



Between :

Agreement

Embassy of France in India/ Institut
Français en Inde
2, Dr. A.P.J. Abdul Kalam Road,
New Delhi - 110011

c/20
GOA UNIVERSITY
& TALEIGAO PLATEAU GOA 203406

Name & Address of Indian Partner
Institution

The French Language Tutor programme

The French Language Tutors in India programme, is one of the main programmes of the Institut Français India. Since 1997, the Embassy of France in India selects every year French students to teach French as a Foreign Language in Indian higher education institutions (universities, scientific and technological institutes...), public as well as private.

This present agreement is signed between the Embassy of France in India/Institut Français India and the Indian partner institution for the French Language Tutors in India programme 2017-2018.

The duration of the agreement is 9 months i.e., from 1st August 2017 to 30th April 2018.

The parties involved agree to the following:

ARTICLE 1 :

The Embassy of France/Institut Français India

- 1) Provides a French Language Tutor to the Indian partner institution for 12 to 20 teaching hours weekly (*the Tutor should not replace any Indian teacher*).
- 2) Organises a 2 day compulsory orientation and training programme for the Tutor on his/her arrival in India in the month of July/August.
- 3) Ensures that the Tutor is covered by a medical insurance during the stay in India.
- 4) Provides continuous pedagogical aid and support and supervises the activities of the Tutors.
- 5) Organises a 1 day mid-term training programme in the month of November/December.
- 6) Provides administrative assistance to coordinate the programme between the Tutor and the host Indian institution.
- 7) Provides a monthly stipend to the Tutor during the entire period of the contract of 9 months (from 1st August 2017 to 30th April 2018).

ARTICLE 2:

Indian partner institution

- 1) Accepts a French language Tutor (male or female) for a duration of 9 months, from 1st August 2017 to 30th April 2018.
- 2) Provides an invitation letter to the Tutor for the obtaining of the Tutor's visa from the Embassy of India in France.
- 3) Arranges for the pick-up of the Tutor from the airport/railway station at the scheduled time of arrival.
- 4) Provides periodic and comprehensive information on the French language classes and all activities related to the French language to the Embassy of France in India/Institut Français en Inde.
- 5) Entrusts the Tutor with a clearly defined mission and provides a permanent time-table to the Tutor.

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- 6) Assigns effectively the teaching hours of the Tutor with a maximum of 20 teaching hours per week between Monday and Friday.
- 7) Consider the Tutor in the framework of this specific programme and not at par with the other employed teaching faculty of the institution.
- 8) Ensures that the Tutor is not forced to adhere to or attend any religious or cultural practices, rituals or meetings.
- 9) Ensures that the Tutor is not compelled to wear any kind of uniform or clothes or asked to dress in a certain manner.
- 10) Provides information on how the French project is evolving and how the institution envisages to move towards further achievements.
- 11) Ensures that the Tutor should be exposed to as many different students and faculties as possible with minimum number of 100 students during the 9 months duration of the agreement.
- 12) Ensures the following accommodation conditions:
 - a) The Indian partner institution agrees to provide a free decent furnished teacher's accommodation (*with private bathroom and a kitchen equipped with a refrigerator, a gas burner or an induction plate with some kitchen utensils of regular use and, if possible, a microwave oven*) to the Tutor, over a period of 9 months (from 1st August 2017 to 30th April 2018) either inside the campus of the institution or near the campus (*in case the provided accommodation is not in the campus, it should not be more than 2 kms. away from the place of teaching, if public transport exists for this daily travel*).
 - i. The electricity and water bills will be borne by the Indian partner institution.
 - ii. The host Indian institution provides a description of the accommodation in the Annexe of this agreement (*format provided by IFI*).
 - b) In the case that the Indian partner Institution is not in a position to provide an accommodation to the Tutor, the Indian partner institution agrees to pay Rs. 20,000/- (cash in hand) to the Tutor in order to enable the Tutor to pay for his/her accommodation.
 - In this case, the partner institution helps the Tutor to find a suitable accommodation in proximity to the place of work.
- 13) Assigns a person in-charge whose responsibilities will include helping the Tutor with all administrative formalities as well as taking care of all pedagogical needs of the Tutor. The person in-charge will also be responsible for any problems that the Tutor might face with respect to his/her accommodation, the time-table of classes as well as any other administrative, health-related or other problem (except personal) the Tutor may face. In case the person in-charge is unable to perform his/her duties satisfactorily, the Indian partner institution agrees to assign a new person in-charge for the Tutor.
- 14) Allows one week leave to the Tutor three times during his/her posting at the Indian Partner Institution. This leave will be taken by the Tutor during suitable periods in the academic calendar of the Indian Partner Institution.
 - If it is suitable to the academic calendar of the Indian Partner Institution, this leave may be used by the Tutor to attend the sessions of the DELF-DALF examinations of international recognition aimed to test the proficiency of an individual in the French language, which are organised quarterly by the Alliance Française network in India and the Embassy of France in India/Institut Français en Inde. (first week of September, mid-December, mid-March),
- 15) Allows the Tutor to:
 - i. Participate/ organise cultural activities, after the teaching hours, in the partner Indian institution's campus aiming to inform the students about France and the francophone countries as well as the possibilities of higher studies in France. Any such participation of the Tutor shall conform to the rules and regulations of the partner institution.
 - ii. Benevolently participate in the activities offered by the French network of cultural cooperation outside the university, after the teaching hours.
(*The Tutor is not allowed to offer his/her paid services to any other institution than the Indian Partner Institution unless the Indian partner institution gives a written permission to the Tutor*).
- 6) Ensures that the presence of the French Tutor in the institution's premises complies the following points:
 - a) The Tutor will be present in the institution's campus only during his/her teaching hours. The Tutor will be however authorised to stay in the campus in his/her free time, if he/she desires.

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- b) The partner Indian institution may however demand the Tutor to participate in official meetings beyond the duty hours of teaching (*maximum twice a month*).
- c) Under no circumstances, the Tutor will be compelled to stay in the institution's premises without his/her own will during his/her free time (*or when not teaching*).
- 17) Allows the Tutor to continue his research and other projects inside or outside the campus after the duty hours given for teaching.

ARTICLE 3:

The selection of the Tutor:

- 1) The selection of the Tutor will be done by a competent jury of the Embassy of France in India/Institut Français India composed of specialists and experts in teaching of French as a second or a foreign language,
- 2) The jury carefully studies the profile of the candidates and selects a Tutor for the Indian partner institution keeping in mind the pedagogical needs and requirements of the Indian partner institution,
- 3) The decision of the jury will be final and binding. Any request related to the assignment of a different Tutor with respect to the one selected by the jury will not be taken into consideration.

Date:

<i>YV Reddy 26/4/17</i> Signature and Stamp of the Indian partner institution	Embassy of France in India/ Institut Français India
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REGISTRAR
GOA UNIVERSITY
TALEIGAO GOA
403 206

[Signature]
Embassy of France in India/
Institut Français India



The circular stamp contains the text "INSTITUT FRANÇAIS INDIA" in the center. Around the perimeter, it reads "200 V.P.J. Abdul Kalam Road, New Delhi - 110011".