GOVERNMENT OF INDIA

NATIONAL SKILL DEVELOPMENT AGENCY (NSDA)
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

No. /2017: The National Skill Development Agency is an autonomous body under the Ministry of Skill Development and Entrepreneurship. It anchors the National Skill Qualifications Framework (NSQF) and allied quality assurance mechanisms for synergizing skill initiatives in the country. The NSQF was introduced in 2013 through a Cabinet notification as a single unified framework for all qualifications. It is a nationally integrated education and competency based skill framework that is operationalised through the National Skills Qualification Committee (NSQC) chaired by Chairman, NSDA and comprising of representatives from Central Ministries, States, Awarding Bodies and Sectoral Experts. Copy of the notification is placed as **Annexure I.**

The NSQF notification, lays down the functions of the NSQC, which include inter alia, the following:

a) Approve and notify the NOSs and QPs prepared by the Sector Skill Councils (SSCs), including job roles that exist across sectors.
b) Address all transition issues including developing suitable mechanism for recognizing and aligning all qualifications predating the implementation of the NSQF.
c) Map all existing certificates, diplomas, degrees and other courses available in the sector and identify gaps if any.

As per the NSQF notification, the NSDA is required to approve and notify NOSs and QP prepared by the Sector Skill Councils as well as address all transitional issues for all qualifications predating the NSQF. Vide this order, the NSDA is laying down a clear, standard and transparent process for the approval of qualifications by the NSQC in order to discharge its functions under the NSQF Notification.

Standard Operating Procedure

1. To this effect the following process is laid down for alignment of qualifications to the NSQF.

a) Qualifications will be approved at NSQC meetings. NSQC meetings will be held once every 2 months. All qualifications received by the end of the month prior to 2 months of the scheduled NSQC meeting, will be taken up for scrutiny and placed before the NSQC for approval.

b) Proposals will be sent in the form of a Qualification File, in the format available in **Annexure II,** along with all supporting documents as mentioned in the checklist placed as **Annexure III.** Only those proposals found complete in respect of a filled qualification file with all required supporting documents will be taken up for further scrutiny. The scrutiny will be based on criteria stated in the Guidance Qualification File placed as **Annexure IV**. Proposals

will be returned to the submitting body with comments if not found to be complete.

c) Proposals, complete in respect of requirements mentioned above will be taken up for scrutiny internally in NSDA and subsequently put up in public domain on NSDA website for comments.

d) Comments received will be shared with the proposing body for incorporation in the revised proposal. In case of any conflict, NSDA will hold stakeholder consultations to arrive at a consensus.

e) The final proposal will be shared in advance with NSQC members and sectoral representatives as indicated in the NSQF notification.

f) The final proposal will be presented to the NSQC by NSDA for approval. Approved proposals will be added to the National Qualification Register maintained by NSDA. Proposals not approved by NSQC will be sent back to the proposing body with comments.

g) Awarding bodies whose proposal has been rejected may make a fresh application. However, NSQC shall consider such application only if the comments provided with regard to the previous application have been satisfactorily addressed.

2. Timelines:

Steps	Timelines
Initial Scrutiny against checklist	Week 1
Proposals uploaded on public domain and stakeholder consultations as required	Week 2 &3 (10 days)
Comments shared, addressed and proposals resubmitted to NSDA	Week 4 & 5
Proposals shared with NSQC members	Week 6 & 7 (10 days)
Presentation to the NSQC by NSDA	Week 8

3. Detailed process flow

Step 1: Initial Scrutiny of Proposal against checklist

- The proposal will be scrutinized for compliance to various principles as indicated under NSQF.
- NSDA's comments will be shared with the submiting bodywho will address these comments and resubmit the proposal.
- Timeline : Week 1

Step 2: Proposals uploaded on public domain

- NSDA will upload the files on the public domain for comments and feedback from stakeholders.
- In case of any conflict, NSDA will hold consultative sessions with relevant stakeholders to address the same.
- Timeline: Week 2 & 3 (10 days)

Step 3: Comments shared , addressed and proposal resubmitted to NSDA

- Feedback received from stakeholders will be addressed by the submitting body and the proposal is resubmitted to NSDA.
- Timeline: Week 4 & 5

Step 4: Proposals shared with NSQC members and sectoral representatives

- NSDA will share revised proposals with NSQC members and other sectoral representatives prior to the NSQC meeting.
- Timeline: Week 6 & 7 (10 days)

Step 5: Presentation to the NSQC

- Final proposals will be tabled at the next NSQC metting by NSDA for approval.
- Approved proposals become part of the National Qualification Register.
- Proposals not approved will be returned to the submitting body with comments.
- Timeline: Week 8

1. Stakeholder consultations will involve deliberations with the following agencies:

   a. Awarding bodies from the concerned sector
   b. Concerned Central Ministry
   c. Industry experts from the sector
   d. Representatives from academia
   e. Concerned Sector Skill Councils

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