



MAHARASHTRA

2020

WU 197908

15 OCT 2020



जिल्हा कोषागार कार्यालय, ठाणे  
- 7 OCT 2020  
मुद्रांक प्रमुख लिपीक / लिपीक

MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI  
AND  
SMT. SAVITABEN CHUNIBHAI PATEL FARTIKUIWALA COMMERCE  
COLLEGE, DABHOI, GUJARAT  
ON  
NATIONAL UNIVERSITY STUDENTS' SKILL DEVELOPMENT PROGRAMME  
(NUSSD)

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made at Mumbai and  
entered into on 1<sup>st</sup> July, 2020

*S. C. Patel*

PRINCIPAL  
Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.

*[Signature]*  
26/11/2020

## 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

Smt. Savitaben Chunibhai Patel Fartikuiwala Commerce College is popularly known as Smt. S.C.P.F. Commerce College, Dabhoi, was established in the year 1968-69 with a gracious donation from Smt. Savitaben Chunibhai Patel, Fartikuiwala, a social worker from Fartikui having its main campus at B/s S T Depot, Dabhoi College Campus, College Rd, Kaumudi Society, Dabhoi, Vadodara, Gujarat 391110, hereinafter referred to as 'Second Party';

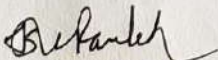
TISS and Smt. S.C.P.F. Commerce College shall herein after collectively be called "the parties" and individually as "the party".

### 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 assume 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

  
PRINCIPAL  
Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.

2

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

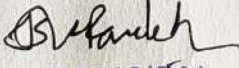
The National University Students' Skill Development (NUSSD) Programme is a unique initiative on skill development designed and delivered by the Tata Institute of Social Sciences (TISS). The programme was initiated in 2013 in collaboration with **Ministry of Youth Affairs and Sports, Government of India (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 in Management and Soft Skills and skill-linked domain courses leading to a Diploma (e.g. Diploma in Entrepreneurship) to college going students. The students enrolled in NUSSD Program are thus the NUSSD-TISS students. 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

  
PRINCIPAL  
Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.



intends to develop the inner potential, critical thinking, and 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

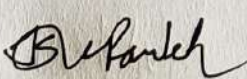
NUSSD courses are developed by premier institutions/domain experts and subjected to scrutiny by accreditation bodies. Each course is reviewed by an expert committee on regular basis to incorporate and update the recent developments and changing requirements of the industry.

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.

  
**PRINCIPAL** 4  
**Smt. S. C. Patel**  
**Fartikuiwala**  
**Commerce College, DABHOI,**



- ✓ 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

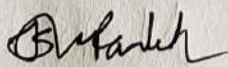
- NUSSD Courses are designed in a modular, interlinked and interactive manner; cumulatively building knowledge, skills, and competencies administered through classes and field work.
- The course credits are spread over the years (Second and Third) of graduation and the students are taught courses (lectures 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

Students enrolled for NUSSD's Certificate in Management and Soft Skills course 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)



PRINCIPAL 5  
Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.



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 Digital Marketing
4. Diploma in Business, Accounts and Taxation
5. Diploma in Export and Import Management
6. Diploma in Logistics and Supply Chain Management
7. Diploma in Physician Assistant
8. Diploma in Sustainable Agriculture
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 NUSSD provisions.



**PRINCIPAL**  
Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.

6



- From the pool of part-time teachers and trainers, key resource persons are being identified to teach and mentor 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

Smt. S.C.P.F. Commerce 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.

*B. S. Patil*

PRINCIPAL

Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.

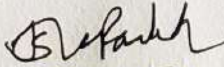
7



Smt. S.C.P.F. Commerce 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	Smt. S.C.P.F. Commerce College
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 work 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.

  
**PRINCIPAL**  
 Smt. S. C. Patel Fartikuiwala  
 Commerce College, DABHOI.




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

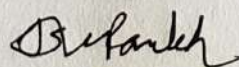
NUSSD-TISS will charge a nominal course registration fee of Rs. 500/- (Five Hundred Only) to its students to make them accountable and to ensure their commitment to complete the course and also to sustain the programme.

