

महाराष्ट्र MAHARASHTRA

● 2017 ●

SF 104907



MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI

AND

S M SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES

ON

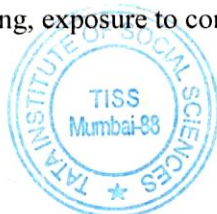
'NATIONAL UNIVERSITY STUDENTS' SKILL DEVELOPMENT (NUSSD) PROGRAMME

This Memorandum of Understanding (hereinafter referred to as the 'MOU') is made on the 1<sup>st</sup> day of July 2017 based on the following statements.

### 1. STATEMENT OF PURPOSE

Skilling youth to enhance their employability and enabling them to be effective contributors of nation's growth and development assumes paramount importance in the current context. The Tata Institute of Social Sciences (TISS) has been working to reach the youth through the innovative programme called 'National University Students' Skill Development (NUSSD)' for the same purpose. The idea is to enable the youth enrolled in the various degree programs to acquire skills that would give them a certificate/diploma in a specific in-demand domain area in addition to the degree. Students will be introduced to holistic education which encompasses the component of employment oriented training, exposure to community services, life skills training and civic education to fulfill the

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S M SHETTY COLLEGE

**PRINCIPAL**  
Bunts Sangha's S. M. Shetty College  
of Science, Commerce & Management Studies

देशाध्यक्ष/अध्यक्ष जनार्दन

**Tanmay Nayak**

पद्म वॉशिंग्टन कॅम्पस आर्किट का

**Director**

मौलवी होणार अखत्यारत पुण्या

**National University Students' Skill Development Programme**  
**Tata Institute of Social Sciences**

शिकवकरीचे वर्णन

**Mumbai**

शोधकता रचकता

**VANITA A. RAUT (Adv.)**

हस्त्या पत्रकाराचे नाव

**Bandra (E) Mumbai.**

हस्त अखत्यारत खांचे नाव व पत्ता

मुद्रांक शुल्क रक्कम

मुद्रांक दिवसी गोंदवणी अखत्यारत

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दिनांक

मुद्रांक विभाग वेगळ्याची/हस्त सही

मुद्रांक विक्रेत्याची सही / (प्रमोद राव दुबे)

*Pris*

मुद्रांक विक्रीचे ठिकाण देशभर काठा, शांती पार्क,

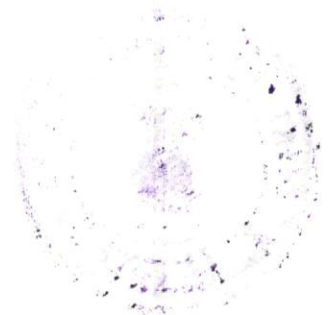
नीरा रोड (पूर्व), काठा

मुद्रांक परवाना क्र. १२३४५६७

(ज्या काठावर ज्याची मुद्रांक करेची केला त्यांनी त्या काठावर काठाची मुद्रांक करेची केलापासून हस्त नसल्यात कापणी केलापासून आहे.)

1 JUL 2017

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changing requirement of higher education. Eventually, this programme will cover all young people in the university system wanting to enhance employment potential gaining skills along with the graduate degree in their chosen discipline

## **2. PROGRAMME BACKGROUND**

The National University Students' Skill Development (NUSSD) Programme is a unique initiative on skill development designed and undertaken by Tata Institute of Social Sciences (TISS). It was officially launched on 23<sup>rd</sup> August 2013 in 34 colleges from 11 Universities of 9 states by TISS after the Ministry of Youth Affairs and Sports in consultation with Advisor to the Prime Minister on Skill Development decided to reposition National Service Scheme (NSS) and make it as a potential force for youth empowerment. Since then the Tata Institute of Social Sciences along with University partners and colleges is implementing the programme in various states in a collaborative manner. TISS acts as a key knowledge partner and implementing agency in this unique endeavor. The programme has been recognized as the best skill development practice by United Nations (UN) Committee on Children and Youth. Very recently, various state governments have come forward to offer NUSSD programme to the graduating students in their state.

## **3. OBJECTIVES OF THE PROGRAMME**

The NUSSD programme aims to increase employability of graduating youths by imparting knowledge, skills and competencies in relevant field. The programme also intends to develop the inner potential, critical thinking a sense of civic responsibility among students.

Overall, the NUSSD programme aims at:

1. Enhancing employability skills of students to have a suitable career option after graduation.
2. Develop skills, competencies and knowledge to intervene in an equal and sustainable manner in the social and economic development of people.
3. Foster socially conscientious students grounded in respect for people and concerned about the welfare of others.

