as indicated in Q File	% of learning resources available in any official languages of Indian States and Union Territories (other than English) as indicated in Q File	
16	Drop out rate by qualifications	8	% of qualifications whose dropout ratio is more than 50%	% of qualifications whose dropout ratio is between 26%-50%	% of qualifications whose dropout ratio is between 1%-25%	% of qualifications which has 0% dropout ratio	

17	Communication to stakeholders regarding expiry/ withdrawal of qualifications	10	Communication of withdrawal/ expiry to not sent training entities	Communication of withdrawal/ expiry to training entities sent less than 90 days in advance of the qualification	NA	Communication of withdrawal/ expiry to training entities on or before 90 days	NA
18	Availability of content of approved qualifications	10	Content not available for approved qualifications within 90 days from the date of approval	NA	NA	Availability of content of approved qualifications within 31 days to 90 days from the date of approval	Availability of content of approved qualifications within 30 days from the date of approval
19	Qualification adapted for usage by mode of delivery (online, offline and blended)		NA	NA	NA	NA	All active qualifications have been used for online, offline and blended modes of training delivery
20	Qualification adapted for usage by Channel (STT, LTT, RPL, upskilling, TOT, TOA, Apprenticeship, School and Higher Education)			NA	NA	NA	All active qualifications have been used in a minimum of 3 channels
21	Qualification usage by segment (SC, ST, Women, minorities)		NA	NA	NA	NA	Active qualifications cater to the requirements of ALL these segments
22	Enhancement in qualification usage		NA	NA	NA	NA	More than 50% of qualifications (with no trainings within last 6 months) converted to active qualification as required in training schedule

Training							
S.no	Sub Parameters	Weightage	High Risk	Medium Risk	Low Risk	Compliance	Excellence
23	Training entities-Availability of Qualified Trainers	14	% batches of training entities being not conducted by certified trainers	NA	NA	% batches of training entities being conducted by certified trainers	NA
24	Placement of learners/trainees (including self-employment)	6	Training entities have placed less than 50% of the eligible learners/trainees	Training entities have placed between 50-60% of the eligible learners/trainees	Training entities have placed between 60-70% of the eligible learners/trainees	Training entities have placed 70% or more of the eligible learners/trainees	NA
25	Training entities-Infrastructure	8	% of affiliated training entities which do not have infrastructure (CR/Lab/Support) in line with the recommendations of the qualifications offered by the AB	NA	NA	% of affiliated training entities which have infrastructure (CR/Lab/Support) in line with the recommendations of the qualifications offered by the AB	NA
26	Training entities-Availability of Qualified Staff	2	NA	% of training entities which do not have adequate manpower like a) placement officers b) mobilizers c) counsellors and d) MIS and IT staff e) support staffs	% of training entities which do not have adequate manpower like a) placement officers or b) mobilizers or c) counsellors or d) MIS and IT staff or e) support staffs	% of training entities which do not have adequate manpower like a) placement officers b) mobilizers c) counsellors d) MIS and IT staff e) support staffs	NA

27	Relationship with Training entities- Delegated Regulation	4	% of affiliated training entities for whom signed agreement is not available as per the standard terms and conditions mentioned in Annexure V of Revised AB recognition guidelines	NA	NA	% of affiliated training entities for whom signed agreement is available as per the standard terms and conditions mentioned in Annexure V of Revised AB recognition guidelines	NA
28	Training entities-Timely Mobilization and career counselling of the learners/trainees*	8	NA	% of training entities whose batch occupancy at start is less than 75% at the start	% of training entities whose batch occupancy lies between 75% and 100% at the start	% of training entities which have 100% batch occupancy at start	NA
29	Learners/ trainees undergoing Apprenticeship as a part of training	4	NA	Less than 100% of trainees undergoing qualifications which have OJT as a component have been assigned to a on-site location for OJT within 60 days from due date	NA	All trainees undergoing qualifications which have OJT as a component have been assigned to a on-site location for OJT	NA

30	Learners/ trainees undergoing OJT as a part of training	4	NA	Less than 100% of trainees undergo- ing quali- fications which have Appren- ticeship as a compo- nent have been assigned to a on-site location for OJT within 60 days from due date	NA	All trainees undergoing qualifications which have Apprenticeship as a component have been assigned to a on-site location for OJT	
31	Post place- ment track- ing		NA	NA	NA	NA	% of trainees tracked till one (01) year of placement
32	Placement notifications to learners/ trainees		NA	NA	NA	NA	Placement notifications to learners/ trainees
33	Availability of digital contents at the LMS		NA	NA	NA	NA	Digital contents available at the LMS for all 100% active NSQF aligned skill qualifications

