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S/W/D/a P. Satyanarayana

For Whom National Academy of Construction

MEMORANDUM OF UNDERSTANDING

BETWEEN

Mission for Elimination of Poverty in Municipal Areas (MEPMA) Municipal Administration & Urban Development Department, Govt. of Andhra Pradesh

AND

National Academy of Construction (NAC), Hyderabad

Skill development and placement facilitation of unemployed Urban BPL youth as per the industry norms in the Construction sector

This Memorandum of Agreement (MOA) is entered into on this 20th day of Feb 2013 between the **Mission for Elimination of Poverty in Municipal Areas (MEPMA)** (First Party), a Society set up by the Government of Andhra Pradesh having its office at 3rd Floor, E-in-C (Public Health Office Building) AC guards Hyderabad - 500 004 represented by its Mission Director, Smt. Anita Ramachandran, IAS, , hereinafter called 'The First Party

(Herein-after to be called 'THE FIRST PARTY')

Smt. Anita Ramachandran

And

National Academy of Construction (NAC) which is registered as "society" under A.P (Telangana Area) Public Societies Registration Act 1350 Fasli (Act 1 of 1350 F) and incorporated as a "Public Charitable" institution in September 1998 having its registered office at NAC Campus Cyberabad, Kondapur post, Hyderabad – 500 032 and represented by Sri P.K. Agarwal I.A.S,(Retd.,) Director General (which expressions shall mean and include successors in office).

(Hereinafter to be called '**The Second Party**').

WHEREAS

- (a) The First Party, is set up by the Department of Rural Development of the Andhra Pradesh (AP) Government to provide employment to the unemployed rural youth, and works in mission mode for trainings and placements in the private sector for the benefit of underprivileged youth through various partnerships and industry tie-ups. The First Party works in a public-private partnership mode where government, private sector professionals and community are stakeholders.
- (b) The Second Party is an ISO 9001:2008 certified Institute. It is also a Vocational Training Provider as recognized by Government of India and also represented on the National Council for Vocational Training for one term. Second Party has eight constituent units covering all sectors of the Construction Industry. The campus has an auditorium with 500 seating capacity, seminar halls, classrooms, hostel blocks, dormitory, Quality control and testing Laboratory for construction materials, Material Display Block, Practice Ground etc. Second party has very experienced in-house faculty of 750 personnel and visiting faculty exposed to major projects. The main aim of Second party is to upgrade knowledge and skills of construction engineers, contractors, managers, supervisors, Architectural Assistantship workers and inculcate professionalism in them.
- (c) It has been the concern of all the parties to develop the human resource by way of

imparting vocational training in Construction sector as per the existing demand and create avenues for suitable livelihoods and expanding universe of knowledge to produce world class workforce.

- (d) The First Party approached the second party to initiate a model for providing entry level jobs in the construction sector and getting it accepted by all stakeholders (hereinafter called the " Training Programme ");
- (e) The Second Party submitted its proposal for the aforesaid purpose, whereby the Second Party represented to the First Party that it had the required professional skills, and in the said proposal agreed to provide the Services to the First Party on the terms and conditions as set forth in this MoU;
- (f) In pursuance thereof, the parties have agreed to enter into this Agreement.

A. PURPOSE:

The purpose of this MoU is to clarify and sort out the roles and responsibilities of all parties to initiate pilot training programme in the selected trades (Appendix-I), so as to up skill unemployed youth and provide placements in construction sector.

B. ROLES AND RESPONSIBILITIES

Second Party (NAC):

1. Shall train, assess, certify and place unemployed candidates enrolled.
2. The training shall be in courses shown at Appendix -1. The instruction pattern shall be 20 – 30 % class room and 70 - 80% lab / hands-on training including internship (Field attachment). Training shall not only cover the course but also include a minimum of 20% duration towards soft skill development.
3. Shall conduct the Pre-Training Counseling for the candidates in collaboration with first party.
4. Shall provide boarding and lodging to all candidates.
5. Shall maintain requisite infrastructure as per norms (mentioned in Appendix-II)

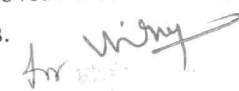
6. Shall comply with all processes required to maintain information at the First party portal (mentioned in Appendix-III).
7. Shall maintain biometric attendance for all candidates under training.
8. Shall provide a set of the training module (including soft copy), the training kit and the Training of Trainers (TOT) module, including one copy of course curriculum, hour wise & day wise course module, trainers & trainees manual, training calendar to First party within 15 days of execution of the MoU.
9. Shall provide the placements to the candidates trained under the training programme.
10. Shall provide requisite certificates to all the successfully placed candidates and provide a copy of that to First Party.
11. Shall provide the Post Placement Tracking Support for the candidates placed for duration of 3 months.

