



# TECHNOSERVE

BUSINESS SOLUTIONS TO POVERTY

This document constitutes a Memorandum of Understanding (MoU) between Ashwattha Advisors Private Limited (AAPL) and Ghanshyamdas Saraf College of Arts and Commerce.

## Background

Ashwattha Advisors Private Limited (AAPL), which is a wholly-owned subsidiary of TechnoServe Inc. is conducting a “Campus to Corporate Careers (C2C) Program” for enhancement of employability and workplace skills for deserving youth.

1. In this connection, AAPL intends to be associated and work closely with **Ghanshyamdas Saraf College of Arts and Commerce** to conduct employability training and career counseling sessions for the final year college students. This will include activities through the year, till students are placed 10-12 months after their final year examinations. Features of the program are as follows:
2. 80 hour program including Personal Effectiveness (goal setting, interpersonal relationships), Personal Finance, Professional effectiveness (how to choose right career option, how to apply for job, tools- CVs, cover letter- etc.), Business communication (effective communication with co-workers and customers), Career Readiness (orienting students to jobs matching their skill sets and exposure to a career path) and Work Readiness (Professionalism, Work Ethics, Email Etiquettes, Workplace dynamics – etc.)
3. 80 hours of training will be delivered in class and few hours of additional training will be available to students on TechnoServe’s proprietary online learning platform. The program also includes individual student counselling during the program, post training, pre-placement and also post placements.
4. There is no cost for students to attend the above mentioned training.
5. Each training batch size will be a maximum of 50 students. Sessions of duration 2 hours each to be conducted 5 days per week. Trainings to be conducted for 2 or more batches in one day through one TechnoServe trainer.
6. Counselling support is available on training days for providing career guidance to students who are enrolled in this program.
7. Students will be provided a certificate on successful completion of course with minimum attendance criteria of 90%.
8. Students will be further supported in job linkages and placements from the time of training completion till they are placed i.e. 6-10 months after their training is complete.
9. College is expected to support the successful training and placements of all students, should they take up this service with TechnoServe.

**For this purpose, AAPL requires support of the college in the following areas:**

1. Facilitating discussions and engagement with the 2019 current third year degree students and 2018 graduates wherever feasible. This involves the following:
  - a. Assistance in batch scheduling with ongoing final year classes.
  - b. Support in allocating batches (of 45-50 students approximately) per trainer for optimum utilization of resources and training effectiveness.
2. Infrastructure support for the following:
  - a. Training facility (a training room where 50 students could be trained). Training methodology requires some space in the middle of the room for conducting student activities.
  - b. Space for the career counsellor/ trainer who would be available in college on days of training.

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**TECHNOSERVE**

BUSINESS SOLUTIONS TO POVERTY

- c. Availability of classroom to conduct refresher sessions as and when required.
- d. Projector and speakers on need basis which are required to conduct few video based sessions.
- e. Require college support to conduct a Parent engagement session in the college premises.
- f. Provide 100-200 students for training whom TechnoServe will screen.

Upon a request by AAPL for this support, **Ghanshyamdas Saraf College of Arts and Commerce** has agreed to support and provide the appropriate assistance to AAPL, as mentioned below.

Based on the above, this MOU lays out immediate next steps to be taken by both parties.

**AAPL agrees to -**

1. Conduct Orientation sessions to make students are aware about the program and register their interest.
2. Engage with students and form batches based on selection criteria for conducting the training program.
3. Conduct the Campus to Corporate Careers Program in College premises.
4. Provide career counselling support to students enrolled in this program.
5. Facilitate further linkages with vocational training partners and employers for interested students.
6. Bi-weekly placement reports and monthly placement reports of students linked to job opportunities will be provided to the college once placement activities commence.
7. Helpline facility will be provided to the students to address their queries during training, post training and post placement.

**Ghanshyamdas Saraf College of Arts and Commerce agrees to -**

1. Make classroom(s) available to train students in batches of 45-50, which should be ideal to cover 2 batches per day. If more students express interest for this period, we may create another batch after this batch. The classroom should be equipped with board and AV system when required.
2. Make table space available for career counseling.
3. Providing one contact point who could be approached for any support (student engagement) related to this program.
4. This MOU is neither a contract, nor is it legally binding in any way, nor does it commit any financial expenditure from or for either party.

Signed:

Name: Punit Gupta  
Country Director,  
TechnoServe

...../...../2019

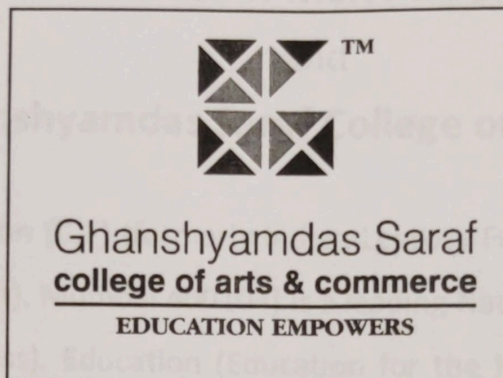
Name:  
Principal,  
Ghanshyamdas Saraf College of Arts and Commerce  
24/11/2019



# **SOCIAL RESPONSIBILITY COLLABORATION**

## **MEMORANDUM OF UNDERSTANDING**

For Participation in Social Service Programs



and



## **INDIAN DEVELOPMENT FOUNDATION**

(formerly Indian Leprosy Foundation)

Regd. Off. : L 10/ 3 & 4 Jal Ratan Deep, Bangur Nagar, Goregaon (West), Mumbai 400 104  
Tel : 022 - 2876 2008/ 2876 3008 \* Email : idfmumbai@gmail.com \* [www.idf.org.in](http://www.idf.org.in)

*IDF - A National NGO committed to Health, Education & Development  
IDF is dedicated to develop India !*



# **Students Social Responsibility (SSR)**

## **Memorandum of Understanding**

This Memorandum of Understanding (MoU) dated 20<sup>th</sup> July, 2019 is between

**INDIAN DEVELOPMENT FOUNDATION**

and

**RSET'S Ghanshyamdas Saraf College of arts & Commerce**

Indian Development Foundation (IDF) (formerly Indian Leprosy Foundation) [L 10/ 3 & 4 Jalratan Deep, Bangur Nagar, Goregaon (West), Mumbai 400104] is a leading National NGO involved in Health (Leprosy, TB, HIV-AIDS, Cancer, Blindness). Education (Education for the Poor/ handicapped) and Development (Development of rural villages/ urban slum areas). IDF is a Public Charitable Trust registered with the Charity Commissioner, Mumbai (Registration No. F-10540). IDF has its Southern Region Office at Chennai [6/PP1, School Street, Mogappair West, Chennai 600 037]

Ghanshyamdas Saraf College of arts & Commerce, run by RSET, is a premium Commerce college imparting quality education in the sector of Commerce and Management. It is permanently affiliated to the University of Mumbai and is registered under Section 2(f) and 12 (B) by University Grants Commission. The college offers following courses:

### **Undergraduate courses**

1. Bachelor of Commerce- B Com
2. Bachelor of management Studies- BMS
3. B Com Accounting and Finance- BAF
4. B Com Banking and Insurance- BCBI
5. B Com Financial Markets- BFM
6. B SC IT

### **Post Graduate Courses**



M Com- Advance Accountancy  
M Com Business Management

Ph D  
Economics

Business Policy

The college has been accredited by NAAC twice with A grade. It has an excellent infrastructure and a Bloomberg Lab. As a part of RSET, it has an access to several state of the art infrastructure like hostel for Boys and Girls, a sports ground, a counselling Centre, a Medical Centre etc.

With the relentless efforts of dedicated and competent faculty, up-dated curriculum, innovative methods of instructions, top end infrastructure and sturdy support of management, it has emerged as a center of academic excellence and attracting students from all over India and abroad.

#### **Terms / Conditions / Duties and Responsibilities:**

**Ghanshyamdas Saraf College shall undertake to perform the following:**

1. The students shall work under the guidance and instruction of IDF representatives/ their Partner Project heads located in Mumbai and neighboring districts, as applicable.
2. The college shall allocate approximately maximum students to undertake in social service activities.
3. The students shall work on a purely voluntary basis and to the satisfaction of IDF team.
4. The students shall participate in awareness programs, resource generation, social marketing, service to the sick / poor students, training and development of students through IDF's Student Leadership Program and allied areas on the basis of training given by IDF.

