



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MoU") is entered into on this 22nd day of 2022, at Hyderabad

BETWEEN

Retailers Association's skill council of India (RASCI), a company registered under section 25 of the Companies Act, 1956 and having its registered office at 703-704 Sagar Tech Plaza – A, Andheri-Kurla Road, Sakinaka Junction, Sakinaka, Andheri (E), Mumbai-400 072 (hereinafter called "First Party" which expression shall unless repugnant of the context or meaning thereof be deemed to mean and include its successors and assign) of the One part;

AND

Government City college, autonomous college affiliated to **Osmania university** situated at Hyderabad (hereinafter called "Second Party" which expression shall unless repugnant of the context or meaning thereof be deemed to mean and include its successors and assign) of the Second part.

AND

Max Hypermarket India Pvt Ltd. (SPAR) a Company incorporated under the Companies Act having its registered office at No.39/3 & 44, Bannerghatta Road, Bangalore - 560029. (hereinafter called "Third Party" which expression shall unless repugnant of the context or meaning thereof be deemed to mean and include its successors and assign) of the Third part;

"RASCI", Government City college and "SPAR – Max Hypermarket India Pvt Ltd" company are hereinafter individually referred to as "Party" and collectively as "Parties".

Background:

The objective of this MOU is to engage with the Government City college and the SPAR (Max Hypermarket) company to jointly implement the three-year Apprenticeship embedded Degree Program, BBA / BVOC in Retail operations program. **Through this MOU, all the parties mutually agree to carry out the responsibilities stated in this document.**



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CIN – U52190KA2004PTC037768

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

Roles and Responsibilities for the Implementation of the 3 Year Degree Apprenticeship Program wherein party / parties can execute their roles and responsibilities in full or part under this MOU

1. RASCI (Sector Skill Council):

- i. Responsible for Curriculum design, development & enhancement as per UGC guidelines along with Industry - Academia Inputs.
- ii. Manage Industry Advocacy, engagement, and Industry - RASCI - Academia Collaboration
- iii. Facilitate Employer on-boarding and creation of apprenticeship opportunities on www.apprenticeshipindia.gov.in
- iv. Facilitate registration of College/ University on Apprenticeship Portal as Basic Training Provider (BTP) & Basic Training Centre (BTC) as per Apprenticeship Curriculum.
- v. Facilitate training & certification of trainers appointed to train Skill component as per the guidelines of National Skill Development Corporation (NSDC) and Orientation of teaching faculty.
- vi. Facilitate E- guest sessions / lectures by Industry Partner once in a quarter.
- vii. Provide assessment process & schedule for semester wise skill component, in line with the examination schedule of University/College.
- viii. Facilitate timely, auditable, and quality assessments in Digital / Online mode for Skill Component in discussion with University/College and Industry Partner.
- ix. Issuance of annual exams marks & give final Apprenticeship Certificate to University/College on course completion.
- x. Before the commencement of every academic year, SSC will review with University / College and may consider introducing new sub sectors / Courses as per Industry consultation and demand
- xi. Verification and approval of claims under National Apprenticeship Promotion Scheme (NAPS) as per the guidelines provided on Apprenticeship portal
- xii. Benchmarking quality of Skill-based training, Assessments and Certifications according to the standards and processes defined.
- xiii. Facilitate transition from apprenticeship to regular employment of Degree Apprentice candidates at the supervisory cadre on successful course completion based on eligibility of candidates, vacancies available and candidate's willingness to pursue regular employment and or migrate to the location where the vacancies exist.
- xiv. Facilitate sharing of Apprentice OJT calendar of respective Industry partner with the University/College for seamless implementation as per curriculum.



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2. College/Institute:

- i. University will identify and provide the list of Constituent / affiliated Colleges / Institutions for introduction of skill-based training. (Applicable only in case of University).
- ii. Ordinance/ Byelaws: Ordinance & Byelaws to be issued by the University regarding the Degree Apprenticeship program which will clearly state the curriculum requirement, apprenticeship training and assessment criteria of the Skill component and General Component.
- iii. Board of Studies: Invite the respective Sector Skill Council (SSC) / Industry expert with the consent of the SSC as part of the Board of Studies of the University and ensure that the curriculum is approved by the Academic Council of the University.
- iv. The College shall create awareness campaign around this program aligned with prescribed RASCI branding guidelines for relevant mobilization, conduct counseling sessions for students and parents before enrolments of the students.
- v. Infrastructure: The College shall provide the required infrastructure for the delivery of courses in the colleges which includes existing classrooms and set up labs as per the requirement of the job role covered under Curriculum to conduct practical session of the skill-based trainings / leverage on industry strength to provide the required exposure.
- vi. As per UGC Notification, approval and guidelines therein, Universities which are authorized to offer Online Degree Courses shall ensure that 3 Year Degree Apprenticeship Program titled as “BBA in Retail Operations” is duly approved by the statutory authorities or bodies of Higher Educational Institution and the delivery mechanism conforms to the quality standards of the Online Education as specified by UGC.
 - a. Universities to ensure availability of suitable staff, Technology enabled infrastructure, e-content, Learning Management System with all security arrangements ensuring transparency and credibility of overall course implementation, tracking training delivery of a course, learner’s engagement and learning progress monitoring, attendance, reports, assessment, and feedback capturing tools.
- vii. College shall appoint RASCI Certified Trainers/ Teachers for delivery of sessions on domain/ subjects pertaining to skill components.
- viii. Communicate/ share OJT calendar as received from RASCI/ Industry Partner with respective students/ parents before admission/ Course commencement to manage expectations better of all stakeholders involved.



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- ix. College shall appoint a Nodal officer, who shall be responsible for engagement and coordination with Industry Partner, RASCI, managing training schedule (General component, Skill-based training & Apprenticeship), monitoring overall other operational modalities for successful rollout of the Degree Apprenticeship Program
- x. The College will adopt the curriculum prescribed by RASCI which is readily available for adoption on the www.apprenticeshipindia.gov.in portal. The University can recommend changes in the general components of the curriculum if deemed necessary subject to approval of Board of Studies (BOS). The College shall register on Apprentice Portal as Basic Training Provider (BTP) & Basic Training Centre (BTC) aligned with Curriculum with support from RASCI. College shall register the students on the apprenticeship portal (<https://apprenticeshipindia.gov.in/login>) with valid Aadhaar data verification online. College will conduct the assessment of General classes and OJT duration. norms and coordinate with RASCI for the assessment of Skill Component for each semester assessments.
- xv. College shall ensure timely completion of semester wise assessment (General & Skill Component) of all Degree Apprentice students by liaising with University/ College shall transfer a Service Fee of Rs 5000/- per learner per Academic year to RASCI at the beginning of the course/ academic year.
- xvi.

3. Industry Partner:

- i. Register the organization on the apprenticeship portal.
- ii. Share demand of minimum batch size of 25 to 30 for initiation of admission (In case of online disbursement of lectures the batch size is not required).
- iii. Conduct/ participate in teachers / trainers & student's orientation session followed by guest lectures in virtual or classroom mode as deemed suitable.
- iv. Responsible for the overall Apprenticeship on-the-job (OJT) training delivery as per approved and uploaded curriculum in the apprenticeship portal & Apprenticeship guidelines.
- v. Inform RASCI & respective college in case of any deviation in the Apprentice OJT Schedule vis-a-vis agreed OJT structure & Curriculum.



