
PROCESS FOR RETIRING QP-NOS FROM THE SYSTEM

Version 1



As on April 11, 2017

National Skill Development Corporation (NSDC), New Delhi, India



Contents

Guidelines.....2

Guidelines

When the QP-NOS are revised/rationalized, some of the existing QP-NOS will need to be discontinued. To ensure such QPs are discontinued from the skilling eco-system without any hindrance, the following guidelines needs to be followed:

S. No.	Action Points	Responsibility	Inform to								
1	<p>Intimate the QA team for the upcoming tentative retirements of QP-NOS, when Standards team come to know of it.</p> <p>In the QP-NOS list Excel file Flag the “QP Retirement Planned” as “Tentative”.</p> <p>Data to be shared in the in on 1 & 3 Friday of the month – in event of holiday – next working date.</p> <p>[This by design build a max gap of 15 days in info from Standards-> QA. The date of info to the date of retirement will be min 30 days.]</p>	Standards team	QA Team								
2	<p>Post QRC when the QP-NOS list is shared with the QA team, the QP-NOS which needs to be retired – due to version change/rationalization etc. – the QPs retirement date information will be specified in the QP-NOS list Excel file for the following fields:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">QP Retirement Planned (Yes/Tentative)</th> <th style="width: 25%;">Retirement Announcement Date</th> <th style="width: 25%;">Retirement Not Before Date</th> <th style="width: 25%;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>The difference between “Retirement Announcement Date” (on website) and Retirement Date will be calculated as:</p> <ul style="list-style-type: none"> QPs without Curriculum/Content- Minimum 1 month QPs with Curriculum/Content- Minimum 3 months <p>A mail to be sent to the stakeholders with the list of such QPs with the Retirement Date by the Standards team post QRC within 1 working day.</p>	QP Retirement Planned (Yes/Tentative)	Retirement Announcement Date	Retirement Not Before Date	Remarks					Standards team	QA IT Systems SSC
QP Retirement Planned (Yes/Tentative)	Retirement Announcement Date	Retirement Not Before Date	Remarks								
3	<p>Share any observation/requirement related to these QPs cut-off date within 5 working days after receipt of mail from Standards team.</p>	QA IT Systems	Standards								

S. No.	Action Points	Responsibility	Inform to
		SSC	
4	Against the QPs link on the website an asterisk will be put and a message will be displayed to refer the “Retirement Not Before Date” in the QP-NOS list Excel file on the website.	Standards team SSC – for the SSC website	Website IT team
5	After the specified “Retirement Not Before Date”: a. Remove the QP name from QP-NOS list and move it to the Retired QPs sheet in the same Excel file. b. Remove the QP name and document from the Website. c. (Keep a separate section on the website for viewing retired QPs- archives, with Model Curr., Content if existing) d. Updates : a. IT team should update SDMS and SMART Portal for the retired QPs b. SSCs to update their respective websites for the same	Standards IT Team Website IT Team SSC	