## **4. NUSSD COURSE STRUCTURE**

NUSSD courses are developed by premier institutions/domain expert and subjected to scrutiny by accreditation bodies. Each course is reviewed by an expert committee on regular basis to incorporate and update the recent developments and changing requirements of the industry. All courses are finally approved by the Academic Council of the Tata Institute of Social Sciences.

The NUSSD courses are built on the existing academic structure and add elements to enhance employability and build capacity to address key regional challenges and opportunities.



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### **(i) Course Curriculum Details**

- Credits earned
  - ✓ Foundation Course (20 credits)
  - ✓ Domain Certificate Course (Foundation + 20 credits)
  - ✓ Domain Diploma (Domain Certificate course + 20 credits)
- Curriculum Development Expert Group and Accreditation
  - ✓ Group of Skill Area Specialization Experts drawn from academia, government and industry in each of skill areas as well as competencies, develop curriculum in specific specializations.
  - ✓ The expert group evolves criteria for course delivery, assessment and accreditation.
  - ✓ The Course is accredited by the Academic Council of the Tata Institute of Social Sciences (TISS).

### **(ii) Course Design**

- NUSSD Courses are designed as modular, interlinked and iterative manner; cumulatively building knowledge, skills - and competencies administered online, through classes and field work.
- The course credits are spread over three years of graduation; and in each semester, the students will gain 5 credits of taught courses (lectures and tutorials) followed by 15 to 30 days of Field work / Internship in appropriate work location (for 4 credits).
- Field work / internship in urban / rural contexts in community and industrial set up are organized during holiday /vacation for 15 days in winter and 30 to 45 days in summer to gain hands on practical experience.
- During the training, students will be introduced to the purpose of NUSSD programme and need of skill development through a series of interactive sessions at the university and its affiliated colleges.

### **(iii) Foundation skills for professional competencies**

All students enrolled for NUSSD will gain competency in following areas - (Compulsory Foundation Courses for professional competencies):

#### **Foundation Courses (Phase 1) - Certificate in Management and Soft Skills**

1. English Communication
2. Youth Leadership & People Skills
3. Legal Literacy
4. Financial Literacy
5. Digital Literacy
6. Working with Communities (leading to a field practicum)

Competency in digital application would be integral part of gaining competency in other modules; and subsequent skill development process. The students pursuing 3<sup>rd</sup> Year can opt for foundation course or Domain course parallel to their academic year.



  
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#### **(iv) Domain Specific Training**

##### **Domain Courses (Phase 2) - Certificate/Diploma in Specific Domain**

Student can choose any one inter-related skill areas in their second and third years of graduation.

1. Banking and Financial Service Management
2. Sustainable Agriculture –Market Linkages, Animal Husbandry and Agri-allied activities
3. Healthcare – Hospital Service Management, Physician Assistant
4. Hospitality – Travel and Tourism
5. E commerce and Digital Marketing
6. Retail Management – Logistics & Supply Chain
7. Fashion Designing
8. Entrepreneurship
9. Water, Sanitation and Hygiene (WASH)

A number of other domain areas will be added as per the regional requirements and employment opportunities at different locations.

#### **(v) Expert Teachers, Trainers, Internship and Field Work Facilitators**

- From the catchment area of the University and Affiliated Colleges a pool of experts from academia, industry, government, autonomous bodies and civil society are identified, assessed on competencies and enrolled to deliver course modules including lectures, tutorials and field work. Enrollment of teachers and trainers is done for each of the domain areas, and specific modules. The payment of teachers and trainers for each of the domain areas will be made on hourly basis after the successful delivery of particular course as per the NUSSD provisions. Teachers and trainers from University and colleges are expected to give time on voluntary basis to motivate students.
- From the pool of part-time teachers and trainers, key resource persons are being identified to teach and mentors students for each of the domain areas, and specific skills.
- Thus, a cohesive group of experts for each of the vocational education specialization is formed to deliver the course.
- NGOs and support agencies, industries and businesses are identified and enrolled to facilitate field work and internship. NGOs and support agencies may not be given financial compensation for the staff time provided.

#### **5. CERTIFICATION BY NATIONAL UNIVERSITY STUDENTS' SKILL DEVELOPMENT PROGRAMME - TATA INSTITUTE OF SOCIAL SCIENCES (TISS)**

On successful completion of the programme, students will receive certification from the National University Students' Skill Development Programme of Tata Institute of Social Sciences.