**Indian Development Foundation shall undertake to perform the following:**

1. Before initiating any project/s or programs, IDF shall ensure grant of permission from all statutory / local body and Authorities.



2. A group of students according to their strengths and skills shall be prepared and an activity plan and schedule shall be prepared mutually by both the parties.
3. The duration of programmes shall be worked out in consultation with Ghanshyamdas Saraf College.
4. Ghanshyamdas Saraf college and **IDF** shall collaborate in drawing up the time-tables to suit mutual convenience.
5. **IDF** shall train individual groups on their selected activity and supervise the student activities in conformity with agreed plans.
6. **IDF** shall train the students on a purely voluntary basis.
7. **IDF** will impart free of cost training to volunteers on areas like leadership, communications, writing, news-gathering, report-writing, editing, resource mobilization, social marketing, teaching, health awareness programs and ensure that they produce good results in their areas of choice.
8. **IDF** team will keep the students updated and involve/ invite them for social programs/ schedules like imparting basic education to poor and underprivileged children, development of children by exposure to scientific temper, clean India Program, Adult Education Program, Women Empowerment Program, organizing Self-Help groups, etc.
9. **IDF** team will train the students on resource building/ social marketing initiatives.
10. **IDF** shall also participate in the social events/ programs of the college which are falling within the objectives of the Foundation and mutually agreed upon.
11. Participating students/ faculty will be awarded with Certificates and Honors by **IDF** from time to time and/ or as per the nominations by the college authorities.
12. The College will be awarded with a Certificate and a Memento.

Both parties to this Memorandum agree to develop common reporting instruments wherever possible. In any event, they intend to confer on the development of formats of various elements of respective systems of implementation.

Both parties shall safeguard the use and access of information to which the services provided or arranging for services shall not use or release any reports, data or other information in accordance with the rules and regulations of both the institutions. Such information shall be used only to assure proper planning, coordination, monitoring and administration of performance under this agreement, and permit the



**SOCIAL RESPONSIBILITY COLLABORATION**  
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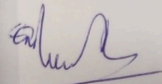
planning, coordination, monitoring and administration of performance under this agreement, and permit the transfer of records to another, for the purpose of continuing services, with appropriate approval from the authority concerned.

**Validity and Renewal:** This MoU shall be effective from the date of the execution of this MoU and shall continue to be operative unless terminated by any party after a giving a notice period of 1 month via email or letter to the other party.

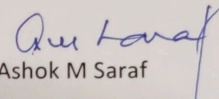
The MoU is non-legally binding between the Parties.

Any notice to the other Party shall be in writing and in English.

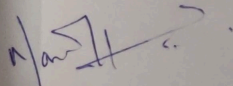
We mutually agree for the participation in Student Social Responsibility Program and to the terms outlined above.



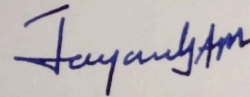
Dr. A. R. K. Pillai  
Founder President,  
Indian Development Foundation



Shri Ashok M Saraf  
Chairman- Governing council  
Ghanshyamdas Saraf College



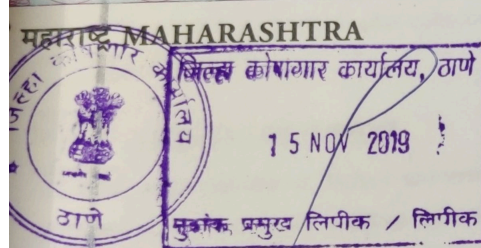
Dr. Narayan Iyer  
Chief Executive Officer  
Indian Development Foundation



Dr. (CA) Jayant Apte  
Principal  
Ghanshyamdas Saraf College

Place : Mumbai 20/7/19  
Date :





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21 NOV 2019

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MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN

TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI

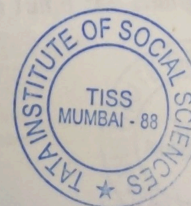
AND

GHANSHYAMDAS SARAF COLLEGE OF ARTS & COMMERCE

ON

NATIONAL UNIVERSITY STUDENTS' SKILL DEVELOPMENT PROGRAMME (NUSSD)

THIS MEMORANDUM of UNDERSTANDING (MOU) is made at Mumbai and  
entered into on 25<sup>th</sup> November, 2019





#### 10. DURATION / TERM OF THE MOU

This MoU shall be valid for a period of three years from the date of its' being entered into and may be extended by the parties by mutual consent from time to time.

