

TATA COMMUNITY INITIATIVES TRUST

Registered Office:
C/o Tata Services Ltd Jeevan Bharti Tower I, 10th Floor, 124 Connaught Circus,
New Delhi - 110001, Tel No. 23327072
(Registration No. 997 of 23SEP2014 at New Delhi; PAN AACTT4708J)

DATE: 21-09-2022

To
The Principal
Dr. Bidyut Samanta
Kharagpur College, Paschim Medinipur, WB

Subject: Collaborating with Tata STRIVE to conduct "Financial Accounting with Tally Prime & GST + Youth Development Module" at Kharagpur College, WB

Dear Dr Samanta,

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. Tata STRIVE intends to engage, through its partner organization ICA EDU SKILLS PVT LTD (ICA) who are experts in the domain of Financial Accounting with Tally Prime & GST, with final year students from Commerce Stream of your institute to conduct the Financial Accounting with Tally Prime & GST and Youth Development Modules course. This course involves 300 hours of classroom duration and will be implemented between 1st August 2022 and 31st March 2023 by ICA Edu Skills. These courses are in accord with the current market demand and industry requirements.

Job Role	Classroom Hours	Domain (Hrs)	YDM (Hrs)	Total Hours with YDM
Financial Accounting with Tally Prime & GST	300	240	60	300

The Youth Development Module is integrated with the domain courses (Financial Accounting with Tally Prime & GST) 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

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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 2 to 3 hours and will be conducted 5 to 6 days in a week, depending on the availability of students and availability of classrooms.

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

1. The program is 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 and ICA Edu Skills:

Role of Tata STRIVE and ICA Edu Skills

1. Conduct Orientation session in Institute to help students understand industry oriented subject matter training programme
2. Engage in one to one interaction with students by counsellors to understand student motivation and expectation setting
3. Finalize the schedule for batches in consultation with Institute after students are enrolled
4. Allocate Facilitator for batch as per planned schedule from ICA Edu Skills
5. Undertake regular quality checks during programme execution
6. List assessment guidelines and conduct assessments with support from the institute
7. Certification of course to the student on successful completion
8. Reporting of batch progress on a fortnightly basis to institute head and SPOC (special point of contact)
9. Timely incident reporting to institute, if any
10. Appraising institute about any changes in the programme
11. Coordinate guest visits and industry visits
12. Tata STRIVE will promote the courses through flyers, posters and through Tata STRIVE brandings in classrooms, wherever applicable

Role of Kharagpur College

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

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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 connections for programme execution.
3. Batch will be formed with a minimum 30 students. Institute to support in retention of enrolled students.
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 and ICA 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 and ICA) from enrolled students as acceptance of enrolment for the course.
10. Institute to provide support in ensuring maximum attendance, and timely action is taken for regular absentees.
11. Institute to provide support for any guest sessions and visits in institute premises
12. 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.
13. 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
Ameya Vanjari
Head – Operations, Partnerships & Technology



Principal
Kharagpur College

For Kharagpur College
Dr. Bidyut Samanta
Principal