

Policy Guidelines for Collaboration with Academic Facilitators



TATA INSTITUTE OF SOCIAL SCIENCES

School of Skill Education

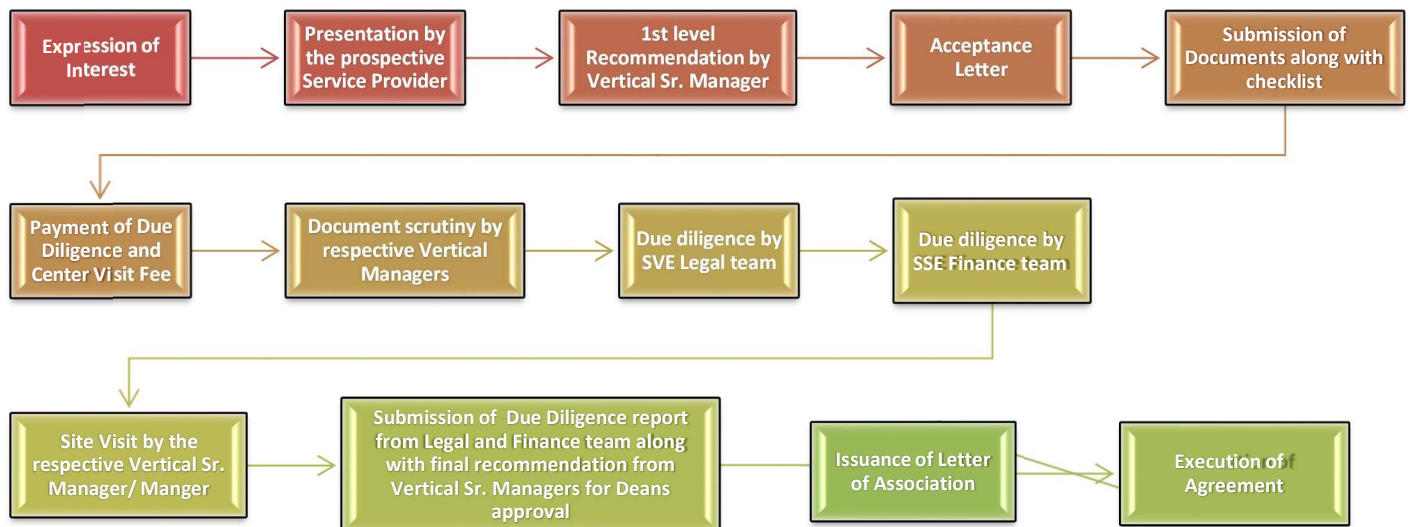
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Policy and Guidelines for Academic collaboration with Academic Facilitators

The School of Skill Education (SSE) was set up to impart skill education to millions of Indian youth through appropriately designed -skill education programmes. The focus is on developing job-specific skills rather than providing only a broad knowledge based education. The approach adopted is called the Internship Embedded Skill Training Programme during which many students may also earn a modest stipend in select skill knowledge sectors. The aim of this ‘Work While You Learn’ model is to enable the students to learn the skill by engaging in an internship on the real shop floor of the industry/company along with theoretical sessions in the classroom.

TISS SSE appoints Academic facilitators at regional level for support on local level facilitation. These Academic facilitators are monitored and evaluated by the SSE officials on regular basis to ensure the delivery of Quality Education. These Academic facilitators are largely the educational institutes spread across India including metropolitan, urban, semi-urban, rural, tribal and hilly regions.

The school has laid down the below process which is to be followed while onboarding of the Academic Facilitators.



A. Who can become an Academic facilitator with TISS School of Skill Education:

Below are the entities who can become an Academic facilitator with School of Skill Education for imparting Skill based education and support - local level facilitations. However, this is not limited to the list mentioned below.

- Education Institutions
 - Public or Private Ltd companies involved in education domain (mainly into skilling).
 - Not for Profit Organizations
 - Sole Proprietorship/Partnership firms engaged into education domain.
 - Trust or Societies
- i. Applicant organization need to be well established and have minimum 3 years of experience in Education domain, preferably in life skilling or vocational training.

B. Important Instructions while onboarding the Academic Facilitator

- Applicant Organization (AO) should read all the instructions and process details before applying -
 - a. Applicant organization can apply for maximum of 3 verticals depending on the prior experience in the given sector or the business potential.
 - b. Applicant organization can apply for maximum of 3 locations depending on the business potential area.
 - c. Applicant Organization to share the Expression of Interest with Sr. Vertical Manager of respective Vertical.