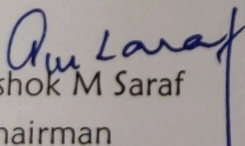
#### 11. CHANGES / AMMENDMENTS

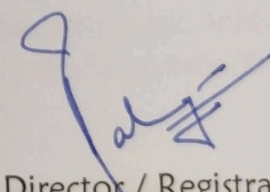
No change shall be made to this MoU without the written consent and signed approval of both the parties. Additions/deletions or alterations to this MoU may be effected with the prior written consent and approval concerning the particular change. Documents containing such additions, deletions and/or alterations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

#### 12. TERMINATION

This MoU can be recommended for termination by the parties after serving 3 (three) months' notice in writing. However, if there is failure or breach of understanding or default by either party other than on force majeure grounds it shall be terminated with one month's notice. 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.

  
Ashok M Saraf  
Chairman  
Governing council

  
Director / Registrar  
Tata Institute of Social Sciences  
Acting Registrar  
Tata Institute of Social Sciences  
Sion Trombay Road,  
Deonar, Mumbai - 400 088.  
Tel. (O) : 022 2552 5254



## BY AND BETWEEN

Tata Institute of Social Sciences (herein after referred to as "TISS"), a Deemed to be University under section 3 of the University Grants Commission Act (UGC) of India, 1956, is a premier institute in India in social sciences, human development and public policy, having its main campus at V.N. Purav Marg, Deonar, Mumbai-400088, herein referred to as 'First Party';

## AND

Ghanshyamdas Saraf College of Arts & Commerce (GSC), having its main campus at Rajasthani Sammelan's Educational Complex, S. V. Road, Malad (West), Mumbai - 400 064, hereinafter referred to as 'Second Party';

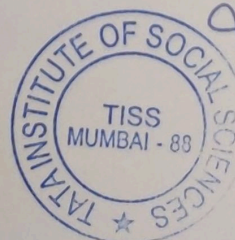
TISS and GSC shall herein after collectively be called "the parties" and individually as "the party".

### 1. STATEMENT OF PURPOSE

The employability of India's university graduates continues to remain weak even while there is an acute shortage of skilled manpower in an increasing number of high demand sectors. The youth are thus disillusioned about job opportunities post their studies. Though they have educational degrees, they lack the skills and the experience to get employed.

Skilling the youth to enhance their employability and enabling them to be effective contributors to the nation's growth and development assumes paramount importance in the current context.

The Tata Institute of Social Sciences has been working to reach the youth through an innovative programme called 'National University Students' Skill Development (NUSSD)' for the same purpose. The aim is to enable the youth enrolled in the various degree programs in Colleges and Universities in India to acquire skills that would give them a Certificate/Diploma in a specific high demand domain area in addition to their degree. Students will be introduced to holistic education which encompasses components of employment oriented training, exposure to community services, life skills training and civic education to fulfill the changing requirement of





higher education and thereby bringing about vocationalisation of higher education. Eventually, this programme is poised to cover all the youth in the university system wanting to enhance their employment potential by gaining skills along with a graduate degree in their chosen discipline

## 2. PROGRAMME BACKGROUND

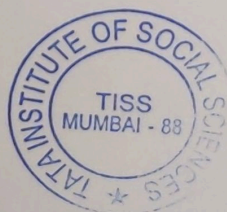
The National University Students' Skill Development (NUSSD) Programme is a unique initiative on skill development designed and delivered by the Tata Institute of Social Sciences (TISS). The programme was initiated in 2013 in collaboration with Ministry of Youth Affairs and Sports, Government of India (GoI) and National Skill Development Agency (NSDA), GoI to enable graduating youth acquire employable skills while pursuing their graduation or post-graduation so that they are job-ready as and when they pass out from the colleges. After completion of a successful pilot in 34 colleges of 11 Universities, spread across 9 States, the programme is being implemented across 200 colleges, including Engineering and Management colleges. The programme is currently in its second phase and covers a student population of more than 20000, spread across several states in the country.

