

Annexure I

[This Annexure has to be considered as the Part and Parcel of the Main Agreement signed between **AICE COMPUTER EDUCATION** (First Part) and(Second Part) on, 2018.]

Term Sheet for Assistant Beauty Therapist for PMKVY 2.0

Project Name: PMKVY

A. Course Details:

1. Course Name/Title: Assistant Beauty Therapist

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

3. QP Code: BWS/Q0101

4. NSQF level: Level 3

5. Course Duration (Hours/Days):

Assistant Beauty Therapist: 290 hours (Theory: 50 + Practical:200 + Entrepreneurships + Soft Skills 40) , 4 hours per day, 6 days in a week

Assistant Hair Stylist: 340 hours (Theory: 50 + Practical:250 + 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)

- a. Electricity, lights, fans
- b. Biometric machine for attendance
- c. Water purifier
- d. Toilet
- e. Air-conditioner
- f. Power backup
- g. Broadband Internet connection (2 MBPS)
- h. Printer
- i. Scanner
- j. Web Cam
- k. 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

- a. Capacity: As per the batch size (30)
- b. Size: 270 square feet
- c. Chairs and Desks
- d. One Computer for theory classes with Sound system and DVD Rom
- e. Projector
- f. White Board and Marker
- g. Internet

3. Lab: One lab per job role, size: 700 square feet

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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<p>10 + 2 and One year Certificate/Diploma in Beauty culture/ Beauty & skin / Hair & skin/ Cosmetology/ from a State Govt./ Govt. of India Institution/ an institution established and registered as a society/ Pvt. Institution, has been in existence for minimum of 5 years and imparting 1 year Certificate/ Diploma in Beauty Culture/Hair Dressing/ Hair & Skin/Cosmetology.</p>	<p>2</p>	<p>2</p>	<p>NA</p>
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Recruitment: Responsibility of respective centre/partner, but the final interview will be conducted by Quality Audit Team at **AICE** Conducted Office.

Train the Trainer Programme: Training will be arranged by **AICE**'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 **AICE**)

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 **AICE** 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 AICE

- Liaisoning with Sector Skill Councils, NSDC and PMKVY
- Study Material (as prescribed by **AICE**)
- 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)
Therapy Beds	4			Unit	Yes
Video Dermoscope	1			Unit	No
Belex 08	1			Unit	No
Microbiolifter	1			Unit	No
Microdermabrasion	1			Unit	No
Lifting C	1			Unit	No
Hi Frequency	2			Unit	Yes
Galvanic	2			Unit	Yes
Ultrasonic	2			Unit	Yes
Wax Heater	4			Unit	Yes
Face Steamer	2			Unit	Yes
Hot Cabinet	3			Unit	Yes

Foot Spa	6			Unit	Yes
Manicure Trolley With Bowls	6			Unit	Yes
Equipment Trolley	4			Unit	Yes
Therapist Stool	6			Unit	Yes
Pedicure Tool Steriliser	1			Unit	Yes
Paraffin Wax Heater	2			Unit	Yes
Pedicure Chairs	6			Unit	Yes
Hydraulic chair	2			Unit	Yes
Jet Spa					No

AICE COMPUTER EDUCATION

(First Party)

By its Authorized Signatory

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(Second Party)

By its Authorized Signatory

MUKHTIAR SINGH

(DIRECTOR)

Date: ...th ,2018

Date: ...th ,2018

In presence of the following Witnesses

1. 1.
- 2.

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In presence of the following Witnesses

- 2.