

Annexure I

[This Annexure has to be considered as the Part and Parcel of the Main Agreement signed between **PRAGTI EDUCATION AND WELFARE SOCIETY** (First Party) and(Second Party) on,2018]

Term Sheet for Domestic Data entry Operator PMKVY 2.0

Project Name: PMKVY 2016-2020

A. Course Details:

1. **Course Name/Title: Domestic Data entry Operator**
2. Course Affiliated by: IT-ITES Sector Skill Council(Nasscom)
3. QP Code: SSC/Q2212
4. level: Level 4
5. Course Duration (Hours/Days): 440 hours (Theory: 100 + Practical:300 + Entrepreneurships + Soft Skills 40) , 4 hours per day, 6 days in a week (*Additional Duration: Digital Literacy - Not to be counted in total hours - trainee will undergo this on his/her own via online - available in English and Regional Languages at indiaskilsonline.com*)
6. Course Structure (Theory-Practical Divisions): Will be intimated by Academics Team
7. Students' eligibility criteria: Preferably Class x , minimum 18 years old, Aadhar Card mandatory
8. Batch size: 30 (maximum)
9. Class Room Area 200 to 300 sqft, and Lab Size 300 sqft for Every, Hybrid Lab Allowed .
 - Practical & skill training can also be conducted in lab.
 - 10 SFT per candidate is recommended.
 - Possible combinations: 10 x 30;15 x 20; 25 x 12;

B. Certification: IT-ITES Sector Skill Council

C. Infrastructure requirements:

1. General requirements: (Common for all courses)

- a. Electricity, lights, fans
- b. Water purifier
- c. Toilet
- d. Lights-Fans
- e. Air-conditioner
- f. Power backup
- g. Broadband Internet connection (2 MBPS)
- h. Printer
- i. Scanner
- j. Web Cam
- k. Digital Camera – to take photographs of training, examination, interview preparation and other events

2. Theory Room with following facilities

- a. Size: Minimum 500 square feet for Theory class and 500 square feet for Lab
- b. Capacity: 30 students
- c. Chairs and Desks
- d. One Computer for theory classes with Sound system and DVD Rom
- e. Projector
- f. White Board and Marker
- g. Internet
- h. Printer

D. Faculty : Minimum one faculty per course per centre (one faculty can take maximum two batches per day).

Qualification:

Minimum Educational Qualification of the Trainer	TOTAL Experience (In Years) required for the Trainer	Out of Total Experience, Sector Specific Experience (in years)	Out of Total Experience, Teaching Experience (in years)	Remarks
10th	2	2	2	2 years of work/training experience with respect to QP/Occupation

Recruitment: Responsibility of respective centre/partner, but the final interview will be conducted by Quality Audit Team at **PRAGTI EDUCATION AND WELFARE SOCIETY** conducted Office.

Train the Trainer Programme: Training will be arranged respective Sector Skill Council as per the guidelines of the respective Sector Skill. Participation in the said programme is compulsory. The training cost to be borne by the partner/centre as prescribed by the SSC.

E. Study Material: As prescribed by respective SSC

F. Promotions:

- Flex/Banner/Hoarding/Standee – at the entrance of the centre
 - In-house Poster at reception and class rooms
 - Regular updates in Facebook with photos and videos of various events/activities
 - Certificate of NSDC Partnership and Affiliation Certificate from Sector Skill Councils to be displayed at Notice Board
- (All promotional artworks to be provided by **PRAGTI EDUCATION AND WELFARE SOCIETY** as per the guidelines of NSDC/PMKVY)

G. Staff pattern for Training Centre (Aadhaar Card Mandatory)

Sl. No	Post Name
1.	Receptionist/ Front Office Coordinator
2.	Placement Coordinator
3.	Counselor
4.	Administration Officer
5.	MIS Coordinator(management information system)
6.	Mobiliser
7.	SPOC(Single Person of Contact)Cont.
8.	Faculty
9.	IT Coordinator
10.	Nodal Officer

H. Documents to be maintained:

1. List of Trainees enrolled in SDMS Format (at the time of registration for PMKVY scheme)
2. PMKVY Enrollment Form*
3. Details of Trainers
4. Attendance report (to be uploaded on website everyday)
5. Students' leave register*
6. Study material distribution register*
7. Academic reports*
8. Students' feedback form*
9. Drop out register
10. Internship register*#
11. Examination – attendance register and marks register*
12. Certification issue register*
13. Placement register*
14. Outreach programme details
15. Photos and videos of theory and practical classes to be sent to Head Office (atleast one per batch per week)
16. Photos and videos of various activities/events
17. Proper entry in web-system as guided by **PRAGTI EDUCATION AND WELFARE SOCIETY** specially in following areas

- a. Students' Information System (SIS)
- b. Attendance
- c. Marks
- d. Study material distribution record
- e. Drop out

Equipment Name List and Requirement

Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Minimum number of Equipment required (per batch of 25 trainees)	Minimum number of Equipment required (per batch of 20 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Center (Yes/No)
Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning	30				Yes
White Board, Markers and Eraser	1				Yes
Projector with screen	1				Yes
Flip chart with markers	1				Yes
Faculty's PC/Laptop with latest configuration and internet connection	1				Yes
Supporting software / applications for projecting audio, video, recording,	30				Yes
Presentation Tools to support learning activities: Intranet, Email, Ims, Learning management system e.g. Moodle, Blackboard to enable blended learning	30				Yes
Microphone / voice system for lecture and class activities	30				Yes
Handy Camera	1				Yes
Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4	30				Yes

Sheets					
For IT Lab sessions: Computer Lab with 1:1 PC : trainee ratio and having internet connection, MS Office / Open office, Browser, chat tools	30				Yes
Assessment and Test Tools for day to day online Tests and Assessments	30				Yes
For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.	30				Yes
Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.	30				Yes

**PRAGTI EDUCATION AND WELFARE
SOCIETY**

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(First Party)

By its Authorized Signatory

**MUKHTIAR SINGH
(PRESIDENT)**

Date: ...TH,...., 2018

**In Presence of the following
Witnesses 1.**

2

(Second Party)

By its Authorized Signatory

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(.....)

Date:TH,...., 2018