



G 375054

Agreement Between

Department of Higher Education (DHE), Government of Jammu & Kashmir

And

IL&FS Skills Development Corporation Ltd as TRAINING PARTNER (TP)

This Agreement has been made and agreed upon between all the parties mentioned below, signed on the 29th of Dec 2017

**A. Objective**

This Agreement is for collaboration between the Parties for imparting skill based training to the students of identified 20 Government Colleges in the State of Jammu & Kashmir. The training so imparted will be part of the academic cycle as an add-on course for the students to enhance their employability skills.

**B. Background and Purpose**

The purpose of this Agreement is to establish partnership between the Parties for imparting skill based training to the students of 20 Government Colleges of J&K. The training so imparted will be add-on course of the academic cycle. The said project will cover the following sectors: -

- BFSI
- IT-ITeS
- Telecom
- Tourism and Hospitality
- Agriculture
- Food Processing
- Green Jobs
- Retail

(The above sectors are as per the NSDC email dated 03 Nov 2017)

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C. Roles and Responsibilities

a) Responsibilities of Training Partner:

- I. **Project Manager:** TP would nominate "TP Project Manager" who would act as a single point of contact for the Department of Higher Education for coordination, monitoring, preparing reports, sharing course details to the students and successful implementation of the program.
- II. **Student Orientation:** TP would conduct counselling session, seminars in coordination and support from respective colleges.
- III. **Training Delivery:** TP will ensure that the skill based training is delivered in selected sectors to students enrolling for the program with a view to get them employed in the respective sectors, if they wish to. Following will be ensured by TP and overseen:
  - o Develop content and curriculum for respective job roles and get it delivered through its faculty effectively in the classroom.
  - o Ensure that the entire skill based content designed is delivered in the classroom within the stipulated time. Ensure quality parameters are met.
  - o Ensure conduction of internal assessments of students on a monthly basis as per the assessment pattern set up for the domain.
  - o Conduct soft skills training including preparing the students for work as per the industry requirements.
  - o Inviting and organising guest lecturers from domain related experts working in the industry.
- IV. **Industry involvement:** TP will partner with relevant organisations for deeper involvement into the courses to make these market relevant. Involvement by industry will also help in mapping the market needs.
- V. **Internships and Placements:** TP will facilitate placement of minimum 70% of the students on the successful completion of a course, in case the students so desire.
- VI. **Infrastructure:** TP will use the existing college infrastructure for imparting training.  
**Faculty Governance:** The faculty deployed by the TP will work in sync with the time table of the college as desired by the Principal. Functionally they will be under the control of the principal concerned whereas all other matters will be under the TP with overall superintendence / management with the college and the instructions, directions issued by the Principal would prevail.
- VIII. **Service Level Terms:** Following Service Level Terms will be adhered to by the TP:
  - o Complete the syllabus as per the timeline.
  - o Conduct practical classes as per the syllabus wherever applicable.
  - o Conduct work readiness module and prepare students for world of work.



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- Arrange industry guest lectures as and when required.
- Facilitate industry interaction and interface.
- Assist / facilitate in placement of the students. 70% placement to be ensured by the TP for the students who wish to be placed or opt for self-employment.
- Arrange campus interviews wherever possible and needed.
- Provide all necessary information regarding the project to the college as and when required by it.
- Provide weekly progress report and attendance report.
- Participate in review meetings conducted as and when called for.

IX. **Performance Metrics / Measurement:** TP's performance will be measured for:

- Content delivery as per timeline.
- Industry engagement.
- Placement of students, who desire to seek employment (including self-employment).
- Percentage of students getting certified.
- Timely and accurate reports.

X. **Leave:**

- The faculty deployed will be entitled one casual leave per month with the prior approval of the Principal concerned.
- Maternity leave provisions will be taken care by the TP.

XI. **Penalty Clause:** If any faculty is absent for more than seven working days without intimation or ten working days with intimation (a copy of the leave application should be sent to the Principal concerned); DHE concerned will impose a penalty on concerned TP.

1. Financial implications would be laid out on the TP after 20 days @ Rs 500 per day.
2. A show cause notice would be served on the 21st day to the TP to arrange an alternate Trainer.
3. Post step (2) above the College / NSDC will hear to the concerns of the TP why no replacement / substitution was provided in the school and will take decision accordingly.
4. In case of delay in hiring / substitution in hard and special areas permission needs to be taken from the concerned College / NSDC for extension of time.

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XII. **Termination of faculty:** - If any faculty is not found suitable up to the satisfaction of the college up to two months the concerned TP will straight away terminate the services of the said faculty and provide the substitute within ten days.

b) **Responsibilities of DHE and College.** The DHE through its selected college will be responsible for activities such as:

- **Student mobilization:** College will mobilise students for skill courses, workshops, seminars, orientation programs etc.

