

Date: 24/9/24

To,
Vice Chancellor
Swami Vivekananda University

Subject: LOI for partnership for Establishing Centre of Excellence for Skill Development Programme

Dear Sir/ Ma'am,

Greeting from ICICI Foundation!

We are writing to express our interest in establishing a Centre of Excellence in collaboration between ICICI Foundation and (Institution) to offer skill development classes for the students as well as youths residing in nearby areas of (Institution).

ICICI Foundation for Inclusive Growth (ICICI Foundation) was founded by ICICI Group in early 2008 to promote inclusive growth in India by contributing to the key enablers required for widespread participation in economic opportunities in the country. ICICI Foundation has been working in various fields like livelihood, skill development, value chain development, water conservation, environment conservation, clean energy, improving health infrastructure etc. ICICI Foundation works closely with various Govt. departments as well as other developmental stakeholders to promote sustainability and betterment of the underprivileged communities.

We believe that by offering skill development classes in collaboration with your institution, we can provide students and youths with valuable practical knowledge and enhance their employability in today's competitive job market. Our proposed classes would focus on Office Administration and Electrical and Home Appliances repairing, aligning closely with the aspirations of the students as well as youths.

Here are the terms and conditions of the proposed collaboration:

1. Courses and content: ICICI Foundation will closely work with Swami Vivekananda University for identification of relevant skill development course. ICICI Foundation may provide relevant content that addresses the skill gaps identified by both parties.
2. Lab setup: ICICI Foundation will support Swami Vivekananda University with setting up a lab for skill development training. The lab shall be exclusively used for skill development of the students and youths identified under this collaboration.

3. Space for Classroom and lab: Swami Vivekananda University shall provide a suitable space for setting up of classroom. The minimum size of a classroom shall be 600 Sq. ft. while the maximum size can be upto 1200 Sq.ft. This space shall be completely dedicated for the skill development programme under this collaboration.
4. Sourcing of candidates: Swami Vivekananda University shall be responsible for mobilization, counselling and sourcing of the candidates for the batches. The minimum age criteria for joining the training programme shall be 18 years while the maximum age limit shall be 45 years. The students/ candidates can be from the institution as well as from peripheral areas.
5. Delivery Format: The Skill Development classes shall ensure 3 hours of training spread over 40 days. The classes will be conducted in a structured manner in the classroom and lab set up under this collaboration.
6. Size and number of batches: The class shall be started with a minimum batch size of 40 and maximum batch size of 50 in case of non- technical trade. In case of technical trade, the minimum number shall be 18 and the maximum number shall be 30. Six such batches are expected every year from your institution.
7. Engaging Instructors/ Trainers: Swami Vivekananda University shall be identifying suitable trainers/ instructors for running the skill development classes. ICICI Foundation team may support in identification of a good trainer/ instructor. ICICI Foundation may train the trainers for smooth imparting of training. Any expenses incurred for training the trainers will be borne by ICICI Foundation. However, Swami Vivekananda University shall be responsible for the payment of monthly remuneration to the trainers/ instructors engaged in training of students/ youth.
8. Lab consumables: Any lab consumables shall be procured by Swami Vivekananda University. ICICI Foundation will recommend the list and quantity of the lab consumables required for each batch.
9. Other operational expenses: Swami Vivekananda University shall be responsible for meeting the other operational expenses like electricity, drinking water, cleaning and maintenance of classroom, AMC for the lab equipment, any expenses made for sourcing and operations etc.
10. Financial arrangements: Both the parties hereby agree to make the expenditure for their relevant activities using their own systems. Representatives of both parties shall not be engaged in any activity of exchanging of cash or kind. In case of breach of this clause, punitive action shall be initiated by both the parties for their respective representatives.

11. Certification and branding: Upon successful completion of the skill development program, the institution will issue a certificate to the students/ youths. The certificate shall also indicate the name of ICICI Foundation (Supported by: ICICI Foundation). ICICI Foundation will propose the certificate design and ICICI Foundation and Swami Vivekananda University will mutually finalise the design of the certificate. The cost of printing of certificate shall be borne by Institution.
12. Branding: Swami Vivekananda University shall also provide a suitable space to ICICI Foundation for branding of the Initiative. The branding of the collaboration will be proposed by ICICI Foundation and will be finalized on mutual agreement. The cost of such branding will be borne by ICICI Foundation.
13. Placement of candidates: Swami Vivekananda University may primarily be responsible for arranging the placement drive at their premises. ICICI Foundation may initially support for developing connects with various employers.
14. Monitoring and Data management: Representatives of ICICI Foundation shall monitor the activity on a regular basis. Swami Vivekananda University shall capture necessary data of the candidates skilled under the programme and shall provide to ICICI Foundation within 15 days of completion of a batch.
15. Period of the validity of Collaboration: The collaboration shall remain valid for a period of one year from the date of execution of the LOI. At the end of each calendar year during the validity period, both parties shall conduct a comprehensive review of the progress and achievements. Based on the results of the annual review, the parties may mutually agree to extend the validity period of this LOI for an additional term. Alternatively, if either party deems it necessary, they may terminate the LOI upon prior written notice of two months to the other party. In case of termination of the LOI, ICICI Foundation shall have the sole right to transfer the lab setup at its own cost to any other suitable partner identified by ICICI Foundation. In such a scenario, the (Institution) shall neither oppose such transfer nor shall have any entitlement to demand any sum/ compensation from ICICI Foundation.
16. Transfer of equipment to other party in case of non- usage/ non- compliance: If Swami Vivekananda University fails to fulfil the requirements of this LOI or is not able to use the lab setup as per the above terms of LOI, ICICI Foundation shall have the sole right to transfer the lab setup at its own cost to any other suitable partner identified by ICICI Foundation. In such a scenario, the Swami Vivekananda University will neither oppose such transfer nor shall have any entitlement to demand any sum/ compensation from ICICI Foundation.
17. Disputes Resolution: In the event of any dispute, controversy, or claim arising out of or relating to this Letter of Intent, or the breach, termination, or validity thereof, the Parties shall first attempt to resolve the dispute through good-faith

negotiation. Either Party may initiate negotiations by providing written notice to the other Party describing the nature of the dispute. In the event that the Parties are unable to amicably resolve the dispute through negotiation within a period of 60 days, the dispute may be referred to the court, the parties hereby agree that the exclusive jurisdiction and venue for resolution of the dispute shall be the court located in Mumbai, India.

18. ICICI Foundation shall not take any financial benefit from the institution.

Kindly review the terms and conditions of the proposed collaboration. If you agree with the terms and conditions outlined, kindly sign a copy and return it to the undersigned. We look forward to work together for the betterment of the society.

Warm Regards,

Pranav Kumar

Pranav Kumar
Zonal Head,
Jharkhand and West Bengal,
ICICI Foundation.

