

13th June 2024,
Hyderabad

Dear Simran Sharma,

Greetings from Access Livelihoods!

With great pleasure, we offer you enrolment into the third cohort of the 'Transforming India Initiative - Reimagine Responsible Enterprise Fellowship' (TII - RRE). We congratulate you for taking the first step towards being part of the professional team for responsible enterprises.

TII - RRE fellowship is a thirteen-month program that ensures experiential learning and a hands-on approach in responsible/ social and green enterprises. You will be placed in Responsible Enterprises. You will undergo training programs (online & offline) receive mentorship, guidance from peers, facilitators, professionals and industry mentors.

Keeping in mind the arduousness of this journey, the selection committee has taken great care to choose individuals with the necessary skills, passion, aptitude, and vision.

You are required to email us the signed copy of this letter along with the program fee and confirmation slip by 20th June 2024.

This letter only expresses intent from Access Livelihoods to offer enrolment and does not guarantee final recruitment. Enrolment is complete only upon payment of Program Fee, submission of documents verification of certificates. Please refer to the terms & conditions of the offer Annexure II before responding.

The Fellowship will start on 1st July 2024, and we look forward to having you on board with us.

Sincerely,



Ms Ankit Panda
Head - Transforming India Initiative

Annexure I

1. Program Fee

- a) Enrolled Participants for TII – RRE Fellowship have to pay Rs 16,000/- +18% GST.
- b) Enrolled Participants must deposit the Program Fee on or before 20th June 2024 to confirm.
- c) The program fee is partially refundable in case the enrolled participant decides to withdraw before commencement of program on 1st July 2024. The terms applicable are as mentioned below
 1. By 21st June 2024 – 50% of Program Fee
 2. Between 21st June 2024 – 25th June 2024 – 25% of Program Fee
 3. After 25th June 2024 – Non-refundable
- d) The Confirmation of enrolment in the fellowship will be shared after Program Fee is deposited.
- e) The Program Fee should be deposited into the following account:
Account Name: Access Livelihoods Consulting India Limited
Account Number: 30357587259
Account Type: Current
Bank Name: State Bank of India
Branch Name: Saidabad, Hyderabad
Branch Code: 0015760
IFSC Code: SBIN0015760

2. Stipend details

- a) You will receive a Monthly Stipend of Rs. 18,000/-* Per month during the 12-month practicum period.
- b) The practicum will begin for 12th August 2024 & Stipend will be applicable from that day onwards.
- c) You will receive your monthly stipend in your bank account from the Partner Organisation (where you will be working for 12 months during the practicum period).

*TDS as applicable by law will be deducted.

3. Fellowship Incentives:

- a) Fellowship Completion Incentive - The Fellowship Completion Incentive Rs 30,000* will be paid on successful completion of 12 months of practicum with 100% attendance.
- b) Documentary evidence of the work done or attendance must be certified by the reporting officer and the TII - RRE Team the same will be required for disbursement of completion incentive.
- c) Excellence Incentive – Selected fellows will receive an excellence incentive of Rs. 50,000* based on performance during the Fellowship & discussion with the partner organisation. The fellows will be assessed on the following parameters for excellence incentive – Proper evaluation will be undertaken by partner organization and TII - RRE Team
 1. Practicum work document & presentation - 50%
 2. Portfolio project - 30%
 3. Comprehensive rubric - 20%

*TDS as applicable by law will be deducted.

d) Please send an email to bhaskar.rao@accesslivelihoods.org and cc to tii.rre.admission@accesslivelihoods.org with the subject line 'RRE Program' add your 'full name', 'phone number' and 'transaction id/number' on depositing/transferring the money into the account.

4. Documents:

- a) All Fellows must bring original certificates of 10th, 12th and Graduation certificates for verification.
- b) Selected fellows must submit their graduation certificates to Access Livelihoods for 12 months until they continue their fellowship.
- c) Upon completion of the fellowship, the certificates will be returned and in case of withdrawal subject to clearance of the program Fee due the certificates will be returned

5. Attendance:

- a) Fellows must submit daily time sheets to Access Livelihoods in the ERP.
- b) Monthly logsheet and claim sheets shall be submitted to the Practicum organisation and TII - RRE Team for records.
- c) Log sheets have to be approved by the Reporting Officer for realising of stipend.

6. Exit policy

- a) Fellows intending Withdrawal from the program at any point of time will require two months prior notice.
- b) No Objection Certificate (NOC) from the Partnering Organisation and TII - RRE Team is mandatory to receive clearance.
- c) Fellows withdrawing with out notice period shall deposit Rs.40,000 + 18 GST as additional program fee to compensate the loss to the partner organization
- d) After withdrawal with prior notice will be possible after six months. If no withdrawal is prior to six months the fellows have to mandatory to pay Rs.40,000 + 18 GST as additional program fee for clearance.
- e) If a fellow chooses to abscond, issues will lead to legal actions.

Annexure II

General Terms & Conditions:

1. Transforming India Initiative is a new-generation blended learning program, and the fellows are expected to access the content and complete the assignments online. All fellows are, therefore, required to possess a smartphone and a laptop, enabling them to access and complete the coursework.
2. Access Livelihoods reserves the right to withdraw the enrolment at any point if any of the information presented by the applicant is found to be inaccurate or untrue.
3. Access Livelihoods reserves the right to ask any fellow to leave the program if their behaviour or performance is deemed unacceptable by the TII - RRE Team or Practicum Partnering Organisation
4. Fellows will follow the leave policy of the respective Practicum Partner organisation where they will be placed for the practicum period.
5. All facilities provided will be modest in keeping with the ethos of social enterprises. Fellows are required to make the necessary travel arrangements.
6. While the Fellow interests and aspirations will be considered, the Fellows should be willing to accept any responsible enterprise allocated to them. Placement for the practicum is subject to processes laid out by the TII - RRE Team and the practicum organisation at its sole discretion.
7. This is an experiential learning program. It is not recognised by AICTE or UGC. The Fellowship will be counted as work experience, not a post-graduate academic qualification. However, Access Livelihoods shall not be responsible if a potential future employer is unwilling to accept the Fellowship as work experience.
8. After completing the Fellowship, the Fellow will receive a fellowship certificate from Access Livelihoods and a work experience certificate from the partner organisation.
9. The stipend provided during the Fellowship is subject to the performance and productivity of the participant during the Fellowship.
10. The program certificate by Access Livelihoods shall be issued after the evaluation.
11. Transforming India Initiative will provide placement support to fellows looking for jobs after the Fellowship. However, the Fellowship is not a placement program, and Access Livelihoods shall not be responsible if any Fellow cannot find a job after completing the Fellowship.
12. The offer is made with the understanding that:
 - a) The applicant has no criminal record. Please declare records of criminal history, if any.
 - b) The applicant has no history of any health concerns (including mental health issues) that would impact their ability or suitability for the program. So, please declare records of severe medical conditions, if any. By accepting the terms and conditions of this offer, participants hereby acknowledge and declare that they are mentally and physically fit to undertake this rigorous program in which they may be asked to work and stay for extended periods in remote settings.
 - c) The applicant will resign from their current organisation and complete all the exit formalities before joining the program. Proof of the same should be submitted. The applicant should inform the team immediately if this is not the case. Access Livelihoods will then review and decide on the offer. Under all circumstances, Access Livelihoods reserve the right to withdraw the offer.

Failing to meet the above terms will disqualify potential candidates for the Fellowship.

13. In case of any dispute, all possibilities for an amicable settlement, including arbitration and Lok Adalat, should be explored before resorting to any legal action. These terms and conditions are subject to three levels – TII - RRE Committee Level, Joint Mutual Arbitration Committee and legal recourse. All disputes shall be subject to the exclusive jurisdiction of courts located in Hyderabad, Telangana.
14. Food and accommodation will be provided to all the selected fellows during the 1 Month Facilitated learning program and reflection workshop at Access Livelihoods, Hyderabad.
15. Access Livelihoods does not provide boarding and lodging facilities during the Fellowship's Practicum Period (12 months). Fellows need to arrange the facilities on their own in the vicinity of the enterprise where they are allocated.
16. Learning is to be gained using various opportunities that the Fellowship provides: learning tours, facilitated learning, joint movie sessions, interactions with responsible enterprises, reflection workshops and many other ways.
17. The fellows must attend all the 1 month facilitated learning and reflection workshops programs and complete all the assignments given to them.
18. General discipline and etiquette have to be maintained during the induction workshop as well as during the practicum period.
19. Any indiscipline will result in the termination from the fellowship with a penalty decided by the Disciplinary Committee.
20. Dress Code – Fellows must be dressed decently during 13 months fellowship program and be sensitive to the local culture and communities.
21. **Grievance Redressal Cell:**
Access Livelihoods gives a fair opportunity to all to share their grievances, which aims to resolve them at the earliest.
Grievances be mail id to help.tii.rre@accesslivelihoods.org. Issues mentioned will be addressed within one week of sharing the information
22. **Sexual Harassment Policy:**
Access Livelihoods prioritises providing a safe working environment for all. Sexual Harassment will not be tolerated in the workplace and will be subjected to POSH Act.



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Acceptance of offer

Signing this form confirms my acceptance of the offer made by Access Livelihoods Consulting India's Transforming India Initiative. I confirm that I have read and understood the caution deposit structure in **Annexure I** and the terms and conditions in **Annexure II**.

Signature:

Name:

Date:

Place:

Access Livelihoods Consulting India Ltd. (CIN: U74140TG2005PLC047514)

17-1-383/47, 4th Cross Road, Vinay Nagar Colony, Saidabad

Hyderabad - 500059, Telangana, India; Tel: 040-24532729