

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI

AND

SHRI RAJASTHANI SEVA SANGH'S, SMT. PARMESHWARIDEVI DURGADUTT
TIBREWALA LIONS JUHU COLLEGE OF ARTS, SCIENCE & COMMERCE, MUMBAI

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

Shri Rajasthani Seva Sangh's, Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Science & Commerce, Mumbai (herein after referred to as "Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science"), having its campus near Chakala Metro Station, Andheri Kurla Link Road, J. B. Nagar, Andheri(E), Mumbai-400059, hereinafter referred to as 'Second Party';

TISS and Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science 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



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).

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Signature



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(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 NUSSD provisions.
- From the pool of part-time teachers and trainers, key resource persons are being identified to teach and mentors students for each of the domain areas and specific skills.



- Thus, a cohesive group of experts for each of the vocational education specialization is formed to deliver the course.
- NGOs and support agencies, industries and businesses are identified and enrolled to facilitate field work and Internship. NGOs and support agencies may not be given financial compensation for the staff time provided.

5. CERTIFICATION

On successful completion of the programme, students will receive certification (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 Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science 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.



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The Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science 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. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science
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.




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.

J. Mallu
Principal
Smt. Parmeshwaridevi Durgadutt Tibrewala
Lions Juhu College
of Arts, Commerce and Science

[Signature]
Director / Registrar
Tata Institute of Social Sciences
Acting Registrar
Tata Institute of Social Sciences
Sion Trombay Road,
Deonar, Mumbai 400088.
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.



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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,

Ms. N. Sunder Jyothi

Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and
Science
Chakala

We are pleased to designate you as the College Convener for the Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science 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 reserve the right to extend or terminate this appointment based on your performance as the College Convener.

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Principal
Smt. Parmeshwaridevi Durgadutt Tibrewala
Lions Juhu College
of Arts, Commerce and Science

[Signature]

Director / Registrar
Tata Institute of Social Sciences
Acting Registrar
Tata Institute of Social Sciences
Slon Trombay Road,
Deonar, Mumbai 400068.
Tel (O) : 022 2552 5264

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.

[Signature]
Ms. N. Sunder Jyothi



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

To,

Ms. Pooja Soni
Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and
Science
Chakala

We are pleased to designate you as the College Convener for the Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science 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 reserve the right to extend or terminate this appointment based on your performance as the College Convener.

Jmeller
Principal
Smt. Parmeshwaridevi Durgadutt Tibrewala
Lions Juhu College
of Arts, Commerce and Science

Jmeller
Director / Registrar
Tata Institute of Social Sciences
Acting Registrar
Tata Institute of Social Sciences
Sion Trombay Road,
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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.

Pooja
Ms. Pooja Soni

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PRINCIPAL
SHRI RAJASTHANI SEVA SANGH'S
Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu
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J. B. Nagar, Andheri (East),
Mumbai - 400 059.

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YOUTH LEADERSHIP AND PEOPLE SKILLS

STUDENT WORKBOOK CONTENT

SESSION NO.	TOPICS/TIME	SESSION NO.	TOPICS/TIME	SESSION NO.	TOPICS/TIME
M1-S1	Icebreaker	M2-S1	Seeing connections: Story of Stuff – a film	M3 S1	Generating responses for well being
M1-S2	My purpose	M2-S2	Managing Our Feelings	M3 S2	Actions based on my values – Breakthrough ideas in action
M1-S3	Sourcing Inner Power Self-Awareness	M2-S3	Complaints: seeing the commitment	M3 S3	Speaking Responsibly
M1-S4	My Four Profiles	M2-S4	Verbal Communication Skills	M3 S4	Team Building skills
M1-S5 Part A Part B	Practicing Assertiveness	M2-S5	Non-verbal Communication Skills	M3 S5	Decision- making
M1-S6	Background conversations & listening	M2-S6	Influencing Skills for change	M3 S6	Resilience: the Hallmark of Leadership
M1-S7	Ek Ruka Hua Faisla	M2-S7 Part A Part B	Managing Interpersonal Conflict	M3 S7	Stages of my Leadership
M1- S8 Part A Part B	Managing Our Stress	M2-S8 Part A Part B	Managing Time		

Trishu
PRINCIPAL

SHRI RAJASTHANI SEVA SANGH
Smt. Parmeshwaridevi Durgadutt Tibrewala Lior
College of Arts, Commerce & Science

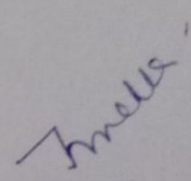
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- Unit 1 My reading habit
- Unit 2 At the bank
- Unit 3 What number are you?
- Unit 4 To play or not to play
- Unit 5 Weekend bonanza
- Unit 6 Twenty rupees
- Unit 7 Environmental awareness
- Unit 8 Interesting events
- Unit 9 Pet professionals


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Unit 1	Holiday tours
Unit 2	Paint to win
Unit 3	Incredible India
Unit 4	Ayurveda
Unit 5	Scholarships
Unit 6	Luxury travel

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Contents

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Unit 2	Cashless Shopping
Unit 3	Gender Champions
Unit 4	Emotional Intelligence
Unit 5	Staying Healthy
Unit 6	Visiting the Golden Triangle

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