

AGREEMENT

Between :

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

&

**Prof. V.S. Nadkarni
REGISTRAR
Goa University
Taleigao Plateau-Goa.**

**Name & Address of Indian Partner
Institution**

The French Language Assistant programme

The French Language Assistants in India programme, is one of the main programmes of the Institut Français India (IFI). Since 1997, the Embassy of France in India selects every year French students to promote French as a Foreign Language in Indian educational institutions (universities, scientific, technological institutes and secondary schools), 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 Assistants in India programme.

The duration of the agreement is 9 months i.e., from 30 July 2024 (date of arrival of the Assistant in India) to 30th April 2025.

The parties involved agree to the following:

ARTICLE 1 :

The Embassy of France/Institut Français India

- 1) Provides a French Language Assistant to the Indian partner institution for 12 to 20 teaching hours weekly. *The Assistant should not replace any faculty member of the host institution.*
- 2) Ensures that the Assistant is covered by medical insurance during the stay in India.
- 3) Provides continuous pedagogical aid and support and supervises the activities of the Assistants.
- 4) Provides administrative assistance to coordinate the programme between the Assistant and the host Indian institution.
- 5) Organises a 2 day compulsory orientation and training programme for the Assistant on his/her arrival in India in the month of July/August.
- 6) Organises a 2 day mid-term training programme in the month of November/December/January.
- 7) *The Indian host institution must consider the orientation programme and the mid-term training programme as an integral part of the programme.*
- 8) Provides a monthly stipend to the Assistant during the entire period of the contract of 9 months (from 1st August 2024 to 30th April 2025).



ARTICLE 2:

Indian partner institution

- 1) Accepts a French language Assistant (male or female) for the duration of the agreement.
- 2) Accepts the role of the Assistant as stipulated in the Descriptive of the programme.
- 3) Consider the Assistant in the framework of this specific programme and not at par with the other employed teaching faculty of the institution.
- 4) Entrusts the Assistant with a clearly defined mission under the supervision of the permanent French language faculty of the host institution.
- 5) Assigns effectively the teaching hours of the Assistant with a maximum of 20 teaching hours per week between Monday and Friday and provides a permanent time-table to the Assistant.
- 6) 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.
- 7) Provides IFI with information on how the French project is evolving and how the institution envisages to move towards further achievements.
- 8) Ensures that the Assistant should be exposed to as many different students and faculties as possible with a minimum number of 100 students during the duration of the agreement.
- 9) Provides an invitation letter to Institut Français India, in favour of the Assistant, for the obtaining of the visa from the Embassy of India in France.
- 10) Arranges for the pick-up of the Assistant from the airport/railway station at the scheduled time of arrival.
- 11) Ensures that the Assistant is not forced to adhere to or attend any religious or cultural practices, rituals or meetings.
- 12) Ensures that the Assistant is not compelled to wear any kind of uniform or clothes or asked to dress in a certain manner.
- 13) Ensures the following accommodation conditions:
 - i) The Indian partner institution agrees to provide a free independent decent furnished teacher's accommodation (*air conditioned (heater and AC as per the season) 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 Assistant, over the complete period of this agreement 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, and only if public transport exists for this daily travel). An IFI officer will inspect the accommodation on the signature of the agreement.
 - (a) The electricity and water bills will be borne by the Indian partner institution.
 - (b) The host Indian institution provides a description of the accommodation in the Annexe of this agreement (*format provided by IFI*).
 - ii) In the case that the Indian partner Institution is not in a position to provide an accommodation to the Assistant, the Indian partner institution agrees either to pay Rs. 25,000/- (cash in hand) to the Assistant in order to enable the Assistant to pay for his/her accommodation or to pay the landlord directly.
 - (a) In this case, the partner institution hosts the Assistant for at least 10 days in the institution's guest house on the Assistant's arrival at the institution while s/he searches for a suitable accommodation.
 - (b) The partner institution helps the Assistant to find a suitable accommodation in proximity to the place of work.
- 14) Assigns a person in-charge whose responsibilities will include:
 - a. Helping the Assistant with all administrative formalities (*towards the host institution as well as towards the Indian Govt., especially the FRRO registration*) as well as taking care of all pedagogical needs of the Assistant.



- b. Helping the Assistant with any difficulties that the Assistant might face with respect to his/her accommodation, the updates on the time-table of classes as well as any other administrative, health-related or other problem (except personal) the Assistant 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 Assistant.

15) Leaves (Earned leaves, Medical leaves etc.)

- a. The Assistant has the right to leave during his/her posting at the Indian Partner Institution. This leave will be taken by the Assistant during suitable periods in the academic calendar of the Indian Partner Institution. The academic calendar, including institution holidays, is communicated by the Indian partner institution at the beginning of the academic year.

- i. **Earned Leaves**

- (1) a total of 3 weeks during 9 months (in parts or all together according to the host institution's calendar)
 - (2) 1 week: 5 working days
 - (3) Total of 15 working days in a year
 - (4) The Assistant is advised to take leave during the holiday period of the host institution.

- ii. **Medical leaves**

- (1) Medical leaves can not be deducted from earned leave.

- iii. **In case of a gazetted holiday**

- (1) The assistant is not to be considered as being on leave. This day can not be deducted from the total of 15 earned leaves.

- iv. **Special circumstances**

- (1) In case of the Assistant being asked to take classes occasionally in another institution, with the permission of the host institution, that/those day(s) should be calculated as a working day(s) for the Assistant. This day can not be deducted from the earned leaves.

- v. **Leave application**

- (1) The assistant has been advised to follow the procedures for leave application using the leave application form of IFI and getting it approved by the host institution. This has to be done at least a week before the commencement of the leave period. The signed form has to be sent to the *Attache for Cooperation for French Language* of the zone.

- b. The orientation programme in the beginning of the programme (30 July to 1st August) and the 2 days training programme (in November/December) organised by IFI must be considered as working days of the Assistant.

16) The Indian Partner Institution allows the Assistant 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 Assistant 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 Assistant is not allowed to offer his/her paid services to any other institution than the Indian Partner Institution*).

17) Ensures that the presence of the French Assistant in the institution's premises complies the following points:

- a. The Assistant is required to be present in the institution's campus only during his/her teaching hours.
- b. The Assistant will be authorised to stay in the campus in his/her free time, if he/she desires.
- c. The Assistant will be provided access to the host institution's library.
- d. The partner Indian institution may however demand the Assistant to participate in official meetings beyond the duty hours of teaching (*maximum twice a month*).
- e. Under no circumstances, the Assistant will be compelled to stay in the institution's premises without his/her own will during his/her free time (*or when not teaching*).



- 18) Allows the Assistant to continue his/her research and other projects inside or outside the campus after the duty hours given for teaching.

ARTICLE 3:

The selection of the Assistant:

- 1) The selection of the Assistant 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 an Assistant 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 Assistant with respect to the one selected by the jury will not be taken into consideration.

ARTICLE 4:

Precision regarding COVID situation:

1. In case of travel restrictions imposed by any of the two countries (India/France) which render the Assistant's joining offline duties in India impossible, this Agreement will be terminated.

Date:

 Signature and Stamp of the Indian partner institution REGISTRAR Goa University Taleigao Plateau-Goa.	Sylvain Lata Secrétaire Général Par délégation de l'ordonnateur de l'IFI Embassy of France in India/ Institut Français India
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