**To be printed on the Company letter head duly stamped and signed by the authorized signatory**

**MOU/undertakings by training partners towards GJSCI**

GJSCI – Gem & Jewellery Skill Council of India

QP – Qualification Packs

NOS – National Occupational Standards

SDMS – Skill Development Management Software

TP – Training Partner

* + Submission of an undertaking on their qualification to handle the training program (s) in accordance with the QPs and NOS set by GJSCI;
	+ Availability of adequate infrastructure in terms of laboratories as per the QPs and NOS set by GJSCI;
	+ It is mandatory for the Training Centre to have an Aadhaar Enabled Biometric System (AEBAS) machine to monitor attendance of all trainees.
	+ Entering details of the candidates into SDMS meeting timeliness and expected quality; and
	+ On the day of the assessment, TP will ensure that the necessary facilities are extended to the assessor and adequate infrastructure such as internet, computers, etc. with necessary raw materials are provided for the assessment purpose.
* TPs will be solely responsible for incorrect or misguiding information present in SDMS.
* TPs will ensure entering correct start and end dates of all the batches in SDMS. Any discrepancies noted in the same would be the liability of the TPs.
* TPs will ensure that a valid Aadhaar number.
	+ TPs will be facilitating generation on an Aadhaar number.
* TP will be expected to provide the training as per the promised schedule to the trainee and ensure that the trainee is adequately skilled as per the performance criteria defined in the QP and NOS.
* The assessment fee has to be collected by the TP in full at the time of enrolment.
* All fees has to be made strictly from TP official bank account as intimated in the affiliation document.
* Assessment fees to be paid 7 working days prior before the date of assessment.
* All fees paid towards assessment of candidates are non-refundable.
* TPs will be responsible for entering the correct fees amount. Details pertaining to credit amount must also be mentioned in SDMS.
* In case the assessor needs any internet connection and a computer – that same should be provided on request by the TP. CCTV coverage of the assessment process to be captured and stored for future reference.
* In an eventuality of trainee dropping out of the training program, the assessment fee will not be refunded.
* Based on the mode of assessments conducted (Pen & Paper, online through tablets, testing centre, et al), the results would be declared and PDF certificates would be issued by GJSCI subject to compliance within 10 working days from the date of assessment conducted.
* It will be the responsibility of the TP to printout the certificates
* TPs will have to issue the certificates to the trainees within 2 working days. Any delay in doing so will be the liability of the TP.

* The certificates should be:
	+ On A4 size sheets;
	+ Color printed; and
	+ On 160 to 180 GSM paper.
* The right to accept or reject any Batch lies with GJSCI, post which the training partner could commence training.
* In case of any disputes arising with the candidate(s), TPs would be the sole responsible party.

Name:

Designation:

Signature:

Place:

Date: