महाराष्ट्र MAHARASHTRA ◑ 2017 ◑ SL 089521

जिल्हा कोषागार कार्यालय,

4 SEP 2017

4/9/2017

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI

AND

ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH

ON

NATIONAL UNIVERSITY STUDENTS' SKILL DEVELOPMENT (NUSSD) PROGRAMME

NUSSD-TISS

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THIS MEMORANDUM of UNDERSTANDING (MOU) is made at Mumbai and entered into on **05.10**....in the year 2017

BY AND BETWEEN

Tata Institute of Social Sciences (herein after referred to as "TISS"), a Deemed University under section 3 of the University Grants Commission Act (UGC) of India, 1956, is a premier institute in India in social sciences, human development and public policy, having its main campus at V.N. Purav Marg, Deonar, Mumbai-400088 , herein referred to as **'First Party';**

AND

St. Francis Institute of Management and Research (hereinafter referred to as "SFIMAR"), a leading college affiliated to the University of Mumbai, having its main campus at Gate No.5, Mt. Poinsur, S.V.P Road, Borivali, Mumbai, Maharashtra 400055, hereinafter referred to as **'Second Party';**

TISS and SFIMAR shall herein after collectively be called "the parties" and individually as "the party".

1. STATEMENT OF PURPOSE

The employability of India's university graduates continues to remain weak even while there is an acute shortage of skilled manpower in an increasing number of high demand sectors. The youth are thus disillusioned about job opportunities post their studies. Though they have educational degrees, they lack the skills and the experience to get employed.

Skilling the youth to enhance their employability and enabling them to be effective contributors to the nation's growth and development assumes paramount importance in the current context.

The Tata Institute of Social Sciences has been working to reach the youth through an innovative programme called **'National University Students' Skill Development (NUSSD)'** for the same purpose. The aim is to enable the youth enrolled in the various degree programs in Colleges and Universities in India to acquire skills that would give them a certificate/diploma in a specific high demand domain area in addition to their degree. Students will be introduced to

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holistic education which encompasses components of employment oriented training, exposure to community services, life skills training and civic education to fulfill the changing requirement of higher education and thereby bringing about vocationalization of higher education. Eventually, this programme is poised to cover all the youth in the university system wanting to enhance their employment potential by gaining skills along with a graduate degree in their chosen discipline

2. PROGRAMME BACKGROUND

The National University Students' Skill Development (NUSSD) Programme is a unique initiative on skill development designed and delivered by the Tata Institute of Social Sciences (TISS). The programme was initiated in 2013 in collaboration with **Ministry of Youth Affairs and Sports, Government of India (GoI)** and **National Skill Development Agency (NSDA)**, GoI to enable graduating youth acquire employable skills while pursuing their graduation or post-graduation so that they are job-ready as and when they pass out from the colleges. After completion of a successful pilot in 34 colleges of 11 Universities, spread across 9 States, the programme is being implemented across 200 colleges, including Engineering and Management colleges. The programme is currently in its second phase and covers a student population of more than 20000, spread across several states in the country.

NUSSD offers **Certificate Programme in 'Management and Soft Skills'** for students who are pursuing their Engineering and Management and a skill-linked domain courses leading to a Diploma (e.g. Diploma in Entrepreneurship) in parallel to their regular coursework. The classes are held in the participating College or University and the programme is designed on a schedule that minimizes disruption of regular studies and personal pursuits of participating students.

3. OBJECTIVES OF THE PROGRAMME

The NUSSD programme aims at:

1. Enhancing employability skills of students to have a suitable career option after graduation.
2. Develop skills, competencies and knowledge to intervene in an equal and sustainable manner in the social and economic development of people.
3. Foster socially conscious students grounded in respect for people and concerned about the welfare of others.

4. NUSSD COURSE STRUCTURE

NUSSD courses are developed by premier institutions/domain experts and subjected to scrutiny by accreditation bodies. Each course is reviewed by an expert committee on regular basis to incorporate and update the recent developments and changing requirements of the industry.

The NUSSD courses are built on the existing academic structure and add elements to enhance employability and build capacity to address key regional challenges and opportunities.

(i) Course Curriculum Details

- Credits earned
  - ✓ Foundation Course (20 credits)
  - ✓ Domain Certificate Course (Foundation + 20 credits)
  - ✓ Domain Diploma (Domain Certificate course + 20 credits)

- Curriculum Development Expert Group and Accreditation
  - ✓ Group of Skill Area Specialization Experts drawn from academia, government and industry in each of skill areas as well as competencies, develop curriculum in specific specializations.
  - ✓ The expert group evolves criteria for course delivery, assessment and accreditation.

✓ The Course is accredited by the Academic Council of the Tata Institute of Social Sciences (TISS).

(ii) Course Design

- NUSSD Courses are designed in a modular, interlinked and interactive manner; cumulatively building knowledge, skills, and competencies administered through classes and field work.
- The course credits are spread over the years of graduation and in each semester, the students will gain 5 credits of taught courses (lectures and tutorials) followed by 15 to 30 days of Field work / Internship in appropriate work location (for 4 credits).
- Field work / internship in urban / rural contexts in community and industrial set up are organized during holiday /vacation for 15 days in winter and 30 to 45 days in summer to gain hands-on practical experience.
- During the training, students will be introduced to the purpose of NUSSD programme and need for skill development through a series of interactive sessions at the university and its affiliated colleges.

(iii) Foundation skills for professional competencies

All students enrolled for NUSSD will gain competency in following areas - (Compulsory Foundation Courses for professional competencies):

Foundation Courses (Phase 1) - Certificate in Management and Soft Skills

1. English Communication
2. Youth Leadership and People Skills
3. Analytical Skills
4. Legal Literacy
5. Financial Literacy
6. Introduction to Entrepreneurship

7. Digital Literacy
8. Employability Skills

Competency in digital application would be an integral part of gaining competency in other modules and subsequent skill development process. The students pursuing 3rd Year can opt for foundation course or Domain course parallel to their academic year.

(iv) Domain Specific Training

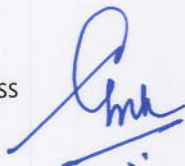### Domain Courses (Phase 2) - Certificate/Diploma in Specific Domain

These are specializations offered over a period of 2 to 3 years to students, beginning with the second year of their undergraduate studies. They are put through comprehensive and rigorous training in the domain that they choose so that they develop expertise in the domain. The objective is also to help increase their employability in the chosen domain.

Indicative lists of courses are given below. The skill domain courses are provided on demand in the participating colleges.

- Diploma in Digital Marketing
- Diploma in Entrepreneurship
- Diploma in Sustainable Agriculture
- Diploma in Hospital Service Management
- Diploma in Physician Assistant
- Diploma in Travel and Tourism
- Diploma in Banking and Financial Services Management

A number of other domain areas will be added as per the regional requirements and employment opportunities at different locations.

(v) Training Methodology

- From the catchment area of the College, a pool of experts from academia, industry, government, autonomous bodies and civil society are identified, assessed on competencies and enrolled to deliver course modules including lectures, tutorials and field work. Enrollment of teachers and trainers is done for each of the domain areas, and specific modules. The payment of teachers and trainers for each of the domain areas will be made on hourly basis after the successful delivery of particular course as per the NUSSD provisions.
- From the pool of part-time teachers and trainers, key resource persons are being identified to teach and mentors students for each of the domain areas and specific skills.
- Thus, a cohesive group of experts for each of the vocational education specialization is formed to deliver the course.
- NGOs and support agencies, industries and businesses are identified and enrolled to facilitate field work and internship. NGOs and support agencies may not be given financial compensation for the staff time provided.

5. CERTIFICATION

On successful completion of the programme, students will receive certification from the National University Students' Skill Development Programme of TISS.

Certification by the NUSSD-TISS may also carry the name of industry/academic partner to ensure that there is industry recognition to enhance employability of the graduates both locally and nationally.

6. OUTCOMES EXPECTED

It is expected that the successful implementation of NUSSD programme will enhance employability of the participants to a considerable level, enable them to gain certification which is recognized by Industry for skills and competencies, and also help in enhancing employability of the graduates both locally and nationally.

