

GUIDELINES FOR ESTABLISHMENT OF CENTRE FOR SKILL DEVELOPMENT (CSD)



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University
Chennai - 15



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(CSD)**

MARCH 2021

Contents

	Page No
Forward	
Preamble	01
Objectives of Skill Development Centre	02
Programme on Offer	03
Role of CSD	04
Functions of CSD	05
Evaluation of Assignment	07
Examinations	08
Application form	10
Organisational Structure of CESD	13
Draft for Memorandum of Understanding (MoU)	13
⦿ Admission Procedure	15
⦿ Academic Programmes of Study	16
⦿ Responsibilities of CSD	17
⦿ Responsibilities of the University	18
⦿ Action Plan for Implementation and Monitoring of MoU	20
⦿ Joint Responsibilities	20
⦿ Intellectual Property	20
⦿ Miscellaneous	20
⦿ Arbitration	21



Tamil Nadu Open University

(A State Open University established by Government of Tamil Nadu, Recognized by UGC-DEB,
Member in Asian Association of Open Universities and Association of Commonwealth Universities)

No- 577, Anna Salai, Saidapet, Chennai -600015, Tamil Nadu, India

Prof. K.Parthasarathy
Vice-Chancellor

19.03.2021

FOREWORD

On behalf of the members of the Faculty, Staff, and Administration of the Tamil Nadu Open University, it is a matter of pleasure and pride that I am inviting you to the Tamil Nadu Open University. India has the youngest population in the world and to reap the benefit of this demographic dividend and engage our youth in gainful employment it is very vital that our youth are skilled properly..

The University is working on the vision and mission of Government of Tamilnadu and Government of India for Skilling every youth. At Tamil Nadu Open University, the focus is on development of contemporarily relevant curriculum in association with Industry, Sector Skill Council ensuring based on the various benchmarks of Industrial requirement for early and better employment which contributes for the industrial and economic growth of the country. The University aims to address the challenges of vertical mobility, social acceptability, long-term sustainability, industry expectations and quality oriented Skill development training by offering Certificate, Diploma and Advance Diploma Programmes through the centre for skill development in line with the industry requirements, to varied sections of our society including the formal and informal sectors.

The University endeavors to develop healthy Academic and Skill governance structure as identifying the industrial requirements of regional specifics. This provides a mass of highly productive manpower matching the requirements of Industries.

The vision of Centre for Skill Development (CSD) will be fulfilling needs of everyone to be independently capable to earn their bread and butter, not only for survival but also for the development in the society. The Centre for Skill Development is prioritized to establish linkages with industry at regional levels in the state. Skill development leads to 'learn-to-earn' concept and the same is very much required in our country where the availability of more employment opportunities but needs 'Skilling' for better and quality productivity. These Employability Readiness Programmes with well-designed industry-based curricula will enrich the learners as to be entrepreneur, and help to gain up in vocational skilling as well as the life coping skills.

All the essential components required for the Quality Education & Skill Development are available in Tamil Nadu Open University, which mainly include Industry tie-up, outstanding programme delivery mechanism and competent Faculty with Academic and Industrial experience. I look forward to welcoming young, bright minds towards Skill Development Programme through practical learning and in taking our Country towards higher achievements through great accomplishments.



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Guidelines for Establishment of Centre for Skill Development (CSD)

Preamble

Skill development is like a valuable addition to ones' life. Everyone needs to be independently capable to earn their own bread and butter for survival in this competitive world.

Skills development is the process of

- ◉ Identifying skill gaps, and
- ◉ Developing and honing these skills.

Skill comes into the picture where it ensures that an individual has some capability that can be turned out into the profession.

In order to bridge the industry academia gap – NSDC (National Skill Development Corporation) has developed a unique model to integrate skill based trainings into the academic cycle of the Universities. The Employability is a huge challenge which our education system is facing today.

Employability Readiness programme may be designed to the learners of TNOU in the following categories:

- ◉ To be entrepreneur
- ◉ First Job Seekers
- ◉ Up skilling
- ◉ Providing life coping skills

The TNOU Centre for Skill Development (CSD) aims to make students ready for either the industry/organisation or the entrepreneur. It is realized unanimously though lately that there is a big gap between academic knowledge and technical skills required by the industry/organisation. Therefore at TNOU aims to cater in developing the entrepreneur and employability skills of the regional specific learners. The learners of TNOU may be trained to be practically oriented than just academically perfect with support of industrial partners.

Objectives of Skill Development Centre

- To impart entrepreneurial and employability skills to learners of TNOU.
- To give practical training to the learners in the required essential technical skills integrating with industrial partner and NGOs.
- To conduct skill oriented workshops and seminars by industrial experts and experts of the same domain.
- To facilitate Institute industrial interactions and knowledge exchange programmes.
- To tie up with Industries / Organisation for offering Skill Oriented Programmes in the door steps of learners of TNOU.
- To arrange Industrial visits in and around the regional specific areas and outskirts.

Benefits to Learners of TNOU

- To provide students / unemployed youth/socially backward people / school dropouts/ widows opportunities to acquire new skills.
- To spark interests with information about Industry- related career opportunities.
- To Entrepreneurial Skills and Soft Skills to encourage self-employment
- To encourage the Learners to up skilling and making them to be entrepreneur.
- To enhance the Learners' perception and understanding of learning as a lifelong process.
- To make an entry to skill eco system & an opportunity to acquire higher skills through vertical mobility.
- To enhance the people standard of life in the region specific society
- To encourage the learners for exploiting of opportunities towards employability.

Establishing Centre for Skill Development

- With approval of Competent Authorities of TNOU, inviting the prescribed application for establishing the Centre for Skill Development from the stakeholders.
- The prescribed application shall have the details of the entire requirement on Infrastructure Facilities, Academic Expertise and Availability of Practical Lab/tools availability in the proposed programmes, industrial collaboration, financial strength and locality to access the learners.

- The Proprietor/Coordinator of proposed CSD shall have adequate qualification in running the proposed programmes with required academic expertise.
- Industry collaboration is required to impart the practical oriented skill training to the learners in the respective programmes, wherever required.
- Amount of application & inspection fee and refundable security deposits may be collected from the proposed CSD as per the norms of TNOU
- The inspection committee may be nominated by the competent authorities depend on skill oriented programme on offer through CSD
- Based on the recommendation of inspection report submitted by the inspection committee, the programme may be activated after passing the Memorandum of Understanding.
- Mode of sharing pattern of CSD will be mentioned in the Memorandum of Understanding.

Programme on Offer

- Designing and developing the skill oriented programmes may be brought out by the Schools /Centre for Entrepreneurship and Skill Development (CESD) of TNOU and proposed CSD with support of domain expertise.
- Centre for Curriculum Development, Centre for Entrepreneurship and Skill Development (CESD) of TNOU shall take all initiatives to make the curriculums and syllabus for proposed programmes in getting approval of academic bodies of university.
- CSD can offer various skill oriented Programmes such as Short Term Courses, Certificate, Diploma, and Advanced Diploma Programmes as per the TNOU norms.
- Providing additional skill oriented programmes / withdrawal of existing programmes in the CSD, the Competent Authorities of University will decide based on study report analysis and justification.
- Minimum of enrolment in each skill development programme shall be 50 and 30 for theory and practical programmes respectively.
- Admission cycle of these programmes will be flexible as per to the norms of TNOU.
- Centre for Skill Development can succeed with the active participation and collaboration of the industry, educational institutions and other relevant organizations of the locality.

Role of CSD for Running the Programme

- The Centre for Entrepreneurship and Skill Development (CESD), TNOU shall look after the Curriculum design, convening adhoc board and approval of the Programme in Academic Council/Syndicate of TNOU.
- Providing Self Learning Materials (SLMs) of each Courses of the proposed Programme which is approved by the TNOU.
- Soft copy of the study materials provided by the CSD will be converted into SLM format as per the norms of the TNOU SLM Policy document.
- CSD is responsible to distribute the SLM to the learners
- Academic, practical classes and internship to the respective programmes shall be handled by the CSD as per the prepared schedule.
- Continuous Internal Assessment for these offered programmes may be followed as per the regulations of the respective programme.
- Each CSDs shall have work skill and life skill expertise and required Lab Assistant for these Skill Oriented Programmes offered in the respective CSD as supporting staff.
- CSD is responsible to submit the monthly holistic report to the Director, Centre for Entrepreneurship and Skill Development.
- Sharing pattern of CSD for running these programmes will be mentioned in the Memorandum of Understanding.
- Those industries/Institutions/organisations/NGOs who are willing to tie up with TNOU as CSD to offer the Skill Oriented Programmes under the **Centre for Entrepreneurship and Skill Development (CESD)** shall fulfill the guidelines and norms of TNOU
- All industries/ Institutions/ organisations/NGOs which are interested to tie up with TNOU in offering these skill oriented programmes come under the Centre for Entrepreneurship and Skill Development for signing MoU.
- CSD shall adhere to the norms of TNOU and maintain cordial relationship with TNOU.

Administrative Set Up for Centre for Skill Development

- Academic Council/Syndicate of Tamil Nadu Open University will be the final approval authority of the policy and implementation procedures of CDS and its related activities.
- The Director of CESD of TNOU will look after the functions the Centre for Skill Development (CSD) and monitoring its activities.
- The Director will provide advising, planning and executing the activities of CSD in the Tamilnadu with approval of Competent Authority of the Tamil Nadu Open University.
- The Director will look after the activities and functions of CSD and Consolidated Monitoring Report submitted to the Competent Authorities of University.
- All establishment and approval procedures will be routed through the Centre for Entrepreneurship and Skill Development.

Infrastructure Facilities at CSD

- CSD shall have adequate infrastructure facilities including class rooms, laboratories, ICT facilities and so on.
- Adequate Lab equipments and accessories shall have in the CSD according to the programme on offer
- Adequate academic expertise is mandatory for handling the theory and practical classes of programme on offer.

Functions of Centre for Skill Development

- **Pre-Admission**
All the Centre for Skill Developments must undertake the responsibility for pre-admission work like advertisements, press release, issuing of pamphlets and leaflets mentioning the Tamil Nadu Open University admission details such as age, educational qualification, name of programme, programme fee, duration of the programme, medium of instruction, counselling sessions, practical sessions, project work, examination fee, registration fee, government recognition of TNOU Programme with approval of University.

- **Admission Procedure**

Admission shall be made by the concerned CSD as per the TNOU norms.

- **Fee**

Registration, processing and programme fee will be finalised by the University for each Programme on offer and the same will be incorporated in the MoU. Examination and convocation fee will be followed as per the TNOU norms

- **Distributing ID and SLM**

ID Card of the each admitted student will be issued by the University to the CSD whereas the CSD is responsible to deliver printed SLM materials for each course to the learners at its own cost

- **Conducting Induction programmes**

CSD is responsible to conduct Learners Induction Programmes in each batch with a view to orient them through virtual mode/face to face mode. The report of induction programme shall be submitted to the Director, Centre for Entrepreneurship and Skill Development.

- **Counselling/ Practical / Training**

The main function of Centre for Skill Developments is to organize Counselling, Practical and Training Sessions. As soon as the admission data, ID card and Materials which is distributed by the CSD, the Counselling and Practical Sessions Schedule may be prepared and may be communicated to all students individually by marking a copy to the Director, **Centre for Entrepreneurship and Skill Development (CESD)**. The CSD will go for as per the schedule of academic support to the learners without deviation.

- **Inter-ship**

Each Student should be placed in the relevant Industry/Organisation, depending upon the programme requirement as indicated in the MoU.

- **Spot Assignment**

Centre for Skill Developments are requested to follow the following norms for Spot Assignments.

Eligibility

Students who have paid the Programme Fee may be allowed to sit for Spot Assignments. The Spot Assignments carry **15 Marks** in each course. Students must sit for Spot Assignments for successful completion of each Course at respective CDS approved by Tamil Nadu Open University.

Question Papers for Spot Assignment

The Spot Admission question shall be prepared by the CSD as per the prescribed format of TNOU. One copy of Question Paper for each course for the Spot Assignments will be submitted to Centre for Entrepreneurship and Skill Development (CESD) for reference. The Centre for Skill Developments is requested to take Xerox copies of question papers and distribute to students as per requirement. For any query Centre for Skill Developments may call Centre for Entrepreneurship and Skill Development, Tamil Nadu Open University (TNOU).

Date for Spot Assignment

The date for conducting spot assignments may be decided by the Centre for Skill Developments as per the TNOU norms. The Centre for Skill Developments can submit the Spot Assignments marks at the two weeks prior to begin the TEE (Term End Examination) to the Centre for Entrepreneurship and Skill Development, Tamil Nadu Open University. It may be suggested that Centre for Skill Developments may combine all the students when similar course of each programmes and conduct the Spot Assignments for these Courses. It may also be suggested that only one spot assignment exam may be conducted in one day for three hours.

Evaluation of Assignment

Centre for Skill Development coordinators are requested to evaluate the spot assignment written by the students by using the Academic Counsellor / Teachers who handle the classes at Centre for Skill Development. After completion of the Spot Assignments, Centre for Skill Developments are requested to submit the Spot Assignments marks in the programme to be given by University signed by the Evaluator and the Coordinator along with evaluated Spot Assignments written by each students and award the marks in the prescribed proforma developed by the University which will be sent to Centre for Skill Developments along with Spot Assignment Questions.

The Coordinator may request the Evaluators not to award marks in fraction for Spot Assignments. The spot assignment marks awarded by the CSD will be submitted to the Controller of Examinations (COE) through the **Centre for Entrepreneurship and Skill Development**.

Remuneration to Evaluators

It is suggested that the remuneration for evaluation of spot assignments may be paid @ Rs.5/- per course per student for all the Skill Development Programmes. Centre for Skill Developments will have to pay the amount to Evaluators since the cost has already been included in the share given to Centre for Skill Development by the University.

Examinations

Conduct of Theory Examination

The theory examination may be conducted at Centre for Skill Developments or any other Colleges/Institutions identified by the University, Centre for Skill Developments are requested to do the following for the students.

- Informing students to apply for theory examinations before the last date with examination fee.
- Informing students to submit the spot assignments before theory examinations.
- Assisting the Controller of Examinations, Tamil Nadu Open University for conducting theory examination.

Conduct of Practical Examination

The practical examination may be conducted at Centre for Skill Developments for any other Colleges/Institutions identified by the University. Centre for Skill Developments are requested to do the following for the

- Students informing students to apply for practical examinations before the last date with examination fee.
- Assisting the Controller of Examinations to conduct practical examination.
- Centre for Skill Developments may have to conduct practical examinations for the students who are attached to Centre for Skill Development even though number of students is low.
- Informing students to maintain records for practical and assess at end of course and award internal marks in spot assignments.

Conditions

- CSD shall adhere to the norms and guidelines of TNOU in offering the Skill Oriented Programmes through these accordance with MoU.

Counselling Classes

The Counselling classes shall be organised by the respective TNOU approved CSD at their premises normally. If situation arises, the CESD, TNOU will centralise the counselling classes by programmewise and shall be conduct through virtual mode, as per as the theoretical courses are concerned. the practical classes may be conduct as per the direction of CESD.

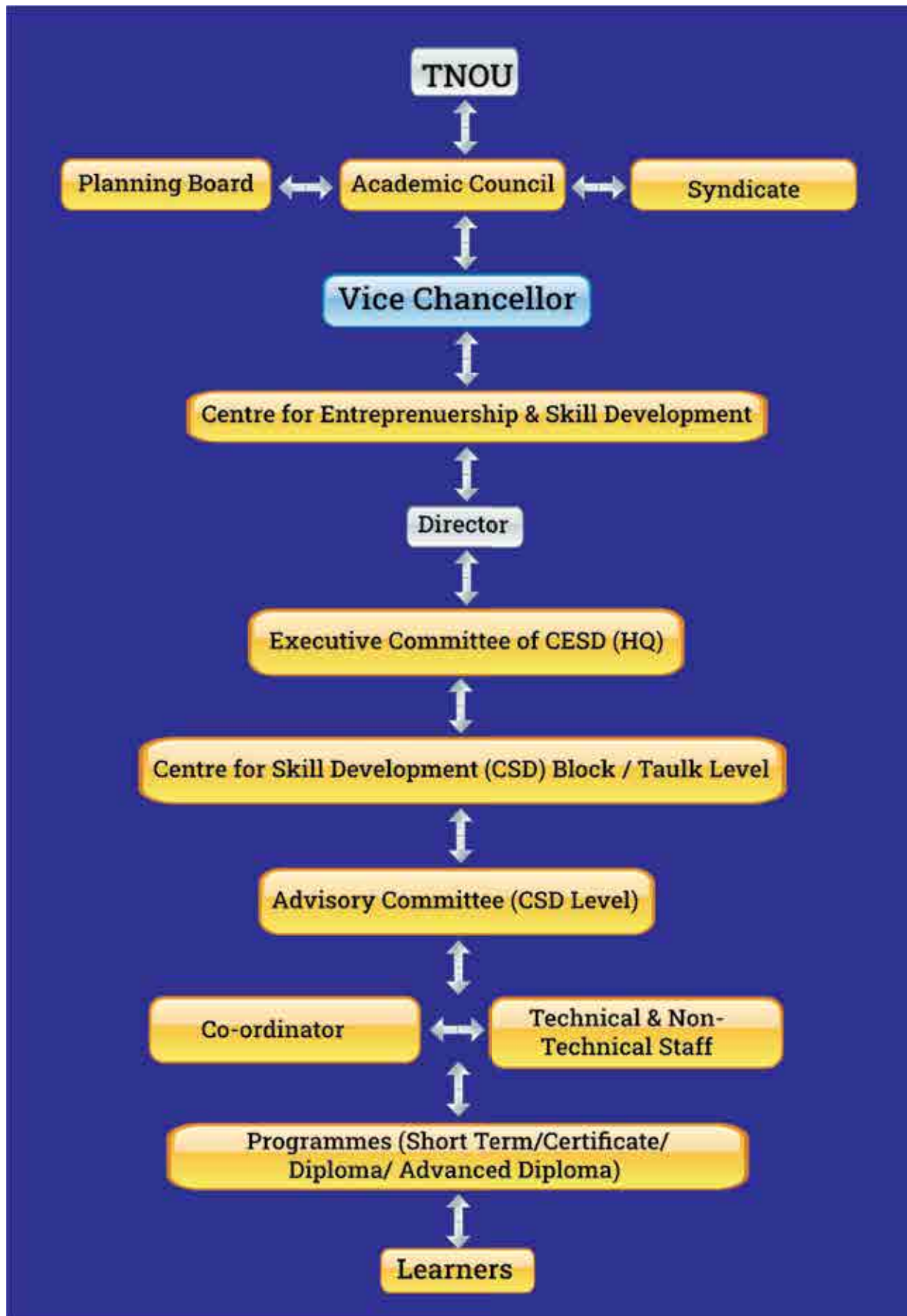
The attendence in the counselling classes carry 15 marks in each course. Both the marks of assignment (15 marks)and counselling classes (15marks) for each course will form as Countinuous Internal Assesment (CIA) of the Learners.

Fee Details

Application cost – Rs. 2000/-

Course Fee for Each

Short Term Programme	: Rs.2500/-
Certificate /Diploma Programme	: Rs.5000/-
Advanced Diploma Programme (One/Two Years)	: Rs.10,000/-





Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai-600 015.

Centre for Entrepreneurship and Skill Development (CESD)

Administrative Building

Phone: (91-44) 2430 6644 / 6645 / 6600 Fax: (91-44) 2430 6640; Mobile: +91 9786506522

E-mail: cesd.tnou@gmail.com; website: www.tnou.ac.in

Application Form

(Filled in Application form along with relevant documents is to be submitted to The Director, Centre for Entrepreneurship and Skill Development (CESD), Tamil Nadu Open University, 577, Anna Salai, Saidapet, Chennai-600 015 either in person or by Speed Post/ Registered Post)

Institutions/NGOs/Companies/ Industries are eligible to apply for Industrial Institutional partners in TNOU approved Programmes. The application coast is Rs. 2000 only (Non refundable- the Demand Draft (DD) may be drawn in favour of "The Registrar, Tamil Nadu Open University" payable at Chennai)

S.No.	Particulars	
1.	Name of the Institution/Organization & Year of Establishment	
2	Type of Organization.(Govt/ Company / Private Limited Company/ NGO/ Aided/ Training Institute / Other please specify.) (Enclose photo copies of the required documents)	
3	A brief Profile of Your Institution/ Organisation (not exceeding in 200 words)	
4	Name and Designation Head of the applying Institution / Organization Mobile No. E-mail Address:	