The United Nations (UN) Steering Committee on Children and Youth has recognized NUSSD programme among the best skill development practices in the country.

NUSSD offers Certificate Programme in 'Management and Soft Skills' and a skill-linked domain courses leading to a Diploma (e.g. Diploma in Entrepreneurship) in parallel to the regular coursework. The classes are held in the participating College or University and the programme is designed on a schedule that minimizes disruption of regular studies and personal pursuits of participating students.

## 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.



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## (ii) Course Design

- NUSSD Courses are designed in a modular, interlinked and interactive manner; cumulatively building knowledge, skills, and competencies administered through classes and field work.
- The course credits are spread over the years (Second and Third) of graduation and the students are taught courses (lectures and tutorials) followed by Field work / Internship in appropriate work location.
- Field work / internship in urban / rural contexts in community and industrial set up are organized during holiday / vacation to gain hands-on practical experience.
- During the training, students will be introduced to the purpose of NUSSD programme and need for 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 - (Foundation Courses for professional competencies):

### 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.



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(iv) Domain Specific Training

Domain Courses (Phase 2)- Diploma in Specific Domain

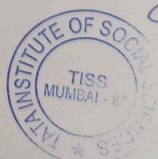
Student can choose any one inter-related skill areas in their third year of graduation.

1. Diploma in Banking and Financial Services
2. Diploma in Hospital Services Management
3. Diploma in Ecommerce and Digital Marketing
4. Diploma in Physician Assistant
5. Diploma in Sustainable Agriculture
6. Diploma in Accounts and Taxation
7. Diploma in Export and Import Management
8. Diploma in Logistics and Supply Chain Management
9. Diploma in Sales and Marketing
10. Diploma in Fashion Designing
11. Diploma in Retail Management
12. Diploma in Entrepreneurship

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 College, 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.
- 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

On successful completion of the programme, students will receive certification (Certificate and/or Diploma) from the National University Students' Skill Development Programme of TISS.

Certification (Certificate and/or Diploma) by the TISS-NUSSD 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.

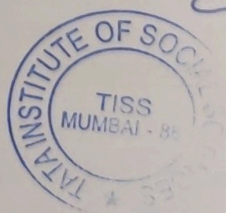
## 6. OUTCOMES EXPECTED

It is expected that the successful implementation of NUSSD programme will enhance employability of the participants to a considerable level, enable them to gain certification which is recognized by Industry for skills and competencies, and also help in enhancing employability of the graduates both locally and nationally.

A good number of skilled graduates would emerge as transformation leaders after the successful completion of the course. Eventually, the availability of skilled human resources will be in several million college graduates.

## 7. COLLABORATION AGREEMENT

The College and TISS-NUSSD 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.

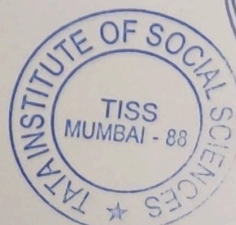




The College shall provide all administrative and operational support to NUSSD programme by establishing an Office of NUSSD within the college campus. The roles and responsibilities of the parties are given below.

#### 8. ROLES AND RESPONSIBILITIES:

Sr No	Tata Institute of Social Sciences	Ghanshyamdas Saraf College of Arts & Commerce
1	Designate a Programme Officer to manage the relationship with the participating college and deliver the NUSSD programme at the college. The Programme Officer shall be engaged and paid by NUSSD, TISS.	Designate a senior faculty member of the college as NUSSD Convener. The NUSSD-Convener will co-lead the NUSSD programme delivery process with the NUSSD Programme Management team. It is the responsibility of the Convener to work with the Program Officer for the smooth implementation of the programme
2	Identify and empanel a pool of trainers for each course. Organize Training of Trainers (ToT) programmes to orient the trainers on course content and pedagogy. The trainers are paid honorarium by NUSSD, TISS	Ensure the enrolment of a good number of students in NUSSD programme in the college through advocacy and counseling
3	Develop and provide course curriculum and content for all the modules. Revise the course curriculum and content as and when required.	Help identify potential trainers and share their profiles with NUSSD, TISS
4	Work with the college to prepare a training calendar. It is designed on a schedule that minimizes disruption of regular works at the college and personal pursuits of students.	May advice in-house trainers to attend Training of Trainers (ToT) programme at NUSSD, TISS.
5	Deliver the training at the college as per the agreed training schedule.	Ensure allocation of required number of hours for NUSSD in the college academic time table for smooth delivery of the programme.