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A good number of skilled graduates would emerge as transformation leaders after the successful completion of the course. Eventually, the availability of skilled human resources will be in several million college graduates.
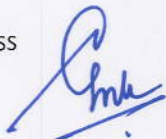
7. COLLABORATION AGREEMENT

The College and NUSSD-TISS agree to explore and assist in developing mechanisms that will serve to encourage and enhance cooperative work between the institutions in areas of mutual interest, such as delivery of NUSSD courses through a dynamic partnership.

The College shall provide all administrative and operational support to NUSSD programme by establishing an Office of NUSSD within the college campus. The roles and responsibilities of the parties are given below.

8. ROLES AND RESPONSIBILITES:

Sr No	Tata Institute of Social Sciences	SFIMAR
	Designate a Programme Officer to manage the relationship with the participating college and deliver the NUSSD programme at the college. The Programme Officer shall be engaged and paid by NUSSD, TISS.	Designate a senior faculty member of the college as NUSSD Convener. The NUSSD-Convener will co-lead the NUSSD programme delivery process with the NUSSD Programme Management team. It is the responsibility of the Convener to work with the Program Officer for the smooth implementation of the programme
	Identify and empanel a pool of trainers for each course. Organize Training of Trainers (ToT) programmes to orient the trainers on course content and pedagogy. The trainers are paid honorarium by NUSSD, TISS	Ensure the enrolment of a good number of students in NUSSD programme in the college through advocacy and counseling

Develop and provide course curriculum and content for all the modules. Revise the course curriculum and content as and when required.	Help identify potential trainers and share their profiles with NUSSD, TISS
Work with the college to prepare a training calendar. It is designed on a schedule that minimizes disruption of regular works at the college and personal pursuits of students.	May advice in-house trainers to attend Training of Trainers (ToT) programme at NUSSD, TISS.
Deliver the training at the college as per the agreed training schedule.	Ensure allocation of required number of hours for NUSSD in the college academic timetable for smooth delivery of the programme.
Conduct periodical assessment as per the norms prescribed by the Academic Council of TISS.	Provide infrastructure facilities including Class rooms, Computer lab, Projector, Seminar Halls / Auditorium to conduct NUSSD programmes
Award certificate to students who complete the course successfully	Provide office space to the Programme Officer to operate smoothly from the college.
Monitoring and evaluation of the programme	Connect with local Industry through the network of the college to identify opportunities for fieldwork and internship for students
Develop and establish a feedback mechanism to receive feedback from all stakeholders, including the students to improve the quality of the programme.	
Connect with local Industry through the network of the college to identify opportunities	

for fieldwork and internship for students	

9. FINANCIAL IMPLICATIONS

NUSSD-TISS will charge course fee to students, thereby making the programme self-sustaining.

The course fee collected from the students will be remitted to NUSSD-TISS.

For Certificate in Management and Soft Skill

Cost per student	Rupees
Tuition (TISS Component) (80% of Tution Fee)	7200
Participating College (20 % of tution fee)	1800
Materials	500
Administrative fees	250
Total	9750

Domain Programmes:

Cost per student	Rupees
Tuition Fee for each Level (2 Levels) Level 1 – Certificate	12000

Level 2 - Diploma	
Materials	1200
Administrative fees	1000
Total per year	14200

Modular Course Fee: The colleges opting for one or more than one courses (and not the complete Certificate in Management and Soft Skills Course) will be guided by the following fee structure.

SN	Name of the Course	Course Fee	TISS (Course Fee Component)	College (20 % of tution fee)
1	English Communication	3000	2400	600
2	Youth Leadership and People Skills	2250	1800	450
3	Analytical Skills	3000	2400	600
4	Legal Literacy	1500	1200	300
5	Financial Literacy or Introduction to Entrepreneurship or Digital Literacy	3750	3000	750
6	Employability Skills	1500	1200	300

The fees shall be increased year on year based on the programme delivery cost and mutual agreement between the PARTIES

10. DURATION / TERM OF THE MOU

This MoU shall be valid for a period of three years from the date of its being entered into and may be extended by the parties by mutual consent from time to time.
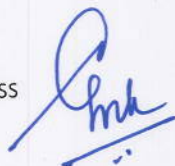
11. CHANGES / AMMENDMENTS

No change shall be made to this MoU without the written consent and signed approval of both the parties. Additions/deletions or alterations to this MoU may be effected with the prior written consent and approval concerning the particular change. Documents containing such additions, deletions and/or alterations should be signed by both the Parties and shall form a part of this MoU, and be deemed to be part of this MoU from the date of such amendment.

12. TERMINATION

This MoU can be recommended for termination by the parties after serving 3 (three) months' notice in writing. However, if there is failure or breach of understanding or default by either party other than on force majeure grounds it shall be terminated with one month's notice. However based on unsatisfactory performance and or other reasons TISS-NUSSD may terminate or amend any of the understanding as stated above.

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This MOU shall be effective upon the signature of Parties through their authorized officials.

Director/ Principal

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Director / Registrar

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SOCIAL SCIENCES
REGISTRAR
Tata Institute of Social Sciences
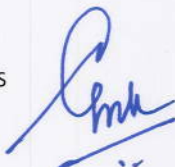Deonar, Post Box No. 8313
Mumbai-400 088

Annexure 1

Roles and responsibilities of the College Convener
For TISS NUSSD Programme

Objective: **To increase efficiency of NUSSD Programme in the college and to create an enabling environment for successful completion of the programme by a maximum number of students to reach the goal of shaping the character of students, building their competencies and making them employable to attain successful career in their chosen field.**

Convener would act as a nodal person between college and NUSSD Team

1. Motivating students to join skill development programme of NUSSD

2. Facilitating the admission of students to the NUSSD Programme.

3. Planning and scheduling NUSSD programme in the University/College calendar for the successful implementation of its classes.

4. Coordinating with the Principal and other faculty/staff members for the smooth running of the Programme.

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5. Arranging infrastructure facilities for the NUSSD Programme.

6. Help the TISS Program Officer monitor and maintain the attendance of daily classes and activities. It will be the responsibility of the TISS Program Officer to update the attendance sheets regularly.

7. Motivating students to attend classes regularly.

8. Informing the Program Officer of any changes in academic calendar for the smooth functioning of the programme.

9. Supporting NUSSD Team to identify trainers for all the courses.

10. Taking feedback from the students with the help of the Program Officer

11. Preparing a weekly report on the programme including any challenges faced and any innovation required for the evolution of the programme.

12. Facilitating the collection of fees from the students and the distribution of workbooks.

13. Supporting NUSSD Programme Officer in day to day implementation of the programme

14. Constitute a students' core committee with the help of PO-NUSSD and a working group committee which consists of HoDs of all the stream, NSS coordinator, convener, Principal, NUSSD PO and NUSSD PM.

15. Organize a weekly meeting with students' core committee and monthly meeting with working group and prepare a report.

Annexure 2

Designate as the College Convener

For TISS NUSSD Programme

To,

_____

_____

_____

We are pleased to designate you as the College Convener for the _____ College from _____ to _____.

The responsibilities as the College Convener are as follows:

Convener would act as a nodal person between college and NUSSD Team

1. Motivating students to join skill development programme of NUSSD

2. Facilitating the admission of students to the NUSSD Programme.

3. Planning and scheduling NUSSD programme in the University/College calendar for the successful implementation of its classes.

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4. Coordinating with the Principal and other faculty/staff members for the smooth running of the Programme.

5. Arranging infrastructure facilities for the NUSSD Programme.

6. Help the TISS Program officer monitor and maintain the attendance of daily classes and activities. It will be the responsibility of the TISS Program Officer to update the attendance sheets regularly.

7. Motivating students to attend classes regularly.

8. Informing the Program Officer of any changes in academic calendar for the smooth functioning of the programme.

9. Supporting NUSSD Team to identify trainers for all the courses.

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13. Supporting NUSSD Programme Officer in day to day implementation of the programme.

14. Constitute a students' core committee with the help of PO-NUSSD and a working group committee which consists of HoDs of all the stream, NSS coordinator, convener, Principal, NUSSD PO and NUSSD PM.

15. Organize a weekly meeting with students' core committee and monthly meeting with working group and prepare a report.

TISS - NUSSD and the College Principal reserves the right to extend or terminate this appointment based on your performance as the College Convenor.

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Principal   Director

SFIMAR   NUSSD-TISS

I hereby accept my appointment as the College convener along with the terms, conditions and responsibilities that are associated to the position of College Convener. I promise to deliver my best effort in this position.

<Appointee Name>