Assessments							
S.no	Sub Parameters	Weightage	High Risk	Medium Risk	Low Risk	Compliance	Excellence
34	Timely Intimation for batch assessment sent to AAs	8	% of batches allocated to AAs less than 5 days in advance before proposed assessment date	% of batches allocated to AAs between 5-10 days in advance before proposed assessment date	% of batches allocated to AAs between 10-14 days in advance before proposed assessment date	% of batches allocated to AAs 14 days or more in advance before proposed assessment date	NA
35	Availability of assessment tools in preferred language of assessment	8	NA	% of batches not assessed with assessment tools in preferred language of assessment	NA	% of batches assessed with assessment tools in preferred language of assessment	NA
36	Assessment on scheduled date	8	% of batches not assessed on or before scheduled date	NA	NA	% of batches assessed on or before scheduled date	NA
37	Assessor-Learners/trainees Ratio	8	NA	% of batches where the assessor-learners/trainees ratio is not as per NCVET guidelines	NA	% of batches where the assessor-learners/trainees ratio is as per NCVET guidelines	NA
38	Guide and support AA in developing Question Banks for each qualification	2	NA	% of question banks developed by AAs are not reviewed by AB	NA	% of question banks developed by AAs are reviewed by AB	NA
39	Learners/trainees registered in ABC	3	NA	% of learners/trainees not registered in ABC with unique APAAR IDs	NA	% of learners/trainees registered in ABC with unique APAAR IDs	NA

40	Credit updation in Academic Bank of Credit	3	NA	% of learners/trainees whose credits are not updated at their respective APAAR id within defined TAT	NA	% of learners/trainees whose credits are updated at their respective APAAR id within defined TAT	NA
Industry Engagement							
S.no	Sub Parameters	Weightage	High Risk	Medium Risk	Low Risk	Compliance	Excellence
41	Evidence for Industry engagement (Placement)	5	NA	AB does not has MOUs with employers for placement of at least 70% of the trainees undergoing qualifications which are placement oriented	NA	AB has MOUs with employers for placement of at least 70% of the trainees undergoing qualifications which are placement oriented	NA
42	AB has own placement/ industry connect team	4	NA	AB does not have its own placement/ industry connect team	NA	AB has own placement/ industry connect team	NA
43	Evidence of Industry engagement (Training)	6	NA	No evidence of industry engagement in case of training delivery and ToTs/ ToAs	NA	Industry engagement done for: 1. Training delivery 2. Training of assessors and trainers	Has documented Case study of prominent efficacy of Industry engagement in the year

Comprehensive Future Plan							
S.no	Sub Parameters	Weightage	High Risk	Medium Risk	Low Risk	Compliance	Excellence
44	Deviation from Business Planning	5	Deviation of more than 50% from the annual plan	Deviation between actual and planned business more than 25% but less than 50%	Deviation between actual and planned business more than 10% but less than 25%	Deviation upto 10% from the annual plan	(a) Next year plan is available (b) New BP plans include additional NSQF levels/ geographies/ sectors/ segments/ heritage (any one or more) where applicable
45	Research in relevant areas of skill eco-system		NA	NA	NA	NA	AB is able to present evidence of researches done in context of skill eco-system

Grievance Redressal and POSH							
S.no	Sub Parameters	Weightage	High Risk	Medium Risk	Low Risk	Compliance	Excellence
46	Grievance redressal rate	2	NA	% of grievances not redressed	NA	% of grievances redressed	NA
47	POSH cases redressal rate	4	% of POSH cases not redressed	NA	NA	% of POSH cases redressed	NA
48	Disposal status of grievances raised against affiliated TEs	2	NA	% of grievances raised against TEs not disposed within TAT	NA	% of grievances raised against TEs disposed within TAT	NA
49	Disposal status of grievances raised against affiliated AAs	2	NA	% of grievances raised against AAs not disposed within TAT	NA	% of grievances raised against AAs disposed within TAT	NA

Macro and sub-parameters of ERF – Dual Awarding Bodies (only)

Dual Awarding Bodies - Governance and Manpower							
S.no	Sub Parameters	Weigh- tage	High Risk	Medium Risk	Low Risk	Compli- ance	Excel- lence
50	Continued distinct organizational structure for assessment and awarding function with independent operational units	4	Organizational chart does not reflect any separation between awarding and assessment functions	NA	NA	Organiza- tion chart reflects separation of awarding and assessment functions with separate leadership, managerial control and staff	NA
51	Continued Separate reporting lines	2	No clear reporting lines between awarding and assessment personnel	NA	NA	Separate reporting lines with at least 2 layers of management between awarding and assessment personnel	NA
52	Dedicated physical resources for both wings	6	Separate office space for each arm have not been allocated	NA	NA	Separate office space for each arm have been allocated	NA
53	Dedicated financial resources	4	Un-availability of separate financial accounting for assessment and awarding functions	NA	NA	Separate financial accounting for assessment and awarding functions	separate audited financial state- ments

54	Dedicated IT systems	8	Unavailability of assessment portal along with all features mentioned in guidelines at the time of monitoring	NA	NA	Dedicated Assessment Portal with real time assessment capability should be available with following features: 1. Video Uploading capability with geo-tagging verification. 2. Live On-line Assessments 3. Automatic question selection and paper preparation 4. Multilingual in Indian Languages	NA
55	Formalized policies and procedures	4	Unavailability of a policy on conflict of interest recognizing the difference between awarding body and assessment function	NA	NA	Availability of a policy on conflict of interest recognizing the difference between awarding body and assessment function	NA

Dual Awarding Bodies – Assessment

S.no	Sub Parameters	Weightage	High Risk	Medium Risk	Low Risk	Compliance	Excellence
56	Availability of question bank with required number of questions as per NCVET Guidelines	4	NA	%age of qualifications wherein question banks does not have required number of questions as per NCVET Guidelines	NA	%age of qualifications wherein question banks have required number of questions as per NCVET Guidelines	NA
57	Question bank availability in official languages of Indian states as per area of operation	4	NA	%age of qualifications wherein question banks are not available in official languages of Indian states as per area of operation	NA	%age of qualifications wherein question banks are available in official languages of Indian states as per area of operation	NA
58	Sample questions available on website for various qualification	4	NA	%age of active qualifications for which sample questions are not available on website for various qualifications	NA	%age of active qualifications for which sample questions are available on website for various qualifications	NA

59	Availability of certified assessors across sectors of operation	4	% batches of training entities being not conducted by certified trainers across sectors	NA	NA	% batches of training entities being conducted by certified trainers across sectors	NA
60	Availability of SMEs across sectors of operation	4	No SME for allocated sector/ one or more of the sectors in which AB is operating	NA	NA	Availability of minimum 1 SME for allocated sector/ each sector of operation	NA

Dual Awarding Bodies – Grievance Redressal and POSH

S.no	Sub Parameters	Weightage	High Risk	Medium Risk	Low Risk	Compliance	Excellence
61	Composition of grievance redressal committee	2	No representative from assessment body function	NA	NA	Inclusion of at least 1 representative from assessment and awarding function in the grievance redressal committee	NA

Annexure XIII: Scoring and Grading Mechanism

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

a) Purpose of the Scoring Matrix

The scoring matrix intends to:

- Quantify the risk and excellence parameters identified in the ERF.
- Provide a standardized method for evaluating the performance of ABs.
- Facilitate decision-making for interventions, recognitions, and improvements.
- Encourage continuous improvement by identifying areas for development.
- Ensure transparency and objectivity in the monitoring and evaluation process.

b) Structure of the Matrix

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

c) Weightages for standard Awarding Bodies

Scoring will be undertaken for the Awarding Bodies on annual basis. A weighted score mechanism will be undertaken for assigning weightages to the macro parameters for the purpose of scoring. Further, there will be adverse marking for the non-compliance or the events of AB falling into the risk categories for the parameters.

d) Scoring Process

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

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

The three categories of risks will have negative marking each different for different levels and there will be a compliance score.

The final scoring process involves a series of calculations based on the sub-parameters and their respective risk categories. To determine the final score for a sub-parameter, the following steps are taken:

1. Identification of the percentage of the sub-parameter (wherever applicable) that corresponds to each assigned risk category.
2. Multiplication of this percentage by the score associated with the risk category.
3. Multiplication of the resulting value by the weight assigned to the sub-parameter.
4. Summing up the scores of constituent sub-parameters to obtain the total score for a macro-parameter.
5. The overall final score for AB is then calculated by summing the weighted scores of all the macro-parameters, with weights reflecting the relative importance of each macro-parameter.

e) Cumulative-Scores Calculation

The Cumulative-Scores of an AB could be depicted using the below formula:

$$\text{Final Score of a Standard AB} = \sum_{j=1}^{49} SPW_j \times \sum_{i=-4}^4 PC_j \times R_i$$

$$\text{Final Score of a Dual AB} = \sum_{j=1}^{61} SPW_j \times \sum_{i=-4}^4 PC_j \times R_i \text{ Where,}$$

i = suffix used for scores for of compliances and three categories of risk

j = suffix used for sub-parameters

PC_j = Percentage compliance on the sub-parameter

R_i = Scores of compliances and three categories of risk

SPW_j = Sub-parameter weightage

Additional marks will be defined for the excellence category parameters, as defined in the Section 5.4.1 subject to decision of NCVET Internal Monitoring Committee of NCVET and based on submitted documentary evidence.

f) Illustration:

Table:16 Structure of ERF (with sample example of a sub-parameter)					
Sub-Parameter	Macro-Parameter: Qualifications				
	High Risk	Medium Risk	Low Risk	Compliance	Excellence
Drop out rate by qualifications	% of qualifications in which dropout ratio is more than 50%	% of qualifications in which dropout ratio is between 26%-50%	% of qualifications in which dropout ratio is between 1%-25%	% of qualifications in which has 0% dropout ratio	NA

In the table above, the leftward arrow indicates the three categories of risks, explaining the conditions in which the sub-parameter will be categorized under any of the risks while the rightward arrow shows compliance condition of the sub-parameter and the criteria at which the sub-parameter will be categorized for excellence. It, therefore, suggests a sequence interlinking the risks and excellence in the monitoring and evaluation process.

Annexure XIV: Quality Improvement Plan

The Quality Improvement Plan (QIP) is a mutually agreed document for ensuring quality standards of the recognized AB is met. The document would be prepared by the recognized AB and vetted by NCVET

Document Number <i>(for office use only)</i>	
Name of AB	
Name of Head of AB	
Quality Review Method	
Created by	
Date Created	
Reviewed by <i>(for office use only)</i>	
Review date <i>(for office use only)</i>	
Approved by <i>(for office use only)</i>	
Approval date <i>(for office use only)</i>	

The recognized AB (*name of the organization*) agree to undertake the following actions for ensuring quality and standards as mandated by NCVET

Sr. no	Specific criteria/ risk parameter to be addressed	Proposed strategy for improvement	Named resources	Timeline of Completion	Evidence to be submitted	Signature of head of the AB

Signature of Head of AB: _____

Date: _____

For office use only:

Sr. no	Specific criteria/ risk parameter to be addressed	Evidence submitted by AB	Date of receipt of evidence	Evidence checked (Yes/ No)	Remarks

Reviewer/s Name: _____

Signature: _____

Date: _____

Comments by Approver(s)

Approver/s Name: _____

Signature: _____

Date: _____

Annexure XV: Risk Prevention Plan

The Risk Prevention Plan (RPP) is to be submitted by those recognized ABs whose overall risk score falls in the range deemed as medium risk. This document allows an evaluation of the risks and their causal factors and improvement measure:

Document Number <i>(for office use only)</i>	
Name of AB	
Name of Head of AB	
Quality Review Method	
Created by	
Date Created	
Reviewed by <i>(for office use only)</i>	
Review date <i>(for office use only)</i>	
Approved by <i>(for office use only)</i>	
Approval date <i>(for office use only)</i>	

The recognized AB (*name of the organization*) agree to undertake the following actions for ensuring quality and standards as mandated by NCVET and evade being in the medium or high-risk

S I . No.	Specific criteria/ risk parameter to be addressed	Risk Level	Cause of identi- fied risk	Correc- tive action de- ployed	Identified resources	Time- line	Identified monitoring mecha- nism	Evidence to be submit- ted	Signa- ture of legal Head of the AB
i									

Signature of Head of AB: _____

Date: _____

For office use only:

Sl. No.	Specific criteria/ risk pa- rameter to be addressed	Evidence submitted by AB (yes/no)	Date of evidence receipt	Evidence checked (Yes/No)
i				

Reviewer/s Name: _____

Signature: _____

Date: _____

Comments by Approver(s)

Approver/s Name: _____

Signature: _____

Date: _____

Annexure- XVI

Risk Mitigation and Management Plan Template

The Risk Mitigation Strategy is mandatory for the recognized ABs whose overall risk score is in the range termed as high risk. Given their highly volatile network and increased preponderance of hazard, they must submit a risk mitigation strategy document.

Document Number <i>(for office use only)</i>	
Name of AB	
Name of Head of AB	
Quality Review Method	
Created by	
Date Created	
Reviewed by <i>(for office use only)</i>	
Review date <i>(for office use only)</i>	
Approved by <i>(for office use only)</i>	
Approval date <i>(for office use only)</i>	

The recognized AB (*name of the organization*) agree to undertake the following actions for ensuring quality and standards as mandated by NCVET and evade being in the high-risk

Sl. No.	Specific criteria/ risk parameter to be addressed	Risk Level	Cause of identified risk	Corrective action deployed	Identified resources	Timeline	Identified monitoring mechanism	Evidence to be submitted	Signature of legal Head of the AB
i									

Signature of Head of AB: _____

Date: _____

Lead Officer /s Name: _____

Signature: _____

Date: _____

For office use only:

Sl. No	Specific criteria/ risk parameter to be addressed	Evidence submitted by AB	Evidence checked (Yes/No)	Check on cause of identified risk	Status of mitigation plan (approve/reject)	Name of person who checked evidence	Name of person who reviewed mitigation plan	Signature of concerned person	Date
i									

Reviewer/s Name: _____

Signature: _____

Date: _____