- vi. Generate Apprentice contracts for 3 years under the curriculum of BBA in Retail Operations along with the stipend amount mentioned for all 3 years as per prescribed stipend (minimum INR 9000/- per month for pursuing graduates) or more as per the company's policies for pursuing graduates Pro – rata basis will be paid for the no of days which the student is doing OJT at the store.
- vii. At Spar Interns will be eligible for stipend of Rs 5500/-for 12 working days with transportation. In case the no of days increases to complete the OJT tenure for any backlog then the stipend amount will also increase per month. The OJT schedule for the students would be on Friday, Saturday and Sunday of the week not exceeding 27 hours per week as per the apprenticeship guidelines.
Share 3- year Apprentice OJT calendar with RASCI & College before commencement of the course aligned with the Curriculum.
Timely upload of Apprentice attendance and NAPS claim submission with UTR details for stipend reimbursements under NAPS on the apprenticeship portal.
Provide Accidental/Health Insurance coverage to the apprentices.
Coach and mentor, the students undergoing Apprenticeship OJT in the employer premises.
- xii. Record the performance of the students undergoing Apprenticeship OJT and share feedback with the College and students periodically at the end of every three (3 months) during the OJT period.
- xiii. Share Pre-screening criteria & evaluation process with RASCI & Colleges for Apprentices transitioning to regular employment at supervisory level.
- xiv. Complete Apprenticeship OJT assessments and provide assessment scores to RASCI Students working with the organization as an apprentice under BBA Retail program shall not engage in any act of misconduct / subversive of discipline or efficiency. Any contravention of the clause will amount to gross misconduct during the period of their training with the organization and their contract of apprenticeship may be discontinued with suitable disciplinary action with immediate effect, without notice.
- xvi. The apprentices hired will be deputed to undergo their training in the stores of the Employer and their registration on portal will be affected through the authorized entity name of the employer.
- xvii. Share employment details with RASCI w.r.t. regular employment of apprentices on successful course completion i.e. Designation, Grade, salary band, etc. as applicable for supervisory cadre.



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- xviii. Appoint Degree Apprentice candidates at supervisory cadre (Team Leader / Company Nomenclature) & above subject to:
- Candidates successfully completing three-year Apprenticeship with the Employer.
 - Candidates meeting pre - screening criteria & evaluation process defined by employer for supervisory role.
 - Availability of job vacancy with employer at base location / other locations, should the candidates be ready to migrate / relocate.

GENERAL

- a) Each party warrants to the other that it has the power and authority to enter this MOU.
- b) This MOU will come into effect on the date of signature by all the parties and shall remain in force for a period of 3 years and can be renewed for such further terms as applicable and mutually agreed by the parties
- c) This MOU may only be varied by mutual agreement of the parties in writing.
- d) Any variation or waiver of any of the terms of this MoU shall not be binding unless set out in writing, expressed to amend this MoU, and signed by or on behalf of each of the parties.
- e) This MoU is executed on principal-to-principal basis only. That the Second Party or Third Party will not represent themselves before any other party as its agent of the RASCI.

Dispute Resolution

This MOU and all disputes and suits related thereto shall be governed, constructed, and interpreted in accordance to the laws of India, without regard to conflicts of law's provisions thereof. The parties agree to submit to the exclusive jurisdiction of the Courts of Mumbai only.










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IN WITNESS WHEREOF, THE PARTIES HERETO have set their hands to this MOU on the date first above written.

<p>For and on behalf of Retailers Association's skill council of India</p>   <p>Mr. James Raphael Executive Head – Retailers Association Skill Council of India (RASCI) & Joint Central Apprenticeship Adviser - MSDE, GOI.</p>	<p>In the name and on behalf of the colleges/ Institution</p>   <p>Dr. P. Raju Prashanth Principal Government College Nayabul, Hyderabad-02 Hyderabad, T.S</p>	<p>In the name and on behalf of Industry partner / Company</p>   <p>Mr. A Roshith Kumar Head -Human Resources SPAR (Max Hypermarket India Pvt. Ltd) (Name & Designation)</p>
<p>Witness sign: Name: Dr. J. Ratna Prabhakar Designation: Head, Dept. of Commerce & Management Place: Hyderabad</p>	<p>Authorised Signatory, Name of Employer/Organisation/Industry Partner / Company Witness sign:  Name: SHILPI MITTAL Designation: HEAD - BUSINESS HR Place: BANGALORE</p>	

DRAFT

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 Principal
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