



AMBASSADE DE FRANCE EN INDE
FRENCH EMBASSY IN INDIA

INSTITUT
FRANÇAIS
INDIA

Agreement

Between :

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

&

Vel Tech Rangarajan Dr.Sagunthala
R&D Institute of Science and
Technology,
400 Feet Outer Ring Road, Avadi,
Chennai – 600 062

The French Language Tutor programme

The French Language Tutors 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 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 2018-2019.

The duration of the agreement is 9 months i.e., from 1st August 2018 to 30th April 2019.

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 2 day mid-term training programme in the month of November/December/January.
- 6) Provides administrative assistance to coordinate the programme between the Tutor and the host Indian institution.

ARTICLE 2:

Indian partner institution

- 1) Accepts a French language Tutor (male or female) for a duration of 9 months, from **1st August 2018 to 30th April 2019**.
- 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.
- 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:
 - i. 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 2018 to 30th April 2019) 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*). An IFI officer will inspect the accommodation on the signature of the agreement.
 - (1) The electricity and water bills will be borne by the Indian partner institution.
 - (2) 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 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.
 - (1) In this case, the partner institution helps the Tutor to find a suitable accommodation in proximity to the place of work.
- 13) Transfers an amount of **Rs. 38,000/- per month** (*Net in hand after deduction of taxes and all related charges, if any*) **directly to the Tutor** for the services rendered by the Tutor at the Indian Partner Institution during the entire period of the contract of 9 months (from 1st August 2018 to 30th April 2019).
- 14) Assigns a person in-charge whose responsibilities will include helping the Tutor 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 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.
- 15) 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),
- 16) 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).

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

- 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.
- The partner Indian institution may however demand the Tutor to participate in official meetings beyond the duty hours of teaching (*maximum twice a month*).
- 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*).

18) 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:

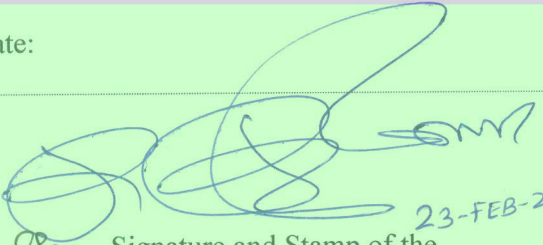
- 1) The selection of the Tutor will be done by a competent jury of the Embassy of France in India/Institut Français India composed of specialists and experts in teaching of French as a second or a foreign language,
- 2) The jury carefully studies the profile of the candidates and selects a Tutor for 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.

ARTICLE 4:

Precision regarding the payments:

- i) The total amount pertaining to the monthly stipend for the Tutor shall be transferred by the partner university/institution directly to the Tutor via bank transfer latest by the 1st week of every month.
- ii) The partner institution shall open a bank account for the Tutor in a bank situated on campus, if required.
- iii) The monthly stipend related to any prolongation of tenure agreed upon between the partner establishment and the Embassy of France/ Institut Français en Inde, will have to be paid by the partner establishment three months in advance.

Date:

 Signature and Stamp of the Indian partner institution	 Embassy of France in India/ Institut Français India
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Vel Tech

Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Regd. u/s of UGC Act, 1956)

Col. Prof. Vel. Dr. R. Rangarajan
Founder Chancellor
& President



Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. as 3 of UGC Act, 1956)

Embassy of France in India, India

Name of the Research Institute/University/ Organization	Country	Duration of the Agreement	Academic Year	Date of Signing	Date of Expiry	Purpose/Activities
Embassy of France in India	India	9 Months	2019-20	01.08.2019	30.04.2020	French Language Tutor Programme

Actual Activities with Embassy of France in India, India

A.Y. 2018-19 Appointment of French Tutor - 2


MoU Coordinator

Dean - International Relations

Dr. P. Suresh
Dean - International Relations



Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. as 3 of UGC Act, 1956)

Agreement

Between :

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

&

Vel Tech Rangarajan Dr.Sagunthala
R&D Institute of Science and
Technology
400 feet Outer Ring Road, Avadi,
Chennai - 600 062.

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 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 Assistants in India programme 2018-2019.

The duration of the agreement is 9 months i.e., from 1st August 2019 to 30th April 2020.

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 Indian teacher*).
- 2) Organises a 2 day compulsory orientation and training programme for the Assistant on his/her arrival in India in the month of July/August.
- 3) Ensures that the Assistant is covered by a medical insurance during the stay in India.
- 4) Provides continuous pedagogical aid and support and supervises the activities of the Assistants.
- 5) Organises a 2 day mid-term training programme in the month of November/December/January.
- 6) Provides administrative assistance to coordinate the programme between the Assistant and the host Indian institution.

ARTICLE 2:

Indian partner institution

- 1) Accepts a French language Assistant (male or female) for a duration of 9 months, from **1st August 2019 to 30th April 2020**.
- 2) Provides an invitation letter to the Assistant for the obtaining of the Assistant's visa from the Embassy of India in France,
- 3) Arranges for the pick-up of the Assistant 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 Assistant with a clearly defined mission and provides a permanent time-table to the Assistant.
- 6) Assigns effectively the teaching hours of the Assistant with a maximum of 20 teaching hours per week between Monday and Friday.
- 7) Consider the Assistant in the framework of this specific programme and not at par with the other employed teaching faculty of the institution.
- 8) Ensures that the Assistant is not forced to adhere to or attend any religious or cultural practices, rituals or meetings.
- 9) Ensures that the Assistant 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 Assistant 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:
 - i. 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 Assistant, over a period of 9 months (from 1st August 2019 to 30th April 2020) 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*). An IFI officer will inspect the accommodation on the signature of the agreement.
 - (1) The electricity and water bills will be borne by the Indian partner institution.
 - (2) 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 to pay Rs. 20,000/- (cash in hand) to the Assistant in order to enable the Assistant to pay for his/her accommodation.
 - (1) In this case, the partner institution helps the Assistant to find a suitable accommodation in proximity to the place of work.
- 13) Transfers an amount of **Rs. 38,000/- per month** (*Net in hand after deduction of taxes and all related charges, if any*) **directly to the Assistant** for the services rendered by the Assistant at the Indian Partner Institution during the entire period of the contract of 9 months (from 1st August 2019 to 30th April 2020).
- 14) Assigns a person in-charge whose responsibilities will include 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. The person in-charge will also be responsible for any problems that the Assistant 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 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) Allows one week leave to the Assistant three times 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.
 - If it is suitable to the academic calendar of the Indian Partner Institution, this leave may be used by the Assistant 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),
- 16) 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 unless the Indian partner institution gives a written permission to the Assistant).

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

- The Assistant will be present in the institution's campus only during his/her teaching hours. The Assistant will be however authorised to stay in the campus in his/her free time, if he/she desires.
- The partner Indian institution may however demand the Assistant to participate in official meetings beyond the duty hours of teaching (*maximum twice a month*).
- 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 research and other projects inside or outside the campus after the duty hours given for teaching.

ARTICLE 3:

The selection of the Assistant:

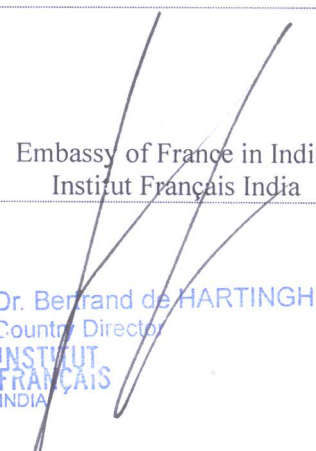
- 1) The selection of the Assistant will be done by a competent jury of the Embassy of France in India/Institut Français India composed of specialists and experts in teaching of French as a second or a foreign language,
- 2) The jury carefully studies the profile of the candidates and selects a Assistant 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 the payments:

- i) The total amount pertaining to the monthly stipend for the Assistant shall be transferred by the partner university/institution directly to the Assistant via bank transfer latest by the 1st week of every month.
- ii) The partner institution shall open a bank account for the Assistant in a bank situated on campus, if required.
- iii) The monthly stipend related to any prolongation of tenure agreed upon between the partner establishment and the Embassy of France/ Institut Français en Inde, will have to be paid by the partner establishment three months in advance.

Date: 15th February 2019

 Signature and Stamp of the Indian partner institution Prof. Dr. E. Kannan Registrar Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology (Deemed to be University Est. u/s 3 of UGC Act, 1956)	Embassy of France in India/ Institut Français India  Dr. Bertrand de HARTINGH Country Director INSTITUT FRANÇAIS INDIA
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Vel Tech

Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

Date: 30 AUG 2018

Ms. Gabrielle Romain,
2 rue Thiers,
78100 Saint Germain en Laye,
France.

Dear Madam,

As per the terms and conditions of the Agreement signed between Embassy of France in India / Institut Francais India and Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology, you are being offered the position of French Language Trainee Teacher at Vel Tech. Your Service Conditions, as per the Agreement are given below:

Duration: 01st Aug., 2018 to 30th May, 2019

Responsibility: 20 teaching hours per week.

Entitlements:

1. Stipend of amount of INR 45000/= per month (Including taxes and related charges)
2. Decent and furnished accommodation free of any charge i.e., rent, electricity, water etc., at Vel Tech Guest House
3. Transport between Guest House and Campus
4. One week leave during a mutually convenient period.
5. Other holidays as per Vel Tech calendar.

Extension of Tenure: Any prolongation of tenure will be only based on a suitable Agreement between Embassy of France in India / Institut Francais India and Vel Tech.

You are requested to convey your acceptance to the above.

Thanking you,

Yours Sincerely,

(Dr. E. Kannan)
Registrar.

Vel Tech

I agree with the above terms and conditions.

(Ms. Gabrielle Romain)

No.42, Avadi - Vel Tech Road, Avadi,
Chennai, Tamil Nadu, Pincode - 600 062.

Toll Free: 1800 3070 6949

Landline: +91 44 2684 0262 / 2684 0605

Email : vtu@veltech.edu.in

Website: www.veltech.edu.in

Visas Visas Visas

Visas



वीज़ा
VISA

भारत गणराज्य REPUBLIC OF INDIA VK 4172466

उपनाम /Surname

RAMAIN

नाम /Name

GABRIELLE FABIENNE MARCELLE

पासपोर्ट संख्या /Passport No.
13CP34053

वीज़ा टाइप /Visa Type

X-Misc

प्रवेशों की संख्या /No. of Entries

MULTIPLE

जारी करने की तिथि /Date of issue

11-07-2018

समाप्त की तिथि /Date of Expiry

10-07-2019

विशेष प्रमाणन /Endorsement

LANGUAGE TUTOR-VELTECH UNIVERSITY-T.NADU

NOT VALID FOR PROHIBITED/RESTRICTED AND CANTONMENT AREAS
TO BE REGISTERED IN FRRO WITHIN 14 DAYS OF ARRIVAL IN INDIA
FRENCH LANGUAGE TUTORS

प्रयोजन बदलने की अनुमति नहीं है / Change of Purpose Not Allowed.

VXINDRAMAIN<<GABRIELLE<FABIENNE<MARCELLE<<<<

VK41724663FRA9305269F1907106FRAP364<<<<<<<<<<<<



Vel Tech

Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

Date: 17 JUN 2019

Mr. Jean Baptiste, Laloi,
410 CH. Du Mas De Balan
30000 Nimes
France.

Dear Mr. Jean Baptiste, Laloi,

As per the agreement between Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science & Technology, Avadi, Chennai, India and Embassy of France in India under the "French Language assistants in India Programme 2019-2020", you are being offered the position of French Language Trainee Teacher at Vel Tech. Your Service Conditions, as per the agreement are given below:

Duration: 01st Aug., 2019 to 30th April, 2020

Responsibility: Teaching Basic French Language to Vel Tech Students (20 teaching hours per week).

Entitlements:

1. Stipend of amount of INR 38000/= per month (Including taxes and related charges)
2. Decent and furnished accommodation free of any charge i.e., rent, electricity, water etc., at Vel Tech Guest House
3. Transport between Guest House and Campus
4. One week leave during a mutually convenient period.
5. Other holidays as per Vel Tech calendar.

Extension of Tenure: Any prolongation of tenure will be only based on a suitable Agreement between Embassy of France in India / Institut Francais India and Vel Tech.

You are requested to convey your acceptance to the above.

Thanking you,

Yours Sincerely,


Dr. S. Sivaperumal
Director International Relations
Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

Director- International Relations
(Dr. S. Sivaperumal).

I agree with the above terms and conditions.


(Mr. Jean Baptiste, Laloi)

No.42, Avadi-Vel Tech Road, Avadi,
Chennai - 600 062, Tamil Nadu, India.
Toll Free : 1800 3070 6949
Landline : +91 44 2684 0262 / 2684 0605
Email : registrar@veltech.edu.in
Website : www.veltech.edu.in

Visas



वीज़ा
VISA

भारत गणराज्य REPUBLIC OF INDIA

VK 8456847
VK 8456847

उपनाम और नाम / Surname and Given Name

LALOI JEAN BAPTISTE

पासपोर्टसंख्या /Passport No
16DP75627

वीजा टाईप / Visa Type
X-Misc

प्रवेशों की संख्या No. Of Entries
SINGLE ☆ ☆

जारी करने की तिथि / Date of Issue
11/07/2019

समाप्ति की तिथि/Date of Expiry(DD/MM/YYYY)
10/07/2020

विशेषपट्टांकन /Special Endorsement

LANGUAGE TUTOR, VELTECH UNIVERSITY, CHENNAI

FRENCH LANGUAGE TUTORS

NOT VALID FOR PROHIBITED/ RESTRICTED AND CANTONMENT AREAS
REGISTRATION WITHIN 14 DAYS OF ARRIVAL IN INDIA

प्रयोजन बदलने की अनुमति नहीं है / Change of Purpose Not Allowed.

[illegible]

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