5	Postal Address for Communication with Phone Number / Mobile Number/ WhatsApp Number / E-mail Fax Website	
6	Details of infrastructure facilities	
	• Office space in sq.ft.	
	• Classrooms/ Halls.	
	• Equipments available for the proposed Programme (s) (List out)	
	• Xerox Machine/Printer	
	• Computers with Internet Facility	
6	• Enclose the chart which indicate the infrastructure facilities	
8.	Please state the reasons for applying Programme which is to be offered through TNOU	
9	Nature of the Programme	Name of the Programme
	<input type="radio"/> Short Term	
	<input type="radio"/> Certificate	
	<input type="radio"/> Diploma	
	<input type="radio"/> Advanced Diploma	
10	Details of inspection Fee paid - Each Short Term Rs.2500 /Each Certificate/ Diploma Programme Rs.5,000/ Advanced Diploma Programme Rs. 10,000/-	
	Name of Issuing Bank & Place	
	Demand Draft Number & Date	
12	List of qualified Faculties/Staff on Permanent/ Contract/Guest Faculty Name, Designation, Qualification, Area of Expertise & Year of Experience	

13.	Enclose the following supporting documents:	Please Tick ()
A.	Memorandum / Bylaws of Company / Society or Trust or NGO or Others.	Yes/No/NA
B.	Resolution of Society or Trust for starting Programme(s) in collaboration with TNOU	Yes/No/NA
C.	Address Proof of your Institution / Organisation (Lease Deed/Rent Agreement/Sale Deed/Ownership Documents)	Yes/No/NA
D.	Audited Balance Sheets of previous three years (Not for Govt. Institutions)	Yes/No/NA
E.	PAN Number of the Institution / Organisation.	Yes/No/NA
F.	Photograph of Institution/Organisation, Class Rooms, Lab, Library, Front Office, etc.	Yes/No/NA
G.	Photo ID Proof of Head of Institution	Yes/No/NA
H.	Two Coloured Photograph of the Head of Institution	Yes/No/NA
I.	DD for Application & Inspection	Yes/No/NA

Declaration

1. I/We certify that all the Information given above and in the proceeding, pages signed by me/us is/are complete and correct.
2. I/We declare that the Institute will abide by all the rules and directions of TNOU given from time to time.

Date:
Place:

Signature
Name and Designation

Office seal

Draft for Memorandum of Understanding (MoU)

Centre for Skill Development [CSD]

Tamil Nadu Open University (TNOU) was established by the Government of Tamil Nadu in February 2002 through the Tamil Nadu Open University Act, 2002. It is situated at No.577, Anna Salai, Saidapet, Chennai – 600 015. TNOU has been approved by the Department of Higher Education, Government of Tamil Nadu to establish and maintain Community Colleges in 2009, and Constituent Community Colleges in 2012, to offer vocational education programmes for promoting entrepreneurship and career development among the student and non-student youth. These colleges are flexible skill training for enriching the current as well as dropped-out and passed-out students.

The higher education department, Government of Tamilnadu had approved and provided grant-in-aid of Rs.20Lakhs for the establishment of a separate Centre for Entrepreneurship and Skill Development (CESD) at TNOU during 2012. Accordingly the CESD was established in 2012.

Further, the TNOU serves under three dimensional activities such as conceiving, designing and operating various skill development programmes in terms of short-term, certificate, diploma, advanced diploma and vocational diploma in different trades. To get rid of unemployment problem prevailing in our country, TNOU is offering its hand in reducing such a problem by way of giving entrepreneurship and flexible skill training to youth of the community. Thus, TNOU has organized job melas to its students in collaboration with Multi-National Companies and thus secures job to the student and non-student community. TNOU has signed MoUs with few Industries and Institutions for offering various skill development programmes in different skill sectors for various target groups.

The TNOU Centre for Skill Development [CSD] aims to make students ready for either the industry/organization or the entrepreneur. It is realized unanimously though lately that there is a big gap between academic knowledge and technical skills required by the industry/organization. Therefore at TNOU aims to cater in developing the entrepreneur and employability skills of the regional specific learners. The learners of TNOU may be trained to be practically oriented than just academically perfect with support of industrial partners.

This Memorandum of Understanding is an agreement signed on -----
-----at Chennai by and between the **Tamil Nadu Open University (TNOU)** an Open University, imparting and offering vocational education and skill development programmes, located at 577, Anna Salai, Saidapet, Chennai-600015 **(hereinafter referred to as "TNOU")**, represented by the Registrar of Tamil Nadu Open University as well as the Director, Centre for Entrepreneurship and Skill Development [CESD] TNOU, which expression shall unless repugnant to the context means and include its successors and assigns of the **ONE PART**.

And

----- for imparting the above said programmes to the students, is represented herein by ----- (herein after referred to and called as "-----"), which expression shall unless repugnant to the context mean and include its successors and assigns of the **SECOND PART**.

Wherever the word TNOU comes in this MoU it implies Tamil Nadu Open University.

----- wanted to offer collaborative skill development programme in-----for the minimum qualification of students who have passed / failed or its equivalent.

To carry the work and responsibilities contemplated in this MoU, in a more efficient manner, may also be changed, to any place in Tamil Nadu, under intimation to TNOU.

This MoU is valid for three years from the date of signing.

Whereas

The TNOU has intended to provide ----- and to the students in collaboration Industrial Partners.

The Two Parties have had preliminary discussions in this matter and have ascertained areas on broad consensus. The parties now, have therefore, agreed to enter in writing these areas of consensus, under a Memorandum of Understanding.

Now this Memorandum of Understanding witnesses that:

The TNOU shall offer the following programmes:

S.No.	Programmes	Eligibility	Duration	Annual Fee per Student
01.				
02.				
03.				

The fee/other fee of the respective programmes may be revised as and when required by the TNOU.

The E-Prospectus shall be provided to the Centre for Skill Development (CSD) at free of cost; however student will be required to pay prescribed Fee to cover the cost of Self-Learning Materials, Practical Manuals, Examination, University Certificate, Marks sheet in the form of **DD/Challan/Online Payment in favour of The Registrar, TNOU payable at Chennai.**

The Counselling and Practical Sessions for the skill development programmes shall be considered as Non-semester pattern. The approved programmes shall be conducted at the Centre for Skill Development on flexible skill training mode including the holidays.

1.0 ADMISSION PROCEDURE

- 1.1 E-Prospectus for skill development programmes shall be, prepared by TNOU bearing the logo of Tamil Nadu Open University. E-Prospectus will be free on demand. Centre for Skill Development will be provided with log in facility by TNOU for admitting the students to the skill development programmes. Based on the information available in the E-Prospectus Centre for Skill development have to log on to: **www.tnou.ac.in** and fill-up the admission form and submit it. On receipt of the admission form from the Centre for Skill Development it shall be thoroughly scrutinized by TNOU for its acceptance / rejection / pending.
- 1.2 Accepted admission form along with Programme Fee as received from the Centre for Skill Development will be assigned Enrolment number by the Admission wing of TNOU.
- 1.3 Payment should be made in the form of **DD/Challan or Online Money Transfer or pay using SBI to the Registrar, Tamil Nadu Open University payable at Chennai** before last date.
- 1.4 University Representative nominated by the Vice Chancellor will be visiting the Centre for Skill Development in various occasions for not only assessing the Counselling and Practical sessions but also helping the Centre for Skill development in promoting vocational education and skill development programmes.

- 1.5 Conduct of orientation programmes / seminars / symposiums and value added programmes then and there for the benefit of Academic Counsellors and functionaries of Centre for Skill Development as and when required by TNOU. The expenditure for conducting such programmes will be met out by TNOU.
- 1.6 The eligibility criteria for enrolling into the programmes offered by the TNOU through ----- will be detailed in the E-Prospectus for the reference of the prospective students.
- 1.7 Benefit to the Centre for Skill Development
 - 1.7.1. Teachers in the Centre for Skill development get updated with the latest trend in the field of vocational education and skill development.
 - 1.7.2. Exposure to the staff of Centre for Skill Development and student through various programmes on the related field.
 - 1.7.3. Opportunity to interact with the subject experts from the University and Industry.
 - 1.7.4. Adopt the different educational technology in handling the subjects.
 - 1.7.5. Opportunity for Centre for Skill Development for Industry linkages in skill development programmes in the relevant field.
- 1.8 Benefits to the Students
 - 1.8.1. Disadvantaged group of students become the students of the Tamil Nadu Open University.
 - 1.8.2. Attaining enriched Knowledge in more practical way will help the students to get employment in relevant industries.
 - 1.8.3. The Certificate awarded by TNOU may be registered in employment office.
 - 1.8.4. Valid vocational and skill development certification of Government University for the career development and opportunities.
 - 1.8.5. Opportunity for the students to become an entrepreneur.
 - 1.8.6. Nominal fee per student depending upon the programme (which includes fee for registration, examination, course materials, marks statement and University certification).

2.0 ACADEMIC PROGRAMMES OF STUDY

- 2.1 The counselling and practical sessions for the approved skill development programmes shall be conducted at the premises of your Centre for Skill Development only.

- 2.2 Expenses if any counseling and practical sessions, laboratory, demonstrations etc., shall be borne by your Organisation/institution/ Centre for Skill Development.
- 2.3 Admissions for the vocational and skill development programmes are open to all with a minimum required age and educational qualifications indicated by the TNOU.
- 2.4 The language/medium of instructions of approved skill development programmes shall be in Only Tamil/English or Combination of both.
- 2.5 The fees as fixed by the TNOU and collected either by ----- on behalf of the University shall be shared in the Ratio of 35%:65%, between TNOU and ----- for the period of three years from the date of signing this MoU.
- 2.6 Students Intake

S. No.	Programme	Age	Intake	
			No. of Batches	No. of Students per Batch
01.				
02.				
03.				

- 2.7 The Centre for Skill Development must have a minimum enrolment of 40+ students in a programme.
- 2.8 The Centre for Skill Development must depute its staff and Academic Counsellors for the Training / Workshop as and when organised by TNOU.
- 2.9 The participating Centre for Skill Development must have minimum of 15 minutes power backup facility, as per IT/ITes programmes are Concerned.