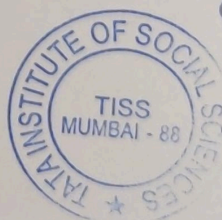


5	Conduct periodical assessment as per the norms prescribed by the Academic Council of TISS.	Provide infrastructure facilities including Class rooms, Computer lab, Projector, Seminar Halls / Auditorium to conduct NUSSD programmes
7	Award certificate to students who complete the course successfully	Provide office space to the Programme Officer to operate smoothly from the college.
8	Monitoring and evaluation of the programme	Connect with local Industry through the network of the college to identify opportunities for fieldwork and internship for students.
9	Develop and establish a feedback mechanism to receive feedback from all stakeholders, including the students to improve the quality of the programme	
10	Connect with local Industry through the network of the college to identify opportunities for fieldwork and internship for students.	

## 9. FINANCIAL IMPLICATIONS

NUSSD-TISS will charge a nominal course registration fee of Rs. 250/- (Two Hundred & Fifty) only, from the Economically Weaker Students to make students accountable and to ensure their commitment to complete the course and also to sustain the programme. The college would ensure at least 100 (one hundred) students are enrolled and retained to sustain and continue the NUSSD programme. The course fee collected from the students will be remitted to NUSSD-TISS.

NUSSD-TISS will meet all the expenses of workshops, seminars, motivational talks to support the NUSSD program, which will be arranged/organized mutually by the college and NUSSD to prepare students for employability. College will support with infrastructure and equipment for these activities.





Annexure 1  
Roles and responsibilities of the College Convener  
For TISS-NUSSD Programme

Objective: To increase efficiency of NUSSD Programme in the college and to create an enabling environment for successful completion of the programme by a maximum number of students to reach the goal of shaping the character of students, building their competencies and making them employable to attain successful career in their chosen field.

Convener would act as a nodal person between college and TISS NUSSD Team. In order to enable us, to appropriately compensate / remunerate the TISS NUSSD Convener; we earnestly request the College Management to kindly share the name of the TISS NUSSD Convener(s):

1. Motivate students to join skill development programme of TISS NUSSD.
2. Facilitating the admission of students to the TISS NUSSD Programme.
3. Planning and scheduling TISS NUSSD programme in the University/College calendar for the successful implementation of its classes (including Vacations, Weekends & College Holidays).
4. Coordinating with the Principal and other faculty/staff members for the smooth running of the Programme.
5. Arranging infrastructure facilities for the NUSSD Programme.
6. Help the TISS-NUSSD Program Officer monitor and maintain the attendance of daily classes and activities. It will be the responsibility of the TISS-NUSSD Program Officer to update the attendance sheets regularly.
7. Motivating students to attend NUSSD classes regularly (At least, 90% students should meet 75% attendance criteria). Take appropriate remedial measures, in the eventuality of a high drop-out numbers.
8. Informing the Program Officer of any changes in academic calendar for the smooth functioning of the programme & alternate classrooms, must be made available, in advance.
9. Supporting TISS-NUSSD Team to identify trainers for all the courses.





10. Taking feedback from the students with the help of the Program Officer. The Convener must keep the TISS NUSSD Management updated on the feedback pertaining to the quality of Trainers.

11. Preparing a weekly report on the programme including any challenges faced and any innovation required for the evolution of the programme.

12. Supporting TISS-NUSSD Programme Officer in the day to day implementation of the programme

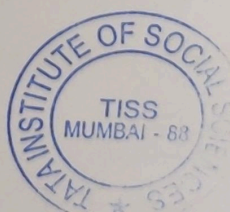
13. Constitute a students' core committee with the help of the TISS-NