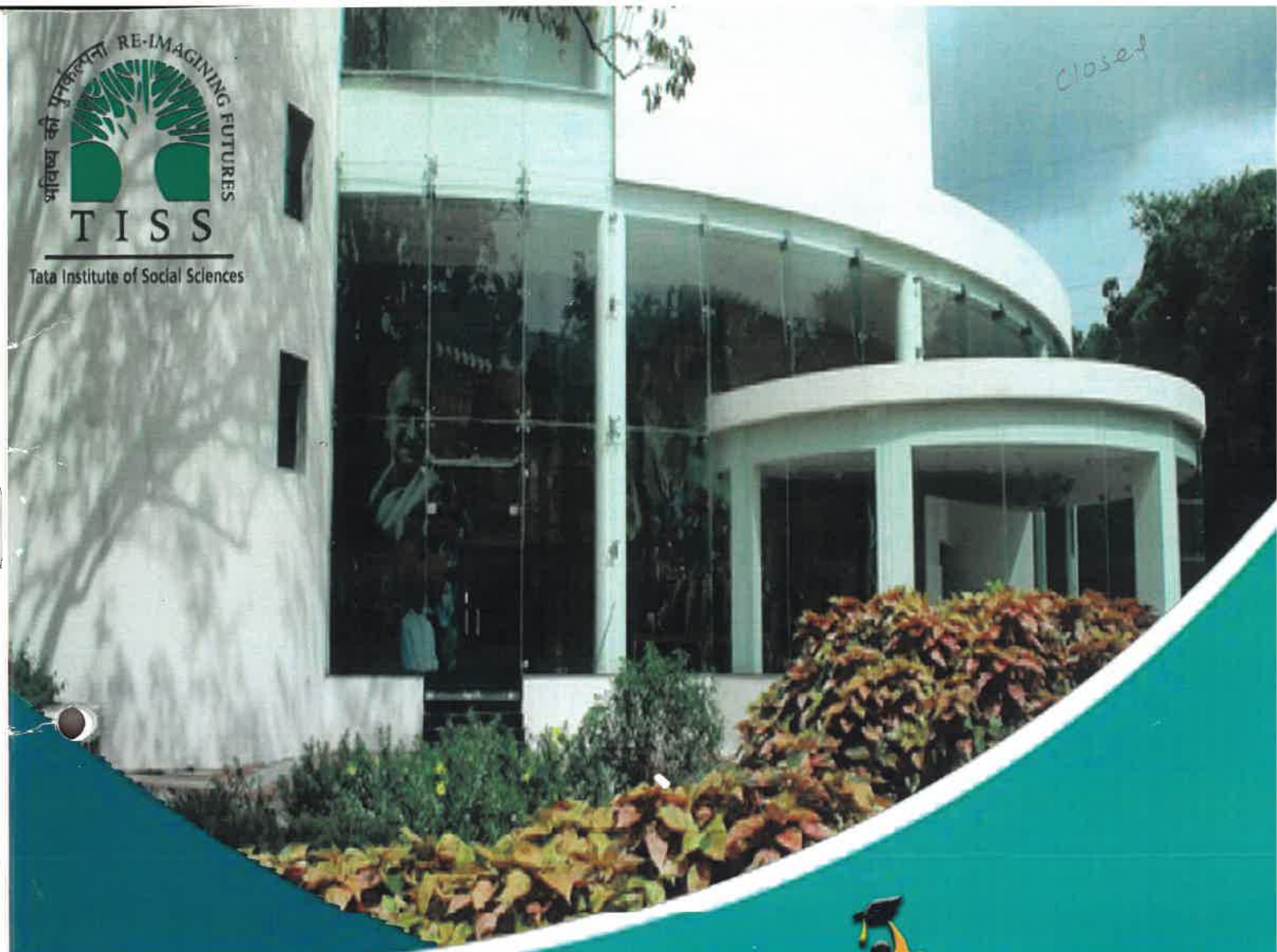




Tata Institute of Social Sciences



National University Students' Skill Development Programme



NATIONAL UNIVERSITY STUDENTS' SKILL DEVELOPMENT PROGRAMME

TATA INSTITUTE OF SOCIAL SCIENCES

Deemed to be University since 1964

Mumbai, Tuljapur, Guwahati and Hyderabad

प्लैटिनम जयंती
PLATINUM JUBILEE
1936-2011

An intervention in the higher education Institutions to make the graduates employable and job ready

1. Background

The Indian system of higher education is the third largest in the world, after those of the US and China. There are 900 universities and more than 45,000 affiliated colleges in India with a total enrolment of more than 20 million students. However, 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 is thus disillusioned about job opportunities post their studies. Unfortunately, though they have educational degrees, they lack skills and the experience to get employed.

The Tata Institute of Social Sciences (TISS), in consultation with the Ministry of Youth Affairs & Sports (GoI) and the National Skill Development Agency (NSDA), has started a project, titled 'The National University Students Skill Development Programme (NUSSD)' by introducing "Skill Training" for college students, so that the graduating youth acquire job related skills through immersive projects. This involves college student engagement over three years in a multi stakeholder collaborative model involving NGO's, Universities and Corporates.

NUSSD aims at increasing the employability of University and College students by imparting knowledge and skills, through cutting edge teaching and learning methods as well as practical work experience through internships and community projects. NUSSD embeds itself within colleges, especially those that service low-income communities, and provides job readiness and domain skill training to the students, thereby allowing them to graduate with a degree and a diploma in a job-relevant course.

NUSSD is aligned to the Sustainable Development Goals (SDGs) set by the United Nations and finds its mandate particularly interlinked to the fulfillment of SDG 4 (Quality Education) and SDG 8 (Decent Work and Economic Growth) directly, and many other goals indirectly as well.

In recognition of the efforts and impact, the United Nations (UN) Steering Committee on Children and Youth recognized the NUSSD Programme as a "Skill Development Best Practice" in the country.

2. NUSSD Presence

After a successful Pilot, the Programme has rapidly expanded to being implemented in 9 states and more than 220 colleges in the present day. Today, the Programme covers over 20,000 students and has been successful in providing them the right skills required for gainful employment. The programme is financially supported by Corporate and State Governments.

3. NUSSD Vocational Education Course Development

The NUSSD Vocational Education courses are build on the existing University Structures and add elements to enhance employability and build capacity to respond to key regional challenges and opportunities for sustained employment and well-being.

NUSSD courses have an integrated framework that pedagogically links academic course content, skill training and application as a “credit-bearing educational experience”. In addition to imparting skills which means mastery and expertise in a vocation, the courses also foster inner capacities of students, inculcating within them values of civic responsibility, build their competencies to work effectively in complex, inter-related environments, and prepare them to engage in meaningful work that brings out their full potential.

Course Structure

- NUSSD Courses are designed in a 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 gain 4 to 6 credits of taught courses (lectures and tutorials) followed by 15 to 30 days of Field work / Internship in appropriate work location (for 6 credits).
- Field work / internship in urban / rural contexts in community and industrial set up are organised during vacation/ free days for 15 days in winter and 30 to 45 days in summer to gain hands on practical experience.
- During the 1st and 2nd semester, students are introduced to the idea of National University Students Skill Development Programme and after a series of interactive sessions at the university and its affiliated colleges, students opt for this programme – either to gain a Certificate (20 credits) or a Diploma (40 credits) depending on the student’s ability and willingness to devote time.

4. Vocational Education Course Specializations

Some of the NUSSD courses in Vocational Education include:

4.1. Foundation Courses

All students enrolled for NUSSD will gain competency in following areas:

1. Motivating Youth For Skill Building(Non Credited Module)
2. Digital literacy
3. English and Communication
4. Youth Leadership & People Skills
5. Financial Literacy
6. Legal Literacy
7. Analytical Skills
8. Ethics
9. Health, Hygiene and Safety
10. Introduction to Entrepreneurship
11. Working with Communities leading to a field practicum

4.2. Skill Domain Courses

The student can choose any one of the Skill Domain Courses in following lists.