First Party (MEPMA) SHALL:

1. Make payments upon satisfactory completion of service.
2. Give technical support to enter the training data into the First Party Portal.
3. Shall mobilize the candidates and conduct Pre-Training Counseling in collaboration with Second Party.
4. Shall provide tables, chairs etc based on a request from second party on case to case basis.

C. DELIVERABLES – NAC (Second Party):

1. Shall ensure that at least 80% of enrolled candidates successfully complete training.
2. An assessment shall be conducted at the end of training and all those who pass shall be issued industrially accepted certificate.
3. Shall ensure that atleast 80 %(including 20 % self employment) of successfully trained candidates (strength at the time of batch freezing) are placed in jobs.
4. Shall provide certification to the candidates after successful completion of the training.
5. Shall provide Second Party Certificate Regarding Employment for all the successfully placed candidates.

for MEPMA

 Director
 MEPMA
 BARUDDIN
 10/10/2024

for NAC

 Director
 NAC

DELIVERABLES- MEPMA (First Party)

1. Will assist the second party in mobilizing the candidates and conduct Pre-Training Counseling in collaboration to the possible extent.

D. PERIOD OF VALIDITY: 13 Months (From March, 2013 – March, 2014)

E. Payment to the Second Party:

1. Training Fees

- a. The Training Fee shall be inclusive of all costs including to a) Uniform, b) Training infrastructure c) training material d) Exposure visit e) OJT (f) placement.
- b. The percentage of placements and retention of trainees under that course will be calculated based on the inception report submitted by the Second Party within 15 days of starting of a batch.
- c. The First Party shall pay Training Fee to the Second Party in three trances the following manner:

Mode of payment	Installments	Frequency	Rate	Conditions*
Performance linked payment of Training Fees Training Fee Includes cost of a) uniform, b) Training infrastructure c) training	First installment	<ul style="list-style-type: none">Based on Inception report to be submitted by the 15th day from the starting of BatchPayment within 15 days of approval of inception report	50% of training fee	<ul style="list-style-type: none">To be considered in the inception report as a trainee, a youth would have to have min. 5 days of attendance out of 15 days of Biometric Attendance
	Second Installment	<ul style="list-style-type: none">Based on the Placement report to be submitted within 15 days from the date of completion of trainingThe report to be Verified face to face and approved by First Party	40% of training fee	<ul style="list-style-type: none">0-69% placements:- no payment70 - 79 % placements:- Payment on prorata basis80% and above

material		Payment within 15 days of approval of Placement report		placements :- full payment (INCLUDING a maximum of 20% SELF EMPLOYMENT)
d) Exposure visit				
e) OJT				
f) Placement etc	Third Installment	<ul style="list-style-type: none"> Based on the Post placement report submitted after 3 months from placements and verified face to face by 1st Party Payment within 15 days of approval of Placement report 	10% of training fee	<ul style="list-style-type: none"> 0-69% placements no payment 70 - 79 % retention on pro-rata basis 80% and above retention full payment

2. Boarding and Lodging:

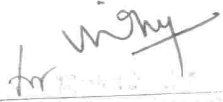
- a. For the residential accommodation provided by the Second Party, the First Party shall reimburse the Boarding and lodging expenses to the Second Party in the following manner:
 - i. The rate of reimbursement shall be Rs. 2650/- per month per residential trainee in Metros and Rs. 2350/- per month per residential trainee in Non-Metros.
 - ii. The Reimbursement of Boarding & lodging expenses shall be made by the First Party on a monthly basis.
 - iii. The Rate of reimbursement mentioned above shall include all expenses and taxes.

Attendance and Food Bills			
Activity	Responsibility Center	Day	Software Process
Attendance calculation	RYK Software		Software automatically calculates the attendance using bio-metric system. All Sundays and holidays are calculated present if the preceding and succeeding days are present only.


5. ESTABLISHMENT OF RESPONSIBILITY: This MoU is not intended to, and not create any right benefit or trust responsibility, substantive or procedural, enforceable at law, by a party against First party or Second Party.
6. COMMENCEMENT/EXPIRATION DATE: This instrument is executed as of the date of last signature and is effective upto 31st March 2014 and will expire unless extended.
7. AUTHORIZED REPRESENTATIVES: By signing below, the individuals signed in this document as representatives of First Party and Second Party are authorized to act in their respective areas for matters related to this MoU.

The parties hereto have executed this agreement as of the last written date below.

Date:


MISSION DIRECTOR
MEPMA

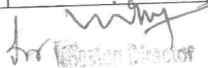
Date: 16.02.2013


for DIRECTOR GENERAL
National Academy of Construction (NAC)

APPENDIX - I (2 Tables)

Basic course and training centre details:

Sl. No.	Course Name	Minimum Qualification	Duration	Training Fee Per Candidate	Minimum starting Salary
1	General Works Supervisor	Intermediate completed or ITI completed	3 months	Rs 7700/-	Rs 5000/- pm + food and accomodation
2	Land Surveyor	Intermediate Completed	3 months	Rs 7700/-	Rs 5000/- pm + food and accomodation
3	Welding	8 th Pass	3 months	Rs 7700/-	Rs 4500/- pm + food and accomodation
4	Highway Works Supervision	Intermediate completed or ITI completed	3 months	Rs 7700/-	Rs 5000/- pm + food and accomodation
5	Masonry	Read and Write	3 months	Rs 7700/-	Rs 3500/- pm + food and accomodation
6	Painting and Decoration	5 th Pass	3 months	Rs 7700/-	Rs 3500/- pm + food & accomodation
7	Formwork Carpentry	5 th Pass	3 months	Rs 7700/-	Rs 3500/- pm + food and




Director
Mission for Construction of Quality
in M. & C. Areas
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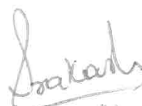


					accomodation
8	Bar Bending and Steel Fixing	5 th Pass	3 months	Rs 7700/-	Rs 3500/- pm + food and accomodation
9	Electrical House Wiring	8 th Pass	3 months	Rs 7700/-	Rs 5000/- pm + food and accomodation
10	Plumbing and Sanitation	5 th Pass	3 months	Rs 7700/-	Rs 3500/- pm + food and accomodation

* Training Fee per candidate is exclusive of Boarding and Lodging fees.

* Training Centres and courses will be proposed by Second party as per the requirement and approved by the first party as per the norms of MOU.

As 
 Mr. 
 Director, District Office
 District Office
 District Office
 District Office



APPENDIX - II (4 Tables)

Table 1 - Minimum Specifications for Training Centre Infrastructure

Particulars	Specifications for Minimum Infrastructure
Theory Classroom	With a Minimum capacity of 30 Chairs
	White / Black Boards – 1
	Notice Board – 1
	Almirah -1
Practical Room	(A) In case of Computer related courses : Students: Computers = 2:1
	(B) In case of other courses: Tools and equipment, infrastructure as per the norms of NCVT
	(C) Common Infrastructure: for all trainings
Other Facilities	Drinking Water
	Separate Wash Rooms for Boys & Girls
	Electricity
Study Material	Hand Books Related to Course
	Motivational Story Books
	Motivational Movies
	Magazines
	News Papers
Documentation	Attendance Registers (Trainers & Trainees)
	Visitors Register
	Trainees Assessment Reports

Table 2: Minimum IT Infrastructure

The below specified minimum IT Infrastructure shall be available with all the Training Institutes.

- One Desk Top with 3GB RAM, 300GB, 20" LCD, Key Board, Mouse, Speakers and mike. Windows7 Operating system is preferable.
- One Broad band with at least 512Kbps unlimited connectivity for best web based video (preferable 1MBPS).
- One GPRS based Bio-metric device with battery and AC supply for attendance.
- One High resolution 5 MP webcam with 640x480, up to 30 fps
- (optional) LCD projector (4000 lumens) with Screen and 10mt. cable for training on Audio/Visual content.

The IT infrastructure specified needs to be in place at the time of letter of award of target.