**** In case of opting unauthorized way to contact TISS SSE officials by in person, email, letter, telephone, etc., in such instances Applicant Organization is liable to be rejected without any intimation/ reason thereof.**

- Applicant organization need to present to TISS SSE, Sr. Vertical Managers and concerned authorities - their prior work experience in education sector and how they can support TISS SSE to meet its objective.
(There is no prescribed format in which the presentation to be done, however it needs to be in PPT / presentation format and the same to be recorded for future references).
- Applicant Organizations will be assessed on the below by the Sr. Vertical Managers and concerned authorities.
 - i. There should be no existing Academic facilitator in 15 kms radius offering the same vertical programs.
 - ii. The applicant organization should have an office space in chosen location.
 - iii. Industry availability for Skill Training for the sector opted for and the mobilization potential.
 - iv. If applicant organization has an office with minimum infrastructure - at each location they have applied for that can be used as neutral venue (separate MoU) OR

if AO can facilitate neutral venue MoU at chosen location for conduct of domain classes.

- v. Experience in Skill - education space.
- vi. If applicant organization is connected with the Knowledge Partner for Skill training (industry partner) for applied Verticals.
- vii. Knowledge Partner for Skill Training (KPST), the industry partner should be within 50 kms radius from the location opted for by the applicant organization.

**TISS SSE reserves right to appoint new academic facilitator within 15 kms radius if the existing academic facilitator is not performing or supporting the university as per the agreement.

- Once approved, applicant organization will need to provide - all the required documents as per the checklist - to the concerned Vertical Managers and Sr. Vertical Manager.
- Along with the documents and checklist, applicant organization will need to pay Rs. 6000 /- (non-refundable) towards the Due Diligence Fees and the Center Visit fee applicable as below: (non-refundable)
 - i. Within Mumbai for center visit Rs. 5000/-
 - ii. Outside Mumbai for center visit Rs. 25,000 /-

**Center Visit fee to be paid for each center applicant organization has applied for.

- TISS SSE Legal and Finance team will complete the Due Diligence process basis the documents submitted by the applicant organization. If there are any further documents required, same to be produced by the applicant organization for completing the process.
- If the location provided by the AO at the time of application is different than the location at the time of center visit, then the application may be rejected.
- TISS SSE reserves the right of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever -.
- TISS SSE reserves the rights to modify the terms and conditions of the Academic facilitator Registration Process without any prior notice.
- Any changes/addition in the center location, Academic facilitator will need to pay the Center visit fee to TISS SSE as mentioned in point no A.5.
- Academic facilitator's remunerations will be as per the TISS SSE Financial Policy which may be revised from time to time. No additional payment to be done to the Academic facilitator other than mentioned in the Financial Policy or approved by TISS SSE.

B. In order to become a neutral venue, minimum infrastructure requirement is as below: -

1. Two Classrooms with at least 40 students seating capacity.
2. Computer lab with at least 20 computers.
3. Other Lab availability as per Vertical/ Programme specific requirements. Separate wash room for boys and girls
4. Projector in each classroom.
5. White/ Green board in each classroom.
6. Comfortable seating arrangement for students and faculty members in the classroom.
7. Fire extinguishers.
8. WiFi facility -
9. Power backup in case of power failure. (not mandatory)
10. Canteen/Cafeteria (not mandatory)
11. Library (not mandatory)

C. Major Role and Responsibilities to be performed by the Academic Facilitator:

C.1 Student Mobilization –

Batch size is of minimum 40 students for Bachelors and Standalone Diploma Programs required for batch approval.

For Post Graduate Diploma Programs batch size is of minimum of 30 students required for batch approval.

C.2. Local Level Facilitation –

- Industry Partner Mobilization and Facilitation at local level.
- Liaisoning between students and Industry Partner for scheduling & monitoring of on the job training (OJT) Support in class scheduling basis the OJT timings at Industry Partner
- Tracking of OJT & Theory attendance & updating the same on ERP
- Identifying neutral venue for theory classes and facilitate smooth conduct of theory classroom session. Address student issues and concerns
- Data updation in ERP
- Follow-up for fee payment & facilitate recovery
- Facilitate examination at local level