- Banking and Financial Services
- Business, Accounts and Taxation
- Hospital Services Management
- Physician Assistant
- Oncology Care-giving
- Geriatric Care
- Digital Marketing
- Export and Import Management
- Sustainable Agriculture
- Entrepreneurship
- Travel and Tourism
- Sales and Marketing
- Pharmaceutical Sales Management
- Retail Management
- Logistics and Supply Chain Management

This is an indicative list. New courses are added to the above list, based on demand, regularly. All Domain Areas have employment, entrepreneurship and livelihood modules.

5. Course Outcome

On successful completion of the programme, students will receive certification from the the TISS. Certification by the TISS is recognized by Industry for skills and competencies, and enhances employability of the graduates both locally and nationally.

Students will also acquire a sense of involvement in the community development that enhances entrepreneurship and well-being. Overall NUSSD is aimed at:

- Gain Sustainable and Relevant Employable Skills along with their degree to find work after graduation
- Capacity building of the Youth to be responsible citizens
- Position the Youth as Agents of Social and Economic Transformation

6. Curriculum Development Expert Group and Accreditation

- Group of Skill Area Specialization Experts drawn from academia, government and industry in each of skill areas develop curriculum in specific specializations.
- This group also evolves criteria for course delivery, assessment and accreditation.
- Once the curriculum is finalized by the Specialization Expert Group, it is placed before the Academic Council of the Tata Institute of Social Sciences (TISS) for approval.
- Students successfully completing all course requirements will be awarded the appropriate level of certification by TISS.

7. Expert Teachers, Trainers, Internship and Field Work Facilitators

- From the catchment area of the University and Affiliated Colleges, a large pool of experts from academia, industry, government, autonomous bodies and civil society who are willing to take course modules including lectures, tutorials and field work are screened and empanelled. Enrollment is done for each of the domain areas, and specific modules. All those eventually empaneled are working or retired professionals from academia, industry, government, autonomous bodies, national and international organisations and civil society organizations.
- From the above, key resource persons are identified to teach and mentors students for each of the domain areas, and specific skills.
- A cohesive group of experts is formed for each of the vocational education specialization to deliver the course.
- NGOs and support agencies, industries and businesses are identified to facilitate field work and internship.

8. NUSSD Corporate Engagement Plan

Industry needs and requirements form a driving force for skills training, as we endeavor to move from a supply-driven education system to a demand-driven one. Keeping this in mind along with the feedback from colleges, we evolved the Corporate Engagement Plan for NUSSD, which encompasses an end-to-end engagement with corporates right from Validating the curriculum and content as being relevant to industry, incorporating their inputs in the curriculum, engaging them as volunteers and guest trainers, to conduct field exposure visits for students, internships and eventually placements. The value proposition and areas of engagement are depicted below:

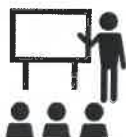
Areas of engagement with NUSSD



Curriculum and Content



Live Projects / Field Work



Seminars / Guest Lectures



Internships



Placements



CSR Funding

Value to Corporates

- Ready pool of trained Human Resources
- Savings on cost, time, effort of training after placement
- Continuous engagement prior to hiring trained resources
- Zero cost of hiring and reduced cost of induction
- Avenue for CSR funding with a credible institute

Value to Students

- Exposure to practical aspects
- Live projects and internships provide hands-on exposure
- High level of engagement in Corporate lifecycle
- Imbibe corporate best practices as part of training

This approach proved rather fruitful, resulting in long-term relations with companies such as Aditya Birla Capital, Apollo Hospitals, Narayana Health, ITC Limited, Fino Bank, Hexaware and many others. With their participation, we were able to achieve substantial increase in placements in AY 18-19.

9. Achievement Summary

Partnerships	MOU signed with 19 Universities across 9 States
Funding Partners	Corporate and State Governments
Partnerships with State Govts	MoU signed with Government of Jharkhand – 50,000 students to be trained by 2,022 in their general degree colleges
Implementation	Program implemented in 220 Colleges spread across 9 States additional 100 colleges from Govt of Jharkhand being added this year.
Training (June 2019) End of AY 2018-19 Academic Year	20,266 students trained and certified

Target for AY 2019-20	20,000
Course Development Partners	MOU signed with 15 premier Institutes like BSE, EFLU, National Law University, BAFI Foundation, Narayana Hrudayalaya, Institute of Directors, IIT, Bombay, Indian Institute of E-commerce, SB Global Educational Resources, Symbiosis School of Banking and Finance etc.
Domain courses offered	Banking & Financial Services, Physician Assistant, Sustainable Agriculture, Hospital Service Management, Digital Marketing and E-Commerce, Travel and Tourism, Entrepreneurship, Accounts and Taxation, Export and Import Management
Domain courses to be developed	Fashion Design, Retail, Renewable Energy Management, Fire and Safety auditors, Lemon grass cultivation, LED bulb manufacturing, Pharmaceutical Marketing, Sales and Marketing
Training of Trainers	Trained 800+ trainers over a period of 3 years; in addition to the 500 trainers trained across 100 colleges in AP (Total = 1,300+)
Workshops / Seminars	300 plus workshops related to skill development have been conducted across different colleges/universities
Placement	Employed total 8,700+ across regions like Mumbai, Ranchi, Jamshedpur, Ambad (Jalna Dist.), Patan (Gujarat), Jodhpur, Raipur, Bilaspur etc.
Appreciations	The United Nations (UN) Steering Committee on Children and Youth has recognized NUSSD program among the best skill development practices in the country ¹

¹<http://childrenyouth.org/wp-content/uploads/2015/08/UN-MGCY-Response-to-Habitat-III-Issue-Papers.pdf>

10. NUSSD and SDG

In a natural progression, the NUSSD program is aligning itself to the fulfillment of the 2030 Global Agenda called the Sustainable Development Goals. Below we see how the NUSSD program's mandate closely aligns to the SDGs. Also stated are the NUSSD roles and priorities in key goals.

<u>Goals and Targets from 2030 Agenda</u>	<u>NUSSD Core Mandate</u>	<u>NUSSD Role and Priorities</u>
<u>Goal 1.</u> End poverty in all its forms everywhere	Empowering young people to become agents of social and economic transformation	<p>Disrupting the poverty cycle through an intensive and innovative skill intervention for increasing the employability of young people entering the workforce</p> <p>Ensuring that young people are "job-ready" and that relevant skills are imparted in order to find meaningful employment</p> <p>Creating a pool of resourceful candidates for potential employers</p>
<u>Goal 2.</u> End hunger, achieve food security and improved nutrition and promote sustainable agriculture	Empowering young people to become agents of social and economic transformation	<p>Breaking the hunger vulnerability cycle by skilling young people and ensuring access to income</p> <p>Encouraging relevant agricultural related practices and knowledge through specialized courses for young people</p> <p>Promoting research and development in sustainable agricultural practices and encouraging its use</p>
<u>Goal 3.</u> Ensure healthy lives and	Reforming the educational sector and promoting skill-based	Promoting quality health-care and well-being as a core pillar

promote well-being for all at all ages	learning	<p>for the development of the country particularly in lesser developed regions</p> <p>Encouraging interest of young people in healthcare and supporting the health care system with necessary skills needed in the sector</p> <p>Disseminating crucial health related information through health-related courses and encouraging research in the sector</p>
<p><u>Goal 4:</u> Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all</p> <p>Highlighted Target: 4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship</p>	Reforming the educational sector and promoting skill-based learning	<p>Introducing skill-based learning as a norm in the educational sector and encouraging activity-based learning</p> <p>Imparting young people with skills needed for meaningful employment at the university and college levels</p> <p>Encouraging entrepreneurship and creating/identifying avenues for young people to gain access to funding, mentorship and relevant entrepreneurial experiences</p> <p>Reskilling existing workforce as part of the corporate partners engagement plan</p>
<u>Goal 5.</u> Achieve gender equality and empower all	Ensuring that all young people have equal access to opportunities for meaningful	Creating an enabling environment for ensuring women's participation in the

women and girls	employment	labor force
		Encouraging young girls particularly in STEM fields and ensuring they are skilled and job ready for the STEM sector
		Upholding and supporting gender balance in the workforce and ensuring that young girls have equal pay
<u>Goal 8.</u> Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	Ensuring that all young people have equal access to opportunities for meaningful employment	Supporting sustainable and inclusive economic growth by ensuring skilled young graduates are ready to be employed
		Functioning as a platform that connects employers to potential employees in order to achieve the objective of decent work for all
		Ensuring that youth unemployment is substantially reduced and that young people have access to skill-based education
<u>Goal 9.</u> Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation	Promoting youth entrepreneurship and innovation for the development of the nation and the reduction of inequalities	Supporting various startup schemes of national and state governments by fostering a spirit of innovation and entrepreneurship among young people
		Sharing the latest technological and innovative practices in the industry to students
		Encouraging research and development in innovative technology

Goal 10. Reduce inequality within and among countries

Promoting youth entrepreneurship and innovation for the development of the nation and the reduction of inequalities

Empowering all young people by ensuring their employability and equal access to opportunities

Promote the inclusion of skilled young graduates in key pillars of the economy including finance, infrastructure and other services

Encouraging and creating avenues for entrepreneurship among young people in rural areas to facilitate equal development of regions, job opportunities in the rural landscape and reducing migration to cities

Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable

Empowering young people to become agents of social and economic transformation

Ensuring that urban youth are skilled and trained in keeping with the employment opportunities available in the cities and surrounding areas

Promoting and supporting the government's sustainable urbanization plan in tier 2 and tier 3 cities by providing skilled labor needed for industries based in such cities

Ensuring that all young people, especially women, people with disabilities, those from marginalized and vulnerable communities, in cities have equal access to opportunities

Goal 16. Promote peaceful and inclusive societies

Facilitating the all-round development of young people and encouraging responsible

Supporting the rule of law at the national and international levels by encouraging legal

for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

citizenship

literacy among young people

Encouraging accountability and transparency and supporting the inclusion of young people in decision making levels

Encouraging all-round development of young people through targeted programs and resources in order to combat abuse, exploitation and other forms of violence and injustice affecting the youth

11. Success Stories



Case 1: Vishal Sanjeev Mishra, Mumbai

Vishal Sanjeev Mishra hails from Rajapura, a small town in Uttar Pradesh, a town where Gauna System still exist and barter system prevailed much longer until 2014. His father relocated with his mother, 3 older brothers and him to Mumbai in 1998. His father works as a security guard, earning a meagre salary of Rs. 9000 per month. Life had always been a struggle for

the family. Vishal dreamt of being an engineer, however, he could not afford the steep fees and therefore decided to pursue BCom at Sree Narayana Guru College, arranging for fees by pawning his mother's jewellery. It was there that his coordinator guided him to enrol for the NUSSD Programme, which he believes was a turning point in his life thus far. He enjoyed the practical form of learning, and was able to gain a clear understanding and exposure of difficult subjects like finance and law.

"My relationship with my father was strained earlier", said Vishal. "For the first time, my father accompanied me to the NUSSD Placement meet and saw me introduce myself to everyone. I got an A grade in the Banking and Financial Services domain course and I saw pride in his eyes! I am proud to share that I secured a job at Manappuram Finance Limited at a salary of Rs. 15,500 per month, and it means a lot to me and my family. I owe a lot to NUSSD, Sree Narayana Guru College, and all my faculty and mentors who guided me to this achievement" Vishal beamed.



Case 2: Jyoti Nischal, Ambad, Jalna District

Jyoti Nischal hails from Ghansawangitaluka near Ambad in Jalna district. Born to a farmer and a homemaker, she has 2 younger siblings, one in the 12th standard and the other in the 10th standard. Her father struggled hard to sustain the education and dreams of his children, but his monthly income of Rs. 5000 on average was not enough even to take care of their essential needs. Jyoti

