

Registered Office :
C/o. Tata Services Limited, Jeevan Bharti, Tower 1, 10th Floor, 124 Connaught Circus,
New Delhi 110 001. Tel +91 11 2332 7072
(Registration No. 997 of 23SEP2014 at New Delhi; PAN AACTT4708J)

DATE: 07.12.2022

To

Dr. Somnath Mukhopadhyay,
Principal,
Dinabandhu Andrews College
54, Raja Subodh Chandra Mallick Road. Garia. Kolkata-700084

Subject: Collaborating with Tata STRIVE to conduct "Accounts Fundamentals (IT)" Course at Dinabandhu Andrews College, Kolkata

Dear Sir,

Tata STRIVE, is the skill development initiative of Tata Community Initiatives Trust, a charitable trust setup in 2014. It addresses the pressing need of skilling India's youth for employment, entrepreneurship and community enterprise. Tata STRIVE has positively impacted more than 10 lakh lives, through direct and indirect interventions and more than 70% of those trained under direct interventions have found placement or self-employment opportunities, which is above the national average.

Tata STRIVE's Institute Enrichment Programme (IEP) aims to support, both through direct intervention or through its partner organizations, educational institutes in achieving their objective of providing high-quality and holistic education and improving the employability skills among the institute's students.

Under this programme, Tata STRIVE is keen to partner with you in this unique and empowering journey. The program would be delivered by the facilitators from Anudip Foundation to train learners in Accounts Fundamental (IT) Course including Youth Development Module with final year students from of your institute. This course and will be implemented between Dec 7th 2022 and 31st March 2023 by Anudip Foundation Facilitators on behalf of Tata STRIVE. These courses are in accord with the current market demand and industry requirements.

The Youth Development Module is integrated with the domain courses (Accounts Fundamental (IT) and Java Full Stack) that Tata STRIVE offers to address cognitive and non-cognitive skills. It focuses on a 360-degree development of youth helping learners realize their potential while making them job-ready. It is one of the main differentiators in the Tata STRIVE training programme. The Tata STRIVE Programme seeks to develop youth holistically, by focusing on the connection between the Head-Heart-Hand. Through these programmes, Tata STRIVE creates the space for beneficiaries to realize their values, beliefs and potential leading to inner transformation.

A typical batch size would be of 35 to 40 students. The training sessions will vary from 4 to 6 hours and will be conducted 5 to 6 days in a week as per mutual discussion.



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The key features of the Tata STRIVE skill development programmes include the following:

1. Programme to be adjustable with regular academic classes
2. Youth Development Modules (YDM), part of the overall training programme, and is one of the main differentiators of Tata STRIVE training program that enhance employability
3. Experienced facilitators
4. Tata STRIVE's digital platform for the entire life cycle of training, for monitoring student performance
5. Joint certification with Tata STRIVE and funding partner branding on student certificates, as mutually agreed, to students who successfully complete the final assessment with minimum 70% attendance.

Below enlisted are the roles and responsibilities of Tata STRIVE:

Role of Tata STRIVE

1. Conduct Orientation session in Institute to help students understand industry oriented subject matter training programme
2. Finalize the schedule for batches in consultation with Institute after students are enrolled
3. Allocate Facilitator for batch as per planned schedule
4. Undertake regular quality checks during programme execution
5. List assessment guidelines and conduct assessments with support from the institute
6. Certification of course to the student on successful completion
7. Timely incident reporting to institute, if any
8. Appraising institute about any changes in the programme
9. Tata STRIVE will promote the courses through orientation sessions, posters and through Tata STRIVE brandings in classrooms, where applicable

Role of Dinabandhu Andrews College

Institute to support in facilitating orientation sessions for students in Institute premises and actively promote the programme for better participation.

1. Spaces with high visibility (for example, reception, public spaces, cafeteria and notice boards) to be allocated within the institute to Tata STRIVE for branding purpose only.
2. Institute to provide sufficient number of classroom(s) available to train students in batches of 35-40 with projector(s) and other training aids and electrical and internet connections for programme execution.
3. Batch will be formed with a minimum 30 students. Institute to support in retention of enrolled students.

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4. Institute to share with the students, information related to orientation and enrolment date and time and any other activities before formation of batches.
5. Institute to provide support in scheduling the programme along with Tata STRIVE by providing the batch timings, list of holidays and advance intimation on any other ITI activities.
6. Institute to provide Tata STRIVE access to computer labs with internet connectivity whenever required (Schedule will be discussed and shared in advance) and any other infrastructure to enable delivery of assessments and activities during the course.
7. Institute to provide Internet connection provision for facilitators in IT lab.
8. Institute to provide Single Point of Contact (SPOC) as contact person for any support related to this programme.
9. Institute to provide undertaking (in format shared by Tata STRIVE) from enrolled students as acceptance of enrolment for the course wherever applicable
10. Institute to provide support in ensuring maximum attendance, and timely action is taken for regular absentees.
11. Institute to share institute logo and authorized signature for the purpose of certification
12. Institute to provide support for any guest sessions and visits in institute premises
13. Institute to ensure that safety of the learners and staff associated with the project and appropriate safety measures are to be taken for the same.
14. Institute should only use the Tata STRIVE logo and other branding artefacts which are designed and shared by TCIT representatives.

Looking forward to working with your college in Empowering the Youth with the Right Skills and a Bright Future.

If the foregoing is satisfactory, please indicate your acceptance by countersigning on copy of this Letter of Intent.

Thanking you,

Yours Truly,



For Tata Community Initiatives Trust



Acceptance of LOI by



Ameya Vanjari

Head – Operations, Partnerships & Technology

Dr. Somnath Mukhopadhyay

Principal- Dinabandhu Andrews College