Undertaking by Training Partners (TP _____< Name of the Training Partner >) towards Life Sciences Sector Skill Development Council (LSSSDC)

I,_____ <Name & Designation> of_____ <Name of the organisation>, a _____<Constitution (Company/ NGO/ Trust/ Society)> having its registered office address at _____<Address>, hereinafter referred as Training Partner (TP < Name of the Training Partner >) state and undertake as below.

That based on the obligations arising upon, _____<name of the signing authority of the training partner>, I, on behalf of <name of the training partner> do hereby confirm, assure, declare and irrevocably undertake the following:

We,_____ < Name of the Training Partner > would ensure compliance to the following

1. **Enrolment**

1.1 Enrolments of the Trainees as per the prescribed eligibility criteria.

1.2 Having Batch size with minimum 10 students and not exceeding 30 students.

1.3 Collection of all relevant documents and maintenance of proper file of documents for each Trainee.

1.4 Collection of copy of following documents from the Trainee at the time of admission –
   a. Address proof,
   b. Caste Certificate
   c. Photo Id proof,
   d. Educational Certificate of 10th, 12th, graduation, Diploma,
   e. Aadhaar Card,
   f. 4 pass port sized photographs
   g. Trainee's Bank details – verified, Bank Name with Branch address, Account Number

2. **Training**

2.1 Conduction of the course as per the guidelines stated in _____<Course Name & QP Code> during course delivery.

2.2 Alignment of Curriculum and courseware based on QP/NOS set by LSSSDC.

2.3 Delivery of theory and practical training as mandated in the respective QP / Curriculum for stated number of hours.

2.4 TDP – Training Delivery Plan: Institute shall design a training Plan as per the given format and submit to LSSSDC for compliance validation and adherence to it. To ensure that

Trainee is adequately skilled as per the prescribed performance criteria set by LSSSDC for respective QP/NOS.

2.5 Impart Industrial Training, where recommended.

2.6 Submission of Name of organisation(s) and its concern person where the trainings are being done to LSSSDC before Assessment of each batch.

2.7 The Training shall not be considered, complete without Industrial Training/ Internship mentioned in the Curriculum.

2.8 Provision of appropriate validated content / reading material to each student of the batch.

3. Infrastructure

3.1 Availability of appropriate infrastructure as per the LSSSDC Protocol.

3.2 Availability of appropriate Training Aids for effective Trainings.

3.3 Compliance to complete equipment list as per the respective QP.

3.4 Non-use of any location other than the accredited by LSSSDC.

3.5 No franchisee or sub-letting system exists.

4. Trainer

4.1 Hiring of Trainers as per the criteria set by LSSSDC.

4.2 Maintenance of Attendance and leave record of the Trainers in auditable forms.

4.3 Keeping appointment letters and salary proof as records.

4.4 Engaging only certified Trainers for delivery of the Training.

4.5 Keeping trainer student ratio within 1:10 to 1:30

5. SDMS – Skill Development Management System

5.1 Uploading of the batch detail (i.e. details of each candidate in the batch) against the approved centre on SDMS within time frame.

5.2 Ensuring correct data entry on SDMS and taking complete responsibility of the data entered.

5.3 Entering correct start and end dates of all the batches in SDMS. Any discrepancies noted in the same would be the liability of the _____< Name of the Training Partner >.

5.4 Ensure valid Aadhaar number and correct Bank account details are put in SDMS. In case, the details are not available we will be facilitating generation on an Aadhaar number. (contact nearest CSCs to expedite the process;)

5.5 Facilitating opening of Bank accounts for candidates;

5.6 Ensure updating the SDMS as soon as a valid Aadhaar and/ or a bank account number is made available.

6. Assessments and Certification

6.1 Cooperation with Assessment Agencies authorised by LSSSDC.

6.2 Allowing the assessments for a batch only after the completion of the full course (theory and practical and internship or apprenticeship whatever prescribed in QP).

6.3 Treating re-appearance of any candidate for examination due to absenteeism, sickness, failure in previous attempt as fresh case.

6.4 Similarly no re-imbursement is applicable to Trainees who have not appeared for Assessment for any reason.

6.5 Payment of Assessment fee (per student basis) to LSSSDC well with-in stipulated time frame.

6.6 Ensuring availability of necessary equipment / infrastructure like internet, computers, laboratory equipments, machines, raw materials, all the articles stated in the equipment list (Appendix 1) for the Assessment.

6.7 The Assessment Fee shall not be refunded if :
   a. A batch gets cancelled due to VTP's negligence or fault
   b. Enrolled candidate(s) do not conform to eligibility criteria prescribed in the QP.
   c. Batch details shared by Training Partner are not authentic.
   d. Candidates absent during assessment
   e. Identity of student cannot be verified during assessment
   f. Occurrence of Malpractices during the training and assessment period.
   g. Misrepresentation of batch data or related facts which have adverse effect on quality of certified candidates or tarnish LSSSDC's image.

6.8 Printing of Certificates on prescribed quality of paper from the pdf of the Certificates provided by LSSSDC.

6.9 Issuance of the certificates to the trainees within 5 working days. Any delay in doing so will be the liability of us_____ < Name of the Training Partner >.

6.10   The certificates would be:
   ▪ On A4 size sheets;
   ▪ Color printed; and
   ▪ On 160 to 180 GSM paper.

7. Authenticity and risk ownership

7.1 We_____ < Name of the Training Partner > agree and promise to abide by the LSSSDC protocol and guidelines for VTP operations.

7.2 We _____< Name of the Training Partner > will be solely responsible for incorrect or misguiding information present in SDMS.

7.3 We take all the responsibility of the authenticity of the information furnished in the application and subsequent documents submitted to LSSSDC from time to time.

7.4 In case of any disputes arising with the candidate(s), we, _____< Name of the Training Partner > would be the sole responsible party;

7.5 We,_____ < Name of the Training Partner > will ensure adherence to the Process Manual and the Consequence Management System for PMKVY Scheme.

8. Validity

8.1 For Applicants under PMKVY scheme : Till the official period of PMKVY scheme.

8.2 For general applicants (not under any scheme): Till the period of Accreditation.

9. Coverage

9.1 This undertaking is valid for the compliance of all the centres mentioned in 'Annexure-1'.

9.2 LSSSDC has right to take any legal action on discovery of non-compliance at any of the centres mentioned in the 'Annexure-1'.

9.3 'Annexure-1' have list of all the centres VTP has applied for in following format.

Serial No.	Centre Name	Address	City	State	Pin Code

9.4 'Annexure-1' is part of this undertaking, hence must be stamped and signed appropriately.

Declaration

I understand that by signing this document, I Mr _____, Designation _____ of Training Partner _____ agree and will be responsible for the compliance of all the above mentioned clauses. I also understand that LSSSDC is free to take any legal action for any non-compliance discovered through direct or indirect source.

Training Partner: _____

Name of the signing Authority: _____

Designation of the signing Authority: _____

Signature: _____

Date of Signing: _____

Official Stamp / Seal of The Training Partner