

Annexure I

[This Annexure has to be considered as the Part and Parcel of the Main Agreement signed between **Ashadip Medical and Social Welfare Association** (First Part) and(Second Part) on, 2018.]

Term Sheet for Assistant Spa Therapist for PMKVY 2.0

Project Name: PMKVY

A. Course Details:

1. Course Name Title: Assistant Spa Therapist

2. Course affiliated by: Beauty & Wellness Sector Skill Council (BWSSC)

3. QP Code: BWS/Q1001

4. NSQF level: Level 3

5. Course Duration (Hours/Days):

Beauty Therapist: 390 hours (Theory: 50 + Practical:300 + Entrepreneurships + Soft Skills 40) , 4 hours per day, 6 days in a week

(Additional Duration: Digital Literacy - Not to be counted in total hours - trainee will undergo this on his/her own via online - available in English and Regional Languages at indiaskilsonline.com)

6. Course Structure (Theory-Practical Divisions): Will be intimated by Academics Team

7. Students' eligibility criteria: Class X with prior experience as Assistant Beautician for Level 4 and Class VIII, minimum 18 years old, Aadhar Card mandatory

8. Batch size: 30

9. Certification: Beauty & Wellness Sector Skill Council (BWSSC)

B. Infrastructure requirements:

1. General requirements: (Common for all courses)

- Electricity, lights, fans
- Biometric machine for attendance
- Water purifier
- Toilet
- Air-conditioner
- Power backup
- Broadband Internet connection (2 MBPS)
- Printer
- Scanner
- Web Cam
- Photographs of training, examination, interview preparation and other events will be required and for this a digital camera need to be arranged.

2. Theory Room with following facilities

- Capacity: As per the batch size (30)
- Size: 300 square feet
- Chairs and Desks
- One Computer for theory classes with Sound system and DVD Rom
- Projector
- White Board and Marker
- Internet

3. Lab: One lab per job role, size: 700 square feet No Allow Hybrid arrangement

C. Faculty Minimum one faculty per course per centre (one faculty can take maximum two batches per day).

Qualification:

Minimum Educational Qualification of the Trainer	TOTAL Experience (In Years) required for the Trainer	Out of Total Experience, Sector Specific Experience (in years)	Out of Total Experience, Teaching Experience (in years)
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Graduate with Spa / Beauty & Wellness certificate OR 10th/12th pass with Diploma in beauty /spa with knowledge of anatomy & physiology of human body /any international diploma in Body Spa of 6 months duration with 2 year experience as a spa therapist (full body therapist).	2	2	NA
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Recruitment: Responsibility of respective centre/partner, but the final interview will be conducted by Quality Audit Team at Ashadip Conducted Office.

Train the Trainer Programme: Training will be arranged by Ashadip's respective Sector Skill Council as per the guidelines of the respective Sector Skill. Participation in the said programme is compulsory.

Promotions:

- Flex/Banner/Hoarding/Standee – at the entrance of the centre
 - In-house Poster at reception and class rooms
 - Regular updates in Face book with photos and videos of various events/activities
 - NSDC Partnership and Sector Skill Certificate to be displayed at Notice Board
- (All promotional artworks to be provided by Ashadip)

D. Documents to be maintained:

1. List of Trainees enrolled in SDMS Format (at the time of registration for PMKVY scheme)
2. PMKVY Enrollment Form*
3. Details of Trainers
4. Attendance report (to be uploaded on website everyday)
5. Students' leave register*
6. Study material distribution register*
7. Academic reports*
8. Students' feedback form*
9. Examination – attendance register and marks register*
10. Certification issue register*
11. Placement register*
12. Outreach programme details
13. Photos and videos of theory and practical classes to be sent to Head Office (on the first day of the class and then every fortnight)
14. Photos and videos of various activities/events
15. Proper entry in web-system as guided by Ashadip specially in following areas
 - a. Students' Information System (SIS)
 - b. Attendance
 - c. Marks
 - d. Study material distribution record
 - e. Drop out

1. Facilities to be provided by Franchisee or Partner

- Faculty (as per norms) - Franchisee
- Infrastructure (as per norms) – Training Space, Tools and Equipment
- Mobilisation
- Arrangement of events on various occasions – Batch Inauguration, Study Material Distribution, Certificate Distribution, Pre-placement session, Outreach Programme, KaushalMela/Skill Fair
- *(All expenses regarding the facilities to be borne by the Franchisee or Partner)*

2. Facilities Provided by Ashadip

- Liaisoning with Sector Skill Councils, NSDC and PMKVY
- Study Material (as prescribed by Ashadip)
- Examination and Certification
- Academic supports and guideline
- Trainers' manual

- Sample question papers, Promotional material – templates
- Skill Fair
- Mobilisation guideline
- Promotional material – templates

Documents required from the partner/franchisee centre for centre affiliation:

1. Rent agreement/Deed of the training premises.
2. CV, appointment letter and academic qualification certificate of the trainer.
3. Photographs of Centre: Outside, Entrance and Inside.
4. Photographs of lab, tools and equipment and classroom.

List of Tools and Equipment for a batch of 30 students

Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Minimum number of Equipment required (per batch of 25 trainees)	Minimum number of Equipment required (per batch of 20 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Center (Yes/No)
Hot Cabinet	2			Unit	Yes
Cold Cabinet	2			Unit	Yes
Wax Heater	6			Unit	Yes
Manicure Bowl	6			Unit	Yes
Manicure Station	3			Unit	Yes
Pedicure Station	3			Unit	Yes
Back Massage Chair	2			Unit	Yes
Hair Dryer	2			Unit	Yes

Shirodhara Stand	1			Unit	Yes
Foot Ladder	3			Unit	Yes
Wooden Trolley	3			Unit	Yes
Manicure Chair For Therapist	3			Unit	Yes
Pedicure Stools	3			Unit	Yes
Facial Steamer With Ozone	3			Unit	Yes
Magnifying Lamp	3			Unit	Yes
Yoga Mats	15			Unit	no
Uv Sterilizer	2			Unit	Yes
Thai Massage Mat	6			Unit	Yes
Treatment Trolley	3			Unit	Yes
Pedicure Trolley	3			Unit	Yes
Manicure Trolley	3			Unit	Yes
Chairs for manicure	3			Unit	Yes

Manicure Pedicure Set	3			Unit	Yes
Spa Therapy Beds	3			Unit	Yes

ASHADIP MEDICAL AND SOCIAL WELFARE ASSOCIATION

(First Party)

By its Authorized Signatory

GopalBera

(Secretary)

Date:....th ,2018

Date:....th ,2018

In presence of the following Witnesses

1. 1.

2.

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(Second Party)

By its Authorized Signatory

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In presence of the following Witnesses

2.