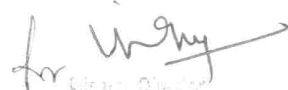
Table 3 : Display Arrangements

Every Training Centre must display

- i. A board outside the Training Centre prominently showing the RYK name and logo, EGMM name and the Training Partner's name.
- ii. Inside the Training Centre, at one prominent place, the following boards should be displayed:
- iii. Course start date, end date
- iv. Timings of the course
- v. Time Table & Session Plan
- vi. Entitlements of the students
- vii. Jobs identified duly showing the name of the Company/Establishment, it's location, designation and salary.
- viii. Names of the Instructors with their educational qualification and experience

Table 4 - Minimum requirements for Residential Facilities

Particulars	Specifications
Hostels	Separate hostels for boys & girls
Distance from training center	Maximum of 2 KMs & preferably within 1 KM.
Room : Students	30 Sq. Feet : 01 student
Bath Rooms / Toilets : Students	1:5 Ratio .Not more than 1:8
Food Menu	Week wise food menu should be displayed in the hostel (Minimum of 2.2 Kilo Calories per Day)
Drinking Water	Pure drinking water with good containers
Telephone (Coin Box)	Phone calls may be allowed in the specific time
First Aid Kit	First Aid Kit is compulsory
Medical Facility	On Call doctor facility
Warden	Separate Wardens for boys & girls
Security Guard	Security Guard service should be available round the clock
Wash Area	Area for cleaning the clothes
Registers	Attendance and Mess registers are compulsory
Hygiene	Kitchen, Dining Area and Toilets should be kept clean and the hostel rooms should be properly ventilated.

for 
 Regional Director
 Mission for Promotion of Peace
 in the North Eastern
 India & UD Department of Assam Pradesh
 HILKALABAD.

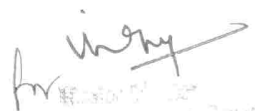


APPENDIX - III - SOFTWARE PROCESSES

Activity	Responsibility Center	Day	Software Process
Masters	Training Partner		Registering the bank details, Training center details and Bio-metric device.
Batch Planning	MEPMA	-21	In coordination with training partner and quarterly admin approval.
Candidate Selection	Training Partner	(-21 to -10)	Filtering the database according to the relevance and preferences and posting.
Batch mapping	Training Partner	0 to 15	Mapping the candidates and registering them to the bio-metric id generated.

Inception Process			
Activity	Responsibility Center	Day	Software Process
Inception bill generation	Training Partner	12th to 15th	Partner chooses the candidates for training to be registered wherein a bill proforma is also generated along with the list of the candidates. If partner fails to do so system automatically calculates 5/15 attendance and forwards the batch to MEPMA
Inception Bill payment	REEMAP	(Day X to X+3)	MEPMA verifies the batch
	REEMAP	Day X+3 to X+10	Financial proceedings are automatically generated and forwarded to PD, MEPMA. The bills are supposed to clear within 7 working days failing to which alerts are sent to MD, MEPMA

Placement Process			
Activity	Responsibility Center	Day	Software Process
Placement companies Registration	Training Partner	On-going	Training Partners register all the companies with which they have tie-ups.
	MEPMA-Admin	On-going	MEPMA will either map the Training partner and organization details entered to the already existing database of companies or Add as a new organization. This will help MEPMA in analysis and evaluation of sector/Industry and the recruiting organization along with the training partner Performance.
Placement selection	Training Partner	Max by 10th day of completion of training	Training partner at will select the companies from already existing company list and map youth and for placements providing details of salary, designation etc and forward to MEPMA.
	MEPMA	Within 15 days from the date (Z)	Physically verifies the placements and approves the batch and provides facility for second placement updation.


 Director
 MA & UD
 MA & UD


 MEPMA

APPENDIX – IV: Common Topics to be covered in all Trainings

S.No	Counseling	Soft Skills	Computers
1	Awareness of the program	Induction & self-sustenance skills	Introduction to computers
2	Importance of change	Employability Skills	MS-Word
3	Decision making skills	Job Readiness	Ms- excel
4	Grooming & hygiene	Company Expectations	Ms-Power point
5	Time management	Transformable skills(Attitude)	Internet & website concepts
6	Addressing personal issues		
7	Awareness generation		
8	Breaking Mental blocks		
9	Post placement Counseling		

APPENDIX – V: Major Milestones

S.No	Milestone	Expected Date
1	Finalization of course content and curriculum	20th February, 2013
2	Initiation of training batch for all the above mentioned courses	20th February, 2013
3	Inception report of training batch for all the above mentioned courses	05 th March 2013
4	Mid-term review of training batch for all the above mentioned courses	15 th April, 2013
5	Successful Completion of training batch for all the	30 th May.2013

	above mentioned courses	
6	Successful placement of atleast 80% of the training batch for all the above mentioned courses	10 th June, 2013
7	Review of the training and placement of the training batch for all the above mentioned courses	30 th July, 2013

for *may*
 Mission 1: *may*
 Mission 2: *may*
 WA & UC *may*

Shahid