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MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI

AND

M.J. COLLEGE, BHILAI

ON

NATIONAL UNIVERSITY STUDENTS' SKILL DEVELOPMENT PROGRAMME (NUSSD)

This Memorandum of Understanding (hereinafter referred to as the 'MOU') is made on the 1st day of November 2016 based on the following statements.

1. STATEMENT OF PURPOSE

Skilling youth to enhance their employability and enabling them to be effective contributors of 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 the innovative programme called 'National University Students' Skill Development (NUSSD)' for the same purpose. The idea is to enable the youth enrolled in the various degree programs to acquire skills that would give them a certificate/diploma in a specific in-demand domain area in addition to the degree. Students will be introduced to holistic education which encompasses the component of employment oriented training, exposure to community services, life skills training and civic

NUSSD-TISS

M.J. College

education to fulfill the changing requirement of higher education. Eventually, this programme will cover all young people in the university system wanting to enhance employment potential gaining skills along with the graduate degree in their chosen discipline

1. PROGRAMME BACKGROUND

The National University Students' Skill Development (NUSSD) Programme is a unique initiative on skill development designed and undertaken by Tata Institute of Social Sciences (TISS). It was officially launched on 23rd August 2013 in 34 colleges from 11 Universities of 9 states by TISS after the Ministry of Youth Affairs and Sports in consultation with Advisor to the Prime Minister on Skill Development decided to reposition National Service Scheme (NSS) and make it as a potential force for youth empowerment. Since then the Tata Institute of Social Sciences along with University partners and colleges is implementing the programme in various states in a collaborative manner. TISS acts as a key knowledge partner and implementing agency in this unique endeavor. The programme has been recognized as the best skill development practice by United Nations (UN) Committee on Children and Youth. Very recently, various state governments have come forward to offer NUSSD programme to the graduating students in their state.

3. OBJECTIVES OF THE PROGRAMME

The NUSSD programme aims to increase employability of graduating youths by imparting knowledge, skills and competencies in relevant field. The programme also intends to develop the inner potential, critical thinking a sense of civic responsibility among students.

Overall, 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 conscientious 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 expert 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. All courses are finally approved by the Academic Council of the Tata Institute of Social Sciences.

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 as modular, interlinked and iterative manner; cumulatively building knowledge, skills, and competencies administered online, through classes and field work.
- The course credits are spread over three 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 of 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 & People Skills
3. Legal Literacy
4. Financial Literacy
5. Digital Literacy
6. Working with Communities (leading to a field practicum)

Competency in digital application would be 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

Student can choose any one inter-related skill areas in their second and third years of graduation.

1. Banking and Financial Service Management .
2. Sustainable Agriculture –Market Linkages, Animal Husbandry and Agri-allied activities
3. Healthcare – Hospital Service Management, Physician Assistant
4. Hospitality – Travel and Tourism
5. E commerce and Digital Marketing
6. Retail Management – Logistics & Supply Chain
7. Fashion Design
8. Entrepreneurship
9. Water, Sanitation and Hygiene (WASH)

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

(v) Expert Teachers, Trainers, Internship and Field Work Facilitators

- From the catchment area of the University and Affiliated Colleges 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. Teachers and trainers from University and colleges are expected to give time on voluntary basis to motivate students.
- 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.

s. CERTIFICATION BY NATIONAL UNIVERSITY STUDENTS' SKILL DEVELOPMENT PROGRAMME - TATA INSTITUTE OF SOCIAL SCIENCES(TISS)

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


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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.

- 'Certificate in Management and Soft Skills' is awarded to the students who successfully complete all six modules of the foundation course
- 'Certificate in <Domain Name>' is awarded to students who successfully complete the domain certificate course (Level 1) in the specific domain. For e.g. 'Certificate in Travel and Tourism' is awarded to students who complete the Travel and Tourism Certificate course
- 'Diploma in <Domain Name>' is awarded to students who successfully complete the domain diploma course (Level 2) in the specific domain. For e.g. 'Diploma in Travel and Tourism' is awarded to students who complete the Travel and Tourism Certificate course

6. OUTCOMES EXPECTED

It is expected that the successful implementation of NUSSD programme will enhance employability of the participants to a considerable level and enable them to gain certification in Level 1 courses, and gain diploma in any one of the Level 2 courses.