- College will deploy during this phase a dedicated Project Coordinator to assist the TP in the above activities.
- **Assistance in training programs:** College will assist the respective TPs in the training programs by providing support infrastructure such as provision of rooms for training along with appropriate furniture, projector, computer lab, domain lab, and black / white boards with markers, flip charts, and other related equipment, etc.
- Providing the required infrastructure for training i.e. classrooms and labs for practical training, and tools for testing wherever applicable.
- **Assistance in placements:** College will assist the respective TPs in the mock placement interviews, placement drives, and related issues.
- **Certification ceremony:** Can be organised mutually by College and TP.
- **Nodal Officers:** College will designate one Nodal Officer who will be responsible for overseeing / reporting the program implemented by the TP.
- **Training fee payment:** DHE will ensure that training fee of Rs 5000 per student is paid to the TP as per the milestone defined:
  - 30% once the batch is formed and in the 1<sup>st</sup> week of the training.
  - 30% after completion of the training.
  - 20% after the assessment and certification of the batch.
  - 20% after the placements. This 20% will be paid as per the actual students getting placed by the TP.

#### D. Coordination of Meetings and Liaison:

All the parties to the agreement will establish procedures to facilitate regular contact at the executive and operational levels to discuss issues arising in relation to the Project. All the parties will hold a monthly meeting, between senior officials to discuss the coordination of matters relevant to the operation of this Agreement.

#### OTHER COVENANTS

1. The use of the name, logo and / or official emblem of any of the Parties on any publication, document and / or paper concerning the project under agreement is allowed only, after seeking explicit permission in writing by either party.
2. Any difference or dispute between the Parties concerning the interpretation and / or implementation and / or application of any of the provisions of this Agreement shall be settled amicably through mutual consultation or negotiations between the Parties, without reference to any Third Party. If still differences persist, the matter will be referred to arbitration as per the law of the land.
3. The Parties are entering into this Agreement in good faith and intentions. Neither party will be responsible for any liabilities arising out of death, injury or any legal action in respect of field staff, trainees or any other persons associated with the operationalization of this Agreement.
4. This Agreement will come into effect on date of signature by both the parties. This Agreement may be varied at any time by mutual agreement of the parties in writing. It shall be reviewed three months before the end of the contract date or at a time mutually agreed by the parties for possible renewal.
5. Each party might bring this Agreement to an end by giving a three months' notice to the other party, via written notice to this effect. In case of premature termination of


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agreement on a notice, either party will be under obligation to complete the ongoing task / activities in its totality in the best interests of the students.

6. Any future changes / amendment in any of the clauses shall be notified in writing by either party for discussion and decision. Such changes shall be automatically included as a part of this agreement, subject to the changes being mutually accepted by both the parties.

Both the Parties have set their hand in presence of the witness on 29<sup>th</sup> day of December 2017 as mentioned above.

<p>Training Partner (IL&amp;FS Skills Development Corporation Ltd)</p> <p><i>[Signature]</i></p> <p>Dated: 29 Dec 2017</p> 	<p>DHE, Govt of Jammu &amp; Kashmir</p> <p><i>[Signature]</i></p> <p>Dated: December 29, 2017</p>
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Witnesses

1.

*Saiyash*  
29/12/17  
Admin & HR Manager

2.

*[Signature]*  
Do. P. K. Khandelwal  
(Principal)

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OFFICE OF THE PRINCIPAL  
GOVERNMENT DEGREE COLLEGE R.S. PURA  
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No: RSPC/1187  
Dated: 22-09-17.


Mission Director,  
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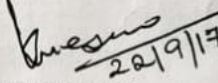
Subject: Consent for Vocational Courses

Sir,

With reference to your mail dated 21<sup>st</sup> Sept. 2017, vide order no. RUSA/PLAN/VC/65/2017/2055,  
as desired by you kindly find our consent for retaining the courses namely:

1. Domestic Data Entry Operator
2. Junior Software Developer

*course*   
Coordinator  
RUSA

  
22/9/17  
PRINCIPAL

Copy to:

1. Dr. Rajinder Singh, Coordinator RUSA for information.
2. Office Record.

**Scheduled Training Commencement Dates for Vocational Courses Under RUSA**  
Rayies.Bhat@ifsiindia.com  
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da  
to principalgdcak, womencollege, Principal, gdc, me, govt, Khurshid Ahmad, RUSA

Respected Principals

For your information and reference, please see the trail mail and tabular schedule of formal training commencement dates. Also the batch details may please be forwarded in the excel registration format to us immediately if you haven't sent till date .  
In case of any query , kindly feel free to contact .

College	Training Start Date	Day
GDC R S Pura	20 <sup>th</sup> Feb 2018	Tuesday
GCW Kathua	22nd Feb 2018	Thursday
GDC Samba	22nd Feb 2018	Thursday
GDC Akhnoor	22nd Feb 2018	Thursday
GDC Kathua	20 <sup>th</sup> Feb 2018	Tuesday
GLDM GDC Hiranagar	23rd Feb 2018	Friday
GDC Khour	23rd /Feb/ 2018*	Friday

Warm Regards !

Rayies Bhat

Program Manager RUSA J&K

IL&FS Skills Development Corporation Ltd.

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