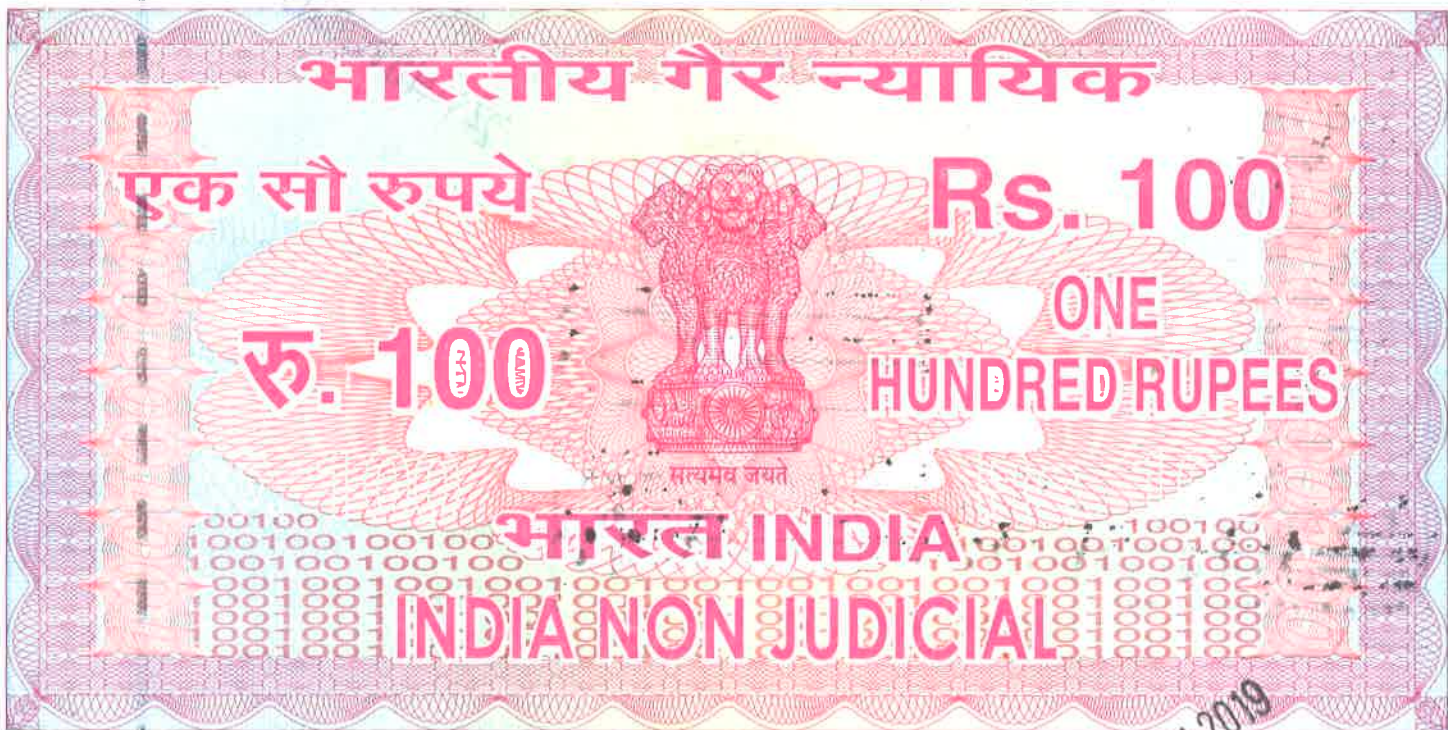
aspired to make something of her life, and to help her father. She took a loan and went to MatsyodariShikshanSansthan's Arts, Science and Commerce college in Ambad. She didn't know much, except that she got a high percentage in the 12th standard and therefore secured admission in science. After coming to MSS college, she was introduced to NUSSD by some senior students. She undertook the foundation course in the first year and developed an interest in finance and decided that she wanted to pursue a career in finance. She then went on to do the Domain Certificate and Diploma in the Banking and Financial Services domain offered by NUSSD.

Fate smiled on her and she was selected after an interview with Aditya Birla Capital for the role of Mutual Fund Operations Associate as part of a Placement Drive conducted by NUSSD, fetching her a take-home salary of Rs. 20000 per month. It was a momentous occasion for Jyoti and her family, as it almost quadrupled their family income. "My father had tears in his eyes, and I was overwhelmed too. I will now be able to support my father in providing for the family, and help my sister and brother with their education. My father knew that I would have to move away from Ghansawangi, but he has been very supportive and is confident that I will be able to take care of myself! NUSSD has given me this confidence and positive attitude and I am grateful to my college, my teachers, my coordinator and NUSSD for giving me this opportunity."



National University Students' Skill Development Programme (NUSSD)
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Tel: 022 – 2552 5691/5692/5693
Email: nussd@tiss.edu

closed



2019

WC 643065

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI
AND
GHANSHYAMDAS SARAF COLLEGE OF ARTS & COMMERCE
ON
NATIONAL UNIVERSITY STUDENTS' SKILL DEVELOPMENT PROGRAMME (NUSSD)

THIS MEMORANDUM of UNDERSTANDING (MOU) is made at Mumbai and entered into on 25th November, 2019



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BY AND BETWEEN

Tata Institute of Social Sciences (herein after referred to as "TISS"), a Deemed to be 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

Ghanshyamdas Saraf College of Arts & Commerce (GSC), having its main campus at Rajasthani Sammelan's Educational Complex, S. V. Road, Malad (West), Mumbai - 400 064, hereinafter referred to as 'Second Party';

TISS and GSC 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 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 vocationalisation 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.

The United Nations (UN) Steering Committee on Children and Youth has recognized NUSSD programme among the best skill development practices in the country.

NUSSD offers Certificate Programme in 'Management and Soft Skills' and a skill-linked domain courses leading to a Diploma (e.g. Diploma in Entrepreneurship) in parallel to the 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 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.



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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 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**
 - ✓ Certificate Course (Foundation course/ 20 credits*)
 - ✓ Domain Diploma (Domain Certificate course + 20 credits*)
- {1 Credit* = 15 Hours of Classroom Training OR 30 Hours of Internship}
- **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 (Second and Third) of graduation and the students are taught courses (lectures and tutorials) followed by Field work / Internship in appropriate work location.
- Field work / internship in urban / rural contexts in community and industrial set up are organized during holiday /vacation 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 -
(Foundation Courses for professional competencies):

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.



(iv) Domain Specific Training

Domain Courses (Phase 2)- Diploma in Specific Domain

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

1. Diploma in Banking and Financial Services
2. Diploma in Hospital Services Management
3. Diploma in Ecommerce and Digital Marketing
4. Diploma in Physician Assistant
5. Diploma in Sustainable Agriculture
6. Diploma in Accounts and Taxation
7. Diploma in Export and Import Management
8. Diploma in Logistics and Supply Chain Management
9. Diploma in Sales and Marketing
10. Diploma in Fashion Designing
11. Diploma in Retail Management
12. Diploma in Entrepreneurship

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 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 NUSSE 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 (Certificate and/or Diploma) from the National University Students' Skill Development Programme of TISS.

Certification (Certificate and/or Diploma) by the TISS-NUSSD 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.

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 TISS-NUSSD 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.



A circular blue stamp from the TISS INSTITUTE OF SOCIAL SCIENCES, TISS MUMBAI. Overlaid on the stamp is a handwritten signature in blue ink. To the right of the stamp, the initials 'AL' are handwritten in blue ink.

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 RESPONSIBILITIES:

Sr No	Tata Institute of Social Sciences	Ghanshyamdas Saraf College of Arts & Commerce
1	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
2	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
3	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
4	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.
5	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 time table for smooth delivery of the programme.



6	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
7	Award certificate to students who complete the course successfully	Provide office space to the Programme Officer to operate smoothly from the college.
8	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.
9	Develop and establish a feedback mechanism to receive feedback from all stakeholders, including the students to improve the quality of the programme	
10	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 a nominal course registration fee of Rs. 250/- (Two Hundred & Fifty) only, from the Economically Weaker Students to make students accountable and to ensure their commitment to complete the course and also to sustain the programme. The college would ensure at least 100 (one hundred) 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.

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.



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at

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.

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


Ashok M Saraf
Chairman
Governing council

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Director / Registrar
Tata Institute of Social Sciences
Acting Registrar
Tata Institute of Social Sciences
Sion Trombay Road,
Deonar, Mumbai - 400 088.
Tel. (O) : 022 2552 5254

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 TISS NUSSD Team. In order to enable us, to appropriately compensate / remunerate the TISS NUSSD Convener; we earnestly request the College Management to kindly share the name of the TISS NUSSD Convener(s):

1. Motivate students to join skill development programme of TISS NUSSD.
2. Facilitating the admission of students to the TISS NUSSD Programme.
3. Planning and scheduling TISS NUSSD programme in the University/College calendar for the successful implementation of its classes (including Vacations, Weekends & College Holidays).
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-NUSSD Program Officer monitor and maintain the attendance of daily classes and activities. It will be the responsibility of the TISS-NUSSD Program Officer to update the attendance sheets regularly.
7. Motivating students to attend NUSSD classes regularly (At least, 90% students should meet 75% attendance criteria). Take appropriate remedial measures, in the eventuality of a high drop-out numbers.
8. Informing the Program Officer of any changes in academic calendar for the smooth functioning of the programme & alternate classrooms, must be made available, in advance.
9. Supporting TISS-NUSSD Team to identify trainers for all the courses.



10. Taking feedback from the students with the help of the Program Officer. The Convener must keep the TISS NUSSD Management updated on the feedback pertaining to the quality of Trainers.

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

12. Supporting TISS-NUSSD Programme Officer in the day to day implementation of the programme

13. Constitute a students' core committee with the help of the TISS-NUSSD Program Officer and a working group committee, comprising of HoDs of all departments, Convener, Principal, TISS-NUSSD Program Officer and TISS-NUSSD Program Manager.

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

15. The students, who are available for Placements; must be the Target Students, enrolled for TISS NUSSD AY 2019 – 2020.

16. The honorarium to be paid to the college convener would be based on the number of students enrolled (no. of the batches formed) for the NUSSD Programme in the college. The details are as below:

Honorarium for Batch Management (per batch)							
First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 3,000
Batch Creation	100 Hrs of Training Delivery	100 Hrs of Training Delivery	100 Hrs of Training Delivery	100 Hrs of Training Delivery	Completion of Internship	Certification	Job offers to 50% of the total students trained & 70% of them joining jobs



Annexure 2
Designate as the College Convener
For TISS-NUSSD Programme

To,

Dr Anju Bohra
Ghanshyamdas Saraf College of Arts & Commerce
Mumbai

We are pleased to designate you as the College Convener for the Ghanshyamdas Saraf College from academic year 2019-20.

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 TISS-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. Help the TISS-NUSSD Program officer monitor and maintain the attendance of daily classes and activities. It will be the responsibility of the TISS-NUSSD 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 TISS-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. Supporting TISS-NUSSD Programme Officer in day to day implementation of the programme.



13. Constitute a students' core committee with the help of the TISS-NUSSD Program Officer and a working group committee, comprising of HoDs, Convener, Principal, TISS-NUSSD Program Officer and TISS-NUSSD Program Manager.
14. 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 Convener.


Ashok M Saraf
Chairman
Governing council


Director / Registrar
Tata Institute of Social Sciences
Acting Registrar
Tata Institute of Social Sciences
Sion Trombay Road,
Deonar, Mumbai - 400 088.
Tel. (O) : 022 2552 5254

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.


Dr Anju Bohra

Annexure 2
Designate as the College Convener
For TISS-NUSSD Programme

To,
Prof Mamta Chhajer
Ghanshyamdas Saraf College of Arts & Commerce
Mumbai

We are pleased to designate you as the College Convener for the Ghanshyamdas Saraf College from academic year 2019-20.

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 TISS-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. Help the TISS-NUSSD Program officer monitor and maintain the attendance of daily classes and activities. It will be the responsibility of the TISS-NUSSD 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 TISS-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.



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12. Supporting TISS-NUSSD Programme Officer in day to day implementation of the programme.
13. Constitute a students' core committee with the help of the TISS-NUSSD Program Officer and a working group committee, comprising of HoDs, Convener, Principal, TISS-NUSSD Program Officer and TISS-NUSSD Program Manager.
14. 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 Convener.


Ashok M Saraf
Chairman
Governing council


Director / Registrar
Tata Institute of Social Sciences
Acting Registrar
Tata Institute of Social Sciences
Sion Trombay Road,
Deonar, Mumbai - 400 088.
Tel. (O) : 022 2552 5254

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.


Prof Mamta Chhajer