- 1) A good number of skilled graduates emerging as transformational leaders after the successful completion of the course. Eventually, the availability of skilled human resources will be in several million college graduates.
- 2) Cutting-edge curriculum in a number of critical specific areas with alternative and innovative delivery methods in universities from remote regions generally providing education to students from rural areas.
- 3) Several regional trainers in critical skill areas become available to take the skill development programme to more colleges in the region.
- 4) The university will make a sustainable impact on employability of young graduates in arts, science, humanities and social sciences and commerce. Enhanced skill sets of the students will also promote entrepreneurship at the local context.
- 5) The new generation of graduates with strong vocational skills will rejuvenate the rural economy, bring synergy between State funded programs and private sector initiatives.

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.


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The College shall provide all administrative and operational support for the NUSSD programme by establishing an Office of NUSSD at the college campus; and collaborate with NUSSD-TISS on the following:

- A. Course Administration Committee:** NUSSD-TISS and the college will form a Course Administration Committee (Working group) in the first year of NUSSD implementation. This Committee will have the following members: College Principal, Faculty Coordinator, NUSSD-College Convener, NUSSD-TISS Anchor, NUSSD Programme Manager/Officer and two Student representatives.

The Course Administration Committee will nominate one official from the College to act as the College Convener who is accountable for the smooth delivery of NUSSD courses including reporting on progress and implementation of NUSSD courses. The committee will make and implement all decisions related to course administration including

- a) Preparation of NUSSD calendar in accordance with college academic calendar and scheduling of classes in weekdays, weekends and holidays
- b) Student Registration
- c) Mobilization of volunteer teachers
- d) Delivery of NUSSD courses
- e) Custodian of all NUSSD documents including students' attendance, assessment papers, mark sheets, registration forms etc. These documents will be made available to NUSSD program officer whenever it is required.
- f) Maintenance of infrastructure including
 - (i) Learning equipment
 - (ii) Sharing of learning equipment
 - (iii) Facilitate availability of office space, guest house, class rooms, computer labs and other learning facilities in the campus

- B. Student Registration and Accreditation:** The College will facilitate enrollment of students for all the 3 years covering Foundation and Domain Skill Development courses. TISS will provide the registration forms for the NUSSD programme and NUSSD-TISS will keep the registration records in each college in accordance to the rules and regulations of the college and TISS. The total number of students to be registered per college will be decided by TISS, with advice from College Convener.

- C. Volunteer Teachers:** The NUSSD Team will co-ordinate the enrollment of volunteer teachers to deliver the NUSSD courses at the college level. The College will facilitate identification of teachers and trainers along with college principals and NUSSD staff within and outside the colleges in order to orient and build their capacity to engage in delivery of various models over 3 years of the programme.

- D. Facilitation of the Programme:** The TISS will deploy Programme Managers and Program officers to facilitate and co-ordinate the implementation of the NUSSD Courses. NUSSD-TISS will generate appropriate course content centrally with inputs from the College Course Administration Committee and deliver these courses with the support of the college

- E. Learning Material and Infrastructure:** The College will be responsible for the maintenance of class room infrastructure to adequate standards of classroom and lab infrastructure including plug points, internet connectivity, projectors, computer as well as tables, chairs and other course learning requirements. NUSSD will provide course material to students and the expenses incurred towards the material will be collected from students.
- F. Well-being of Students:** Well-being of the students is the key purpose of the programme. The College will provide NUSSD with any required support including Student Information Confidentiality. Any other information collected during research or project implementation, particularly student related database information will be held as confidential, unless there is explicit permission to share such information by the respondent. Where such consent exists, this information will not be disclosed or passed to any other agency without prior consent from NUSSD-TISS and the College; and with clearly agreed terms of sharing such data amongst all partners concerned.
- G. Career Guidance and Placement:** NUSSD-TISS and the College will jointly facilitate the identification of industries, businesses and government and non-government organizations that can support in career guidance, training, internship and placement of students. University will also support official administrative process for the placements of students.
- H. Programme Administration:** The NUSSD courses implemented in University/College will be monitored and administered by NUSSD-TISS to ensure effective implementation of the programme. The University and Colleges will promote the NUSSD Programme to the students; monitor the progress of the programme, take necessary measures to improve the programme and retain enrolled students.
- I. Financial Implications:** NUSSD-TISS will charge a nominal course fee from students to make students accountable and to ensure their commitment to complete the course and also to sustain the programme. The college would ensure atleast 120 students are enrolled and retained to sustain and continue the NUSSD programme. The course fee collected from the students will be remitted to NUSSD-TISS. TISS will share 75 percent of the total amount collected from students with college for providing infrastructure and Faculty support.

Fees slab for students in the first year:

- Foundation Course = Rs 2000 Per Student
- Domain Level 1 Course = Rs 2500 Per Student (Domain Certificate)
- Domain Level 2 Course = Rs 3000 Per Student (Domain Diploma)

The fees may increase year on year based on mutual agreement between the NUSSD-TISS and the Colleges.


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NUSSD-TISS will meet all the expenses of workshops, seminars, motivational talks to support the NUSSD program, which will be arranged/organized mutually by the college and NUSSD to prepare students for employability. College will support with infrastructure and equipment for these activities

- J. NUSSD College Convener:** A senior faculty member of the college would be designated as the NUSSD Convener for the College to assist and manage the NUSSD operations along with NUSSD Program Officer in that college.

This position of the College Convener is subject to an enrolment of minimum 90 students in the college. If the enrolment for NUSSD is less than 90 from a College, appointment of the College Convener is optional and decision would be taken by the NUSSD-TISS. The duration of this position would be as mutually agreed by NUSSD-TISS and the Convener appointee.

The responsibilities of the Convener position are given in the Appendix 1 (enclosed). An honorarium will be paid on monthly basis to the college Convener based on the fees collected from the student enrolled to NUSSD as per the details provided in the Appendix 2 (enclosed).

NUSSD-TISS and the Principal of the college may mutually agree to extend or terminate the Convener's appointment based on the performance of the appointee. The sample format of the letter for designating the College Convener is available in Appendix 3 (enclosed).

K. Responsibilities of Colleges

College would be the implementation partner in the delivery and sustainability of the NUSSD Programme for 3 years. The college would be responsible for:

- (i) Nominating senior faculty member as NUSSD Convener for the college and thus co-leading the NUSSD programme delivery process with the NUSSD Programme team
- (ii) Ensuring enrolment of the students for NUSSD programme in adequate numbers
- (iii) Identifying and sharing the list of potential Trainers with TISS
- (iv) Allowing and facilitating in-house teachers to undergo training of trainer programme and teach NUSSD courses
- (v) Ensuring dedicated time slot for NUSSD programme and preparing NUSSD academic calendar in accordance with the College academic calendar for the successful implementation.
- (vi) Providing and ensuring infrastructure facilities including Computer lab, Projector, Seminar Halls / Auditorium to conduct NUSSD programme
- (vii) Providing office space and equipment for the program officers appointed by TISS at college level
- (viii) Enabling Industry connects and creating opportunities for fieldwork, internship of Students at various Industries and organizations


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- (ix) Coordinating with the NUSSD Programme team in organizing job placement workshops/fair at University/College/District level
- (x) Leveraging the College's connections and network to invite local as well as large Corporate players for placement
- (xi) Providing travel, logistics for Officers from TISS, Master Trainers and accommodation through existing Guest Houses of Universities or Revenue Guest/Circuit Houses

L. Responsibilities of NUSSD-TISS

NUSSD-TISS would be the knowledge partner in this collaborative effort of delivery and sustainability of the NUSSD Programme in the college for 3 years. NUSSD-TISS would be responsible for:

- (i) Identifying and appointing Program officer to manage and deliver the NUSSD programme at college level and will be paid by TISS-NUSSD.
- (ii) Identification of Master Trainers for all NUSSD course and conducting the Training of Trainer programme with the help of the college, all the financial expenditure for the training will be met by NUSSD-TISS.
- (iii) Assisting in identifying trainers, selecting volunteer teachers and paying the volunteer trainers an honorarium based on the hours taught by them as per NUSSD norms.
- (iv) Helping in selecting the trainers and conduct/arrange Training of Trainer programme for the teachers/candidates selected for the NUSSD programme
- (v) Developing courses and Creating Training Modules (Curriculum and content).
- (vi) Creation of a Training Modules and provide soft Copy of Course Material
 - Syllabus
 - Facilitator Guide
 - Student's workbook
- (vii) Providing learning/course material to students by charging nominal cost.
- (viii) Monitoring and evaluating the NUSSD training at particular levels
- (ix) Conducting examination/assessment to evaluate the students' performance and skill acquisition.
- (x) Providing certificates to students who successfully complete the training.

8. DURATION / TERM OF THE MOU

This MoU shall be valid till 31st October 2018 from the date of its entering into and may be mutually extended by the parties from time to time.

9. CHANGES / AMMENDMENTS

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

10. TERMINATION

This MoU can be recommended for termination by the parties after serving 6 (six) months' notice in writing if there is failure/ breach of understanding or default by either party other than on force majeure grounds. However based on unsatisfactory performance and or other reasons TISS-NUSSD may terminate or amend any of the understanding as stated above.

This MOU shall be effective upon the signature of Parties through their authorized officials. It shall be in force from 1st November 2016 to 31st October 2018.

Principal

M.J. COLLEGE, BHILAI


Director / Registrar

TATA INSTITUTE OF SOCIAL
SCIENCES, MUMBAI

C. P. Mohan Kumar
Registrar -
Tata Institute of Social Sciences
Deonar, Mumbai - 400 088.



Appendix 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.
5. Arranging infrastructure facilities for the NUSSD Programme.
6. Monitoring and maintenance the attendance daily classes and activities.
7. Motivating students to attend classes regularly.
8. Conducting the evaluation and assessment of students and maintaining record and data.
9. Informing the program officer of any changes in academic calendar for the smooth functioning of the program
10. Supporting NUSSD Team to identify trainers for all the courses.
11. Taking feedback from the students with the help of the Program Officer
12. Preparing a weekly report on the program including any challenges faced and any innovation required for the evolution of the program
13. Facilitating the collection of fees from the students and the distribution of workbooks
14. Supporting NUSSD programme officer in day to day implementation of the programme
15. 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.
16. Organize a weekly meeting with students' core committee and monthly meeting with working group and prepare a report.

Appendix 2
Honorarium of the College Convener
For TISS NUSSD Programme

The honorarium to be paid to the college convener would be based on the number of students enrolled for the NUSSD Programme in the college.

The details are as below.

No of Students enrolled	Convener required?	Honorarium Amount
<60	No	N/A
60 to 90	Optional, TISS NUSSD Program Officer	Rs 750 per month
90 to 120	Yes	Rs 1000 per month
120 to 150	Yes	Rs 1200 per month
150 to 180	Yes	Rs 1500 per month
180 to 210	Yes	Rs 1800 per month
210 to 240	Yes	Rs 2100 per month
250 and above	Yes	Rs 2500 per month


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Appendix 3
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.
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. Monitoring and maintenance the attendance daily classes and activities.
7. Motivating students to attend classes regularly.
8. Conducting the evaluation and assessment of students and maintaining record and data.
9. Informing the program officer of any changes in academic calendar for the smooth functioning of the program
10. Supporting NUSSD Team to identify trainers for all the courses.
11. Taking feedback from the students with the help of the Program Officer
12. Preparing a weekly report on the program including any challenges faced and any innovation required for the evolution of the program
13. Facilitating the collection of fees from the students and the distribution of workbooks

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14. Supporting NUSSD programme officer in day to day implementation of the programme
15. 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.
16. Organize a weekly meeting with students' core committee and monthly meeting with working group and prepare a report.

The Honorarium paid to you for discharging the above duties is Rs _____ per month and is subject to the enrolment of students for the NUSSD Programme.

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

Principal

Project Director

College Name

NUSSD

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>

[Handwritten signature]