3.0 RESPONSIBILITIES OF CENTRE FOR SKILL DEVELOPMENT

- 3.1 Counselling and Practical sessions on the approved vocational & skill development programmes are to be conducted as per norms of TNOU by ----- and they shall not at any time for any reasons cause to the TNOU for any situation leading to legal implications.
- 3.2 Centre for Skill Development shall meet the minimum required infrastructure facilities including laboratories, equipments, tools, qualified staff etc., for operating the approved programmes at your centre mobilized for this tasks.
- 3.3 Centre for Skill Development shall front end the entire logistics and co-ordination plans while conducting the approved programmes at your centre.
- 3.4 Centre for Skill Development shall agree to pay charges if any to the Academic Counsellors and your staff for offering of the approved programmes.

- 3.5 Centre for Skill Development should undertake to safeguard the students in all respects while inside the Centre premise. For this purpose CCTV Surveillance Cameras have to be installed. Nothing that takes place inside the premise of the Centre for Skill Development becomes TNOU's responsibility during the subsistence of this MoU.
- 3.6 The training for the Academic Counsellors of the approved programmes may be handled jointly by the TNOU and Centre for Skill Development. The payment of TA/ DA & honorarium to workshop Director, Resource persons, invitees to the Inaugural / Valediction, staff of TNOU and their hospitality, the cost of Training kits and other logistics arrangements if any during the Training workshops will be met by TNOU. However, the hospitality to all the participants including making accommodation for Academic Counsellors attending trainings, arrangements of venue, computer lab for practical training consolidated TA to Academic Counsellors, incidental charges and other will be taken care of by the Centre for Skill Development.
- 3.7 The internal evaluation as part of the examination work .i.e. assignments at the Centre for Skill Development will be carried out in co-ordination with TNOU by your centre and after evaluation with the help of Academic Counsellors the Internal Assessment marks in the prescribed form issued by TNOU along with written assignments shall be submitted to the Director, Centre for Entrepreneurship and Skill Development (CESD), TNOU at least one week before commencement of the University examination.
- 3.8 In addition, Centre for Skill Development will maintain attendance for their students and same are to be submitted to the Director, Centre for Entrepreneurship and Skill Development (CESD), TNOU for awarding 5 marks as part of Internal Assessment. Above 90%-5 Marks, 80% to 90%-4 Marks, 70% to 80%- 3 Marks, 60% to 70%-2 Marks and 50% to 60%-1 Mark is assigned for attendance.
- 3.9 The expenses in connection with arranging counselling sessions, practicals, evaluation of assignments and remuneration to academic counsellor and supporting staff, if any, will be borne by the Centre for Skill Development.
- 3.10 The Centre for Skill Development shall not collect any amount under any head(s) other than the prescribed fee(s) from the students joining the programmes. All amounts collected from the students shall be by way of Demand Drafts drawn in favour of the Registrar, TNOU payable at Chennai (or) Online Money Transfer.
- 3.11 Levies, if any, now or at a later date, shall be borne by the Centre for Skill Development.

4.0 RESPONSIBILITIES OF THE UNIVERSITY

- 4.1 TNOU shall be responsible for all administrative work relating to admission, issuing admission forms, collection of fee, preparation and designing Self Learning Materials, practical manuals, conduct of examination and award of mark statement and University certification. Cost of printing of application forms, prospectus, certificates and expenses in connection with conducting of Examinations, shall be borne by TNOU.
- 4.2 The syllabi for skill development programmes will be framed by TNOU. In this regard, the suggestions offered by the Centre for Skill Development if any, may be taken into consideration, wherever necessary.
- 4.3 The Self Learning Materials for (1). -----, (2). -----, (3). ----- and will be prepared and designed by the TNOU, based on the syllabi. The Wrapper of the Self Learning Materials will also be designed by the TNOU.
- 4.4 TNOU will give the finalised version of each subjects' Self Learning Material for the approved programmes as soft copy in the form of CD to Centre for Skill Development for reference, further proceedings.
- 4.5 This MoU shall be valid for a period of three years from this date. TNOU shall review the progress of the approved programmes every year.
- 4.6 In respect of any change in the programmes, syllabi, eligibility, admission, collection of fee and fee structure, scheme of examinations, etc., the decision of TNOU is final.
- 4.7 TNOU shall inspect the Centre for Skill Development to check in respect of the infrastructure facilities including qualified academic counsellors/staff for academic counselling and practical training so as to ensure that the same is confirmed to the standards of the University and any directions issued from time to time by the University shall be carried out by the Centre for Skill Development.
- 4.8 The TNOU shall have full powers to review the running of the approved programmes and their activities and if the University comes to the conclusion that the running of the programmes are not satisfactory, the TNOU, is entitled to disassociate with itself from the programmes by giving one month advance official intimation.
- 4.9 The Assignment Question papers of yearly will be set and the same will be posted in TNOU website at appropriate time for writing Assignments as part of Continuous Internal Assessment (CIA).
- 4.10 The University shall closely monitor the approved programmes offered by Centre for Skill Development and take appropriate measures to ensure the quality of the agreed programmes.
- 4.11 Dates and Schedule of Examinations for the programmes shall be announced by the TNOU at appropriate time during implementation of the programmes. The centres

of examination and valuation of answer scripts and centres for practicals shall be assigned by the TNOU.

4.12 The TNOU shall evaluate the answer scripts; announce the results to the students through TNOU official website. The Certificate along with marks sheet shall be provided to the students after releasing the results.

4.13 The share due to Centre for Skill Development will be paid after the receipt of filled in admission details along required payment for admission, as single full payment (i.e. 40 % after admission and 25% after completing counselling, practicals and evaluation of assignments).

5.0 ACTION PLAN FOR IMPLEMENTATION AND MONITORING OF MoU

5.1 TNOU shall monitor the quality of the implementation of programmes at Centre for Skill Development through the Co-ordinators appointed / nominated by the TNOU during each Academic Year/Calendar Year.

5.2 TNOU shall review the progress of the vocational diploma programme every year.

5.3 TNOU shall ensure making note of time bound achievements and also preparing a schedule of activities along with time lines and the same shall be monitored by the TNOU.

6.0 JOINT RESPONSIBILITIES

6.1 The advertisement(s) shall be released by the TNOU and CSD. The expenditure incurred in this regard shall be met by the respective sharing amount.

6.2 If any modification relating to operation of the academic programmes shall be decided jointly by the TNOU and CSD.

6.3 Any legal implications will be confined to Chennai Jurisdictions only.

7.0 INTELLECTUAL PROPERTY

Nothing contained in this MoU shall, by express grant, implication, Estoppel or otherwise, create in either party any right, title interest, or license, in or to the intellectual property (including but not limited to know-how, inventions, patents, copyrights and designs) of the other party.

8.0 MISCELLANEOUS

8.1 The collaboration is envisaged to provide admission from the academic year, 2021-2022 onwards. The Centre for Skill development shall arrange for press release and advertisements to invite applications for admission after signing of the MoU.

8.2 All the terms and conditions of this MoU are subject to the approval of the appropriate

authorities of the TNOU and as per the provisions of the Rules and Regulations of the TNOU.

- 8.3 The collaborative venture also included the scope of extending learning facility of Centre for Skill Development without causing any hardship to the students of the Tamil Nadu Open University. The Centre for Skill Development shall take care of the fulfilment and compliance of the procedural statutory regulations and formalities if any and the TNOU will assist the Centre for Skill Development wherever necessary.

9.0 ARBITRATION

It is expressly agreed to by the Parties hereto that the formation, interpretation and performance of the Terms and any disputes arising here from will be resolved through a two-step Alternate Dispute Resolution ("**ADR**") mechanism.

9.1 Mediation:

In case of any dispute between the parties, the Parties will attempt to resolve the same amicably amongst themselves, to the mutual satisfaction of both Parties. In the event that the Parties are unable to reach such an amicable solution within thirty (30) days of one Party communicating the existence of a dispute to the other Party, the dispute will be resolved by arbitration, as detailed hereinbelow;

9.2 Arbitration:

In the event that the Parties are unable to amicably resolve a dispute by mediation, said dispute will be referred to arbitration by a sole arbitrator to be appointed by the Company, and the award passed by such sole arbitrator will be valid and binding on both Parties. The Parties shall bear their own costs for the proceedings, although the sole arbitrator may, in his/her sole discretion, direct either Party to bear the entire cost of the proceedings. The arbitration shall be conducted in English, and the seat of Arbitration shall be Chennai.

The Parties expressly agree that the Terms and any other agreements entered into between the Parties are governed by the laws, rules and regulations of India, and that the Courts at Chennai in the state of Tamil Nadu, India shall have exclusive jurisdiction over any disputes arising between the Parties.

In witness whereof the parties have signed this Memorandum of Understanding of the day, month and year first herein above written.

FOR
TAMIL NADU OPEN UNIVERSITY

FOR
CENTRE FOR SKILL DEVELOPMENT

REGISTRAR

DIRECTOR, CESD

Name of Institution	Name of Institution
Tamil Nadu Open University	Centre for Skill Development
No.577, Anna Salai, Saidapet, Cennai-600015. Tamilnadu, India,	Address:.....
Centre for Skill Development Code No: _____	
cesd.tnou@gmail.com	E-Mails:-----
Website: www.tnou.ac.in	

Witnesses:	Witnesses:
01.	01.
02.	02.
03.	03.



FOR FURTHER DETAILS CONTACT

Director

Centre for Entrepreneurship and Skill Development (CESD)

Administrative Building

Tamil Nadu Open University

No.557, Anna Salai, Saidapet

Chennai - 600 015,

Tamil Nadu, India

e-Mail: cesd.tnou@gmail.com

URL:www.tnou.ac.in



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University

(மாநில திறந்தநிலைப் பல்கலைக்கழகம், தமிழ்நாடு அரசால் நிறுவப்பட்டது, பல்கலைக்கழக நிதிநல்கைக் குழு & தொலைநிலைக் கல்வி மன்றத்தின் அங்கீகாரம் பெற்றது, ஆசிரிய திறந்தநிலைப் பல்கலைக்கழகங்களின் கூட்டமைப்பு & காமன்வெல்த் பல்கலைக்கழகங்களின் கூட்டமைப்பின் இணைவு பெற்றது)

577, அண்ணாசாலை, சைதாப்பேட்டை, சென்னை - 600 015



www.tnou.ac.in