## 10. DURATION / TERM OF THE MOU

This MoU shall be valid for a period of two years from the date of it being entered into and may be extended by the parties by mutual consent from time to time.

## 11. CHANGES / AMMENDMENTS

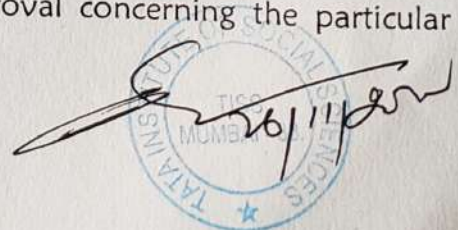
No change shall be made to this MoU without the written consent and signed approval of both the parties. Additions/deletions or alterations to this MoU may be effected with the prior written consent and approval concerning the particular



**PRINCIPAL**

**Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.**

9



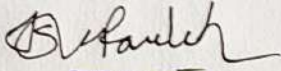
change. Documents containing such additions, deletions and/or alterations should be signed by both the Parties and shall form a part of this MoU, and be deemed to be part of this MoU from the date of such amendment.

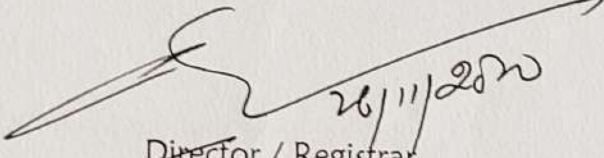
## 12. TERMINATION

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.

Principal  
Smt. S.C.P.F. Commerce College

  
PRINCIPAL  
Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.

  
Director / Registrar  
Tata Institute of Social Sciences

Col RM Joshi (Veteran)  
Registrar  
Tata Institute of Social Sciences, Mumbai

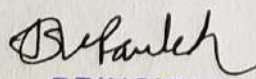


Annexure 1  
Roles and responsibilities of the College Convener  
For TISS-NUSSD Programme

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):

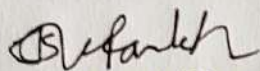
1. **Motivate students** to join skill development programme of TISS NUSSD.
2. **Facilitating the admission of students** to the TISS NUSSD Programme.
3. **Planning and scheduling TISS NUSSD programme** in the University/College calendar for the successful implementation of its classes (including Vacations, 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.**



PRINCIPAL  
Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.



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 2020 – 2021.



PRINCIPAL

Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.



Annexure 2

Designate as the College Convener  
For TISS-NUSSD Programme

To,

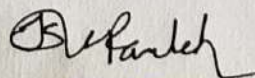
Mr. Mahesh Bhai Bhagwandas Patel  
Smt. S.C.P.F. Commerce College

We are pleased to designate you as the College Convener for the Government of Smt. S.C.P.F. Commerce College from academic year 2020-21.

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.



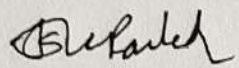
PRINCIPAL  
Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.



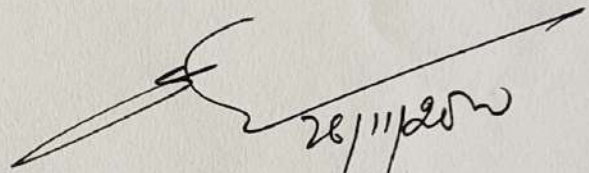
13. Constitute a students' core committee with the help of the TISS-NUSSD Program Officer and a working group committee, comprising of HoDs, Convener, Principal, TISS-NUSSD Program Officer and TISS-NUSSD Program Manager.
14. Organize a weekly meeting with students' core committee and monthly meeting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

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

Principal  
Smt. S.C.P.F. Commerce College


  
**PRINCIPAL**  
Smt. S. C. Patel Fartikuiwala  
Commerce College, DABHOI.





Director / Registrar  
Tata Institute of Social Sciences  
**Col RM Joshi (Veteran)**  
**Registrar**  
Tata Institute of Social Sciences, Mumbai

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.



Mr. Mahesh Bhai Bhagwandas Patel