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Email : college@smsshettyinstitute.in

Certification by the NUSSD-TISS may also carry the name of industry/academic partner to ensure that there is industry recognition to enhance employability of the graduates both locally and nationally.

- 'Certificate in Management and Soft Skills' is awarded to the students who successfully complete all six modules of the foundation course
- 'Certificate in <Domain Name>' is awarded to students who successfully complete the domain certificate course (Level 1) in the specific domain. For e.g. 'Certificate in Travel and Tourism' is awarded to students who complete the Travel and Tourism Certificate course
- 'Diploma in <Domain Name>' is awarded to students who successfully complete the domain diploma course (Level 2) in the specific domain. For e.g. 'Diploma in Travel and Tourism' is awarded to students who complete the Travel and Tourism Certificate course

## 6. OUTCOMES EXPECTED

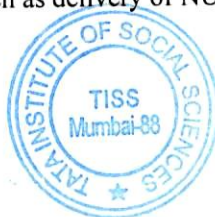
It is expected that the successful implementation of NUSSD programme will enhance employability of the participants to a considerable level and enable them to gain certification in Level1 courses, and gain diploma in any one of the Level2 courses.

- 1) A good number of skilled graduates emerging as transformational leaders after the successful completion of the course. Eventually, the availability of skilled human resources will be in several million college graduates.
- 2) Cutting-edge curriculum in a number of critical specific areas with alternative and innovative delivery methods in universities from remote regions generally providing education to students from rural areas.
- 3) Several regional trainers in critical skill areas become available to take the skill development programme to more colleges in the region.
- 4) The university will make a sustainable impact on employability of young graduates in arts, science, humanities and social sciences and commerce. Enhanced skill sets of the students will also promote entrepreneurship at the local context.
- 5) The new generation of graduates with strong vocational skills will rejuvenate the rural economy, bring synergy between State funded programs and private sector initiatives.

## 7. COLLABORATION AGREEMENT

The College and NUSSD-TISS agree to explore and assist in developing mechanisms that will serve to encourage and enhance cooperative work between the institutions in areas of mutual interest, such as delivery of NUSSD courses through a dynamic partnership.

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The College shall provide all administrative and operational support for the NUSSD programme by establishing an Office of NUSSD at the college campus; and collaborate with NUSSD-TISS on the following:

**A. Course Administration Committee:** NUSSD-TISS and the college will form a Course Administration Committee (Working group) in the first year of NUSSD implementation. This Committee will have the following members: College Principal, Faculty Coordinator, NUSSD-College Convener/Co-ordinator, NUSSD-TISS Anchor, NUSSD Programme Manager/Officer and two Student representatives.

The Course Administration Committee will nominate one official from the College to act as the College Convener/Co-ordinator who is accountable for the smooth delivery of NUSSD courses including reporting on progress and implementation of NUSSD courses. The committee will make and implement all decisions related to course administration including

- a) Preparation of NUSSD calendar in accordance with college academic calendar and scheduling of classes in weekdays, weekends and holidays
- b) Student Registration
- c) Mobilization of volunteer teachers
- d) Delivery of NUSSD courses
- e) Custodian of all NUSSD documents including students' attendance, assessment papers, mark sheets, registration forms etc. These documents will be made available to NUSSD program officer whenever it is required.
- f) Maintenance of infrastructure including
  - (i) Learning equipment
  - (ii) Sharing of learning equipment
  - (iii) Facilitate availability of office space, guest house, class rooms, computer labs and other learning facilities in the campus

**B. Student Registration and Accreditation:** The College will facilitate enrollment of students for all the 3 years covering Foundation and Domain Skill Development courses. TISS will provide the registration forms for the NUSSD programme and NUSSD-TISS will keep the registration records in each college in accordance to the rules and regulations of the college and TISS. The total number of students to be registered per college will be decided by TISS, with advice from College Convener/Co-ordinator.

**C. Trainers:** The NUSSD Team will co-ordinate the enrollment of volunteer teachers to deliver the NUSSD courses at the college level. The College will facilitate identification of teachers and trainers along with college principals and NUSSD staff within and outside the colleges in order to orient and build their capacity to engage in delivery of various models over 3 years of the programme.


**D. Facilitation of the Programme:** The TISS will deploy Programme Managers and Programme Officers to facilitate and co-ordinate the implementation of the NUSSD Courses. NUSSD-TISS will generate appropriate course content centrally with inputs from the College Course Administration Committee and deliver these courses with the support of the college.

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- E. Learning Material and Infrastructure:** The College will be responsible for the maintenance of class room infrastructure to adequate standards of classroom and lab infrastructure including plug points, internet connectivity, projectors, computer as well as tables, chairs and other course learning requirements. NUSSD will provide course material to students and the expenses incurred towards the material will be collected from students.
- F. Well-being of Students:** Well-being of the students is the key purpose of the programme. The College will provide NUSSD with any required support including Student Information Confidentiality. Any other information collected during research or project implementation, particularly student related database information will be held as confidential, unless there is explicit permission to share such information by the respondent. Where such consent exists, this information will not be disclosed or passed to any other agency without prior consent from NUSSD-TISS and the College; and with clearly agreed terms of sharing such data amongst all partners concerned.
- G. Career Guidance and Placement:** NUSSD-TISS and the College will jointly facilitate the identification of industries, businesses and government and non-government organizations that can support in career guidance, training, internship and placement of students. University will also support official administrative process for the placements of students.
- H. Programme Administration:** The NUSSD courses implemented in University/College will be monitored and administered by NUSSD-TISS to ensure effective implementation of the programme. The University and Colleges will promote the NUSSD Programme to the students; monitor the progress of the programme, take necessary measures to improve the programme and retain enrolled students.
- I. Financial Implications:** The programme will be free of charge for the students till corporate funding is available (i.e. till June 2017) and thereafter, if the programme has to continue, NUSSD-TISS will charge course fee from students (in agreement with the college) to make the programme self-sustaining. This will also make students accountable and will ensure their commitment to complete the course. The college would ensure atleast 120 students are enrolled and retained to sustain and continue the NUSSD programme.
- J. NUSSD College Convener/Co-ordinator:** A senior faculty member of the college would be designated as the NUSSD Convener/Co-ordinator for the College to assist and manage the NUSSD operations along with NUSSD Programme Officer in that college.

This position of the College Convener/Co-ordinator is subject to an enrolment of minimum 90 students in the college. If the enrolment for NUSSD is less than 90 from a College, appointment of the College Convener/Co-ordinator is optional and decision would be taken





by the NUSSD-TISS. The duration of this position would be as mutually agreed by NUSSD-TISS and the Convener/Co-ordinator appointee.

The responsibilities of the Convener/Co-ordinator position are given in the Appendix I (enclosed).

#### **K. Responsibilities of Colleges**

College would be the implementation partner in the delivery and sustainability of the NUSSD Programme for 3 years. The college would be responsible for:

- (i) Nominating senior faculty member as NUSSD Convener/Co-ordinator for the college and thus co-leading the NUSSD programme delivery process with the NUSSD Programme team
- (ii) Ensuring enrolment of the students for NUSSD programme in adequate numbers
- (iii) Identifying and sharing the list of potential Trainers with TISS
- (iv) Allowing and facilitating in-house teachers to undergo training of trainer programme and teach NUSSD courses
- (v) Ensuring dedicated time slot for NUSSD programme and preparing NUSSD academic calendar in accordance with the College academic calendar for the successful implementation.
- (vi) Providing and ensuring infrastructure facilities including Computer lab, Projector, Seminar Halls / Auditorium to conduct NUSSD programme
- (vii) Providing office space and equipment for the Programme Officers appointed by TISS at college level
- (viii) Enabling Industry connects and creating opportunities for fieldwork, internship of Students at various Industries and organizations
- (ix) Coordinating with the NUSSD Programme team in organizing job placement workshops/fair at University/College/District level
- (x) Leveraging the College's connections and network to invite local as well as large Corporate players for placement



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## L. Responsibilities of NUSSD-TISS

NUSSD-TISS would be the knowledge partner in this collaborative effort of delivery and sustainability of the NUSSD Programme in the college for 3 years. NUSSD-TISS would be responsible for:


- (i) Identifying and appointing Programme Officer to manage and deliver the NUSSD programme at college level and will be paid by TISS-NUSSD.
- (ii) Identification of Master Trainers for all NUSSD course and conducting the Training of Trainer programme with the help of the college, all the financial expenditure for the training will be met by NUSSD-TISS.
- (iii) Assisting in identifying trainers, selecting volunteer teachers and paying the volunteer trainers an honorarium based on the hours taught by them as per NUSSD norms.
- (iv) Helping in selecting the trainers and conduct/arrange Training of Trainer programme for the teachers/candidates selected for the NUSSD programme
- (v) Developing courses and Creating Training Modules (Curriculum and content).
- (vi) Creation of a Training Modules and provide soft Copy of Course Material
  - Syllabus
  - Facilitator Guide
  - Student's workbook
- (vii) Providing learning/course material to students by charging nominal cost.
- (viii) Monitoring and evaluating the NUSSD training at particular levels
- (ix) Conducting examination/assessment to evaluate the students' performance and skill acquisition.
- (x) Providing certificates to students who successfully complete the training.

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### 8. DURATION / TERM OF THE MOU

This MoU shall be valid till 30<sup>th</sup> June, 2018 and may be mutually extended by the parties from time to time. NUSSD programme is being implemented in the college from January 23rd 2016.


### 9. CHANGES / AMMENDMENTS

No change should be made to this MoU without written consent and signed approval from both the parties. Additions/deletions or alterations to this MoU may be effected with the prior written notice and approval concerning the particular change. Documents containing such additions, deletions and/or alterations should be signed by both the Parties and shall form addenda to this MoU, and be deemed to be part of this MoU.

### 10. TERMINATION

This MoU can be recommended for termination by the parties after serving 6 (six) months' notice in writing if there is failure/ breach of understanding or default by either party other than on force majeure grounds. However based on unsatisfactory performance and or other reasons TISS-NUSSD may terminate or amend any of the understanding as stated above.

This MOU shall be effective upon the signature of Parties through their authorized officials. It shall be in force till 30th June 2018.



Principal  
PRINCIPAL

Bunts Sangha's S. M. Shetty College  
of Science, Commerce & Management Studies  
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Director / Registrar

TATA INSTITUTE OF SOCIAL  
SCIENCES, MUMBAI

**Dr. S. Parasuraman**  
Director  
Tata Institute of Social Sciences  
Sion-Trombay Road, Deonar,  
Mumbai - 400 088.



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## Appendix 1

### **Roles and responsibilities of the College Convener / Coordinator For TISS NUSSD Programme**

**Objective: To ensure efficient delivery of NUSSD programme in the college and to create an environment conducive for training to enable maximum number of students complete the programme successfully.**

Convener would act as a nodal person between college and the NUSSD Team. His / her responsibilities include:

1. Motivating and encouraging students to participate in this important Skill development programme
2. Ensuring the participation of a large number of students in NUSSD programme in the college.
3. Planning and scheduling of NUSSD classes in consultation with the Principal and NUSSD Programme Officer for the smooth implementation of the programme
4. Coordinating with the college Principal, management and other faculty members to iron out issues that the programme may face from time to time.
5. Ensuring availability of infrastructure facilities, including class room, computer lab, projector etc. for the NUSSD Programme.
6. Motivating students to regularly attend classes
7. Ensuring minimum drop out, not exceeding more than 10 percent of total enrolment.
8. Keeping the programme records and maintaining data pertaining to the programme, including students enrolment, class schedules, attendance, assessment marks and feedback etc.
9. Ensuring the timely completion of classes, assessment and certification
10. Informing the Programme Officer of any changes in academic calendar for the smooth functioning of the programme.
11. Supporting NUSSD Team to identify good quality trainers for all the courses.
12. Taking periodic feedback from the students with the help of the Programme Officer
13. Preparing a weekly report on the programme including any challenges faced and any innovation required for the development of the programme
14. Supporting NUSSD Programme Officer in day to day implementation of the programme
15. Constitute a Students' Core Committee with members drawn from the student's community to manage several tasks for the programme. The students' core committee will form another level of support to the Programme Officer and NUSSD- Convener/ Coordinator for discharging their responsibilities well. In the process, students also get an opportunity to work and gain experience in programme and event management which will help them in their career.
16. Constituting a Working Group Committee having the Principal, all the Head of the Departments, NUSSD- Convener/Coordinator, NUSSD Programme Officer and Programme Manager to periodically review the programme, iron out issues, if any in the execution of the programme and provide inputs to make the programme successful in the college
17. Organise a weekly meeting with Students' Core Committee and monthly meeting with Working Group and prepare a report which can be shared with all the stakeholders
18. In case of any issues, escalate the matter to NUSSD Programme Manager based at the central office.



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**Appendix 2**  
**Honarium of the College Convener/ Coordinator**  
**For TISS NUSSD Programme**

Honarium of Rs 4,000 per month will be paid to the NUSSD- convener for the Academic Year 2016-18 (July 2016 to June 2018) and for the integrated programme held in the college in the month of April –June 2016.

The responsibilities of the NUSSD-Convener have been provided in Appendix 3.

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S M SHETTY COLLEGE

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A handwritten signature in blue ink, appearing to be "S. M. Shetty", written over a horizontal line.

PRINCIPAL

**Bunts Sangha's S. M. Shetty College**  
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**Appendix 3**

**Designate as the College Convener/Coordinator  
For TISS NUSSD Programme**

To,

Kalpana Rai Menon

BMM - Coordinator

S.M. Shetty College of Science,  
Commerce & Management Studies, Powai

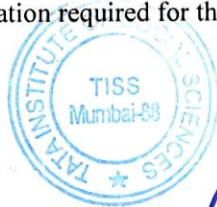
We are pleased to designate you as the College Convener/ Coordinator for the S.M. Shetty  
College from July 2017 to 2018 April.

The responsibilities as the College Convener/ Coordinator are as follows:

Convener would act as a nodal person between college and the NUSSD Team. His / her responsibilities include:


1. Motivating and encouraging students to participate in this important Skill development programme
2. Ensuring the participation of a large number of students in NUSSD programme in the college.
3. Planning and scheduling of NUSSD classes in consultation with the Principal and NUSSD Programme Officer for the smooth implementation of the programme
4. Coordinating with the college Principal, management and other faculty members to iron out issues that the programme may face from time to time.
5. Ensuring availability of infrastructure facilities, including class room, computer lab, projector etc. for the NUSSD Programme.
6. Motivating students to regularly attend classes
7. Ensuring minimum drop out, not exceeding more than 10 percent of total enrolment.
8. Keeping the programme records and maintaining data pertaining to the programme, including students enrolment, class schedules, attendance, assessment marks and feedback etc.
9. Ensuring the timely completion of classes, assessment and certification
10. Informing the Programme Officer of any changes in academic calendar for the smooth functioning of the programme.
11. Supporting NUSSD Team to identify good quality trainers for all the courses.
12. Taking periodic feedback from the students with the help of the Programme Officer
13. Preparing a weekly report on the programme including any challenges faced and any innovation required for the development of the programme

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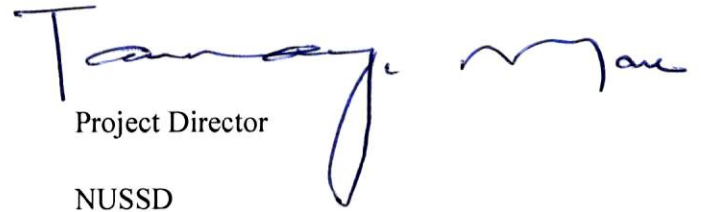
14. Supporting NUSSD Programme Officer in day to day implementation of the programme
15. Constitute a Students' Core Committee with members drawn from the student's community to manage several tasks for the programme. The students' core committee will form another level of support to the Programme Officer and NUSSD- Convener/ Coordinator for discharging their responsibilities well. In the process, students also get an opportunity to work and gain experience in programme and event management which will help them in their career.
16. Constituting a Working Group Committee having the Principal, all the Head of the Departments, NUSSD- Convener/Coordinator, NUSSD Programme Officer and Programme Manager to periodically review the programme, iron out issues, if any in the execution of the programme and provide inputs to make the programme successful in the college
17. Organise a weekly meeting with Students' Core Committee and monthly meeting with Working Group and prepare a report which can be shared with all the stakeholders
18. In case of any issues, escalate the matter to NUSSD Programme Manager based at the central office.

Honorarium of Rs 4,000 per month will be paid to you for the academic year 2016-18, however, this is subject to the fulfillment of the above stated responsibilities.

TISS NUSSD and the College Principal reserve the right to extend or terminate this appointment based on your performance as the College Convener/ Coordinator.

  
Principal  
PRINCIPAL

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Project Director  
NUSSD

I hereby accept my appointment as the College Convener/ Coordinator and acknowledge the terms & conditions and responsibilities attached to the position. I promise to do my best in the interest of the programme to make NUSSD a success in my college.



<Appointee Name>

Kalpana Rai Menon



NUSS-TISS

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S M SHETTY COLLEGE

  
PRINCIPAL

Bunts Sangha's S. M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai - 400 076.  
Tel. 022 - 6132 7352  
Email : college@smshettyinstitute.in



A handwritten signature in blue ink, appearing to be "S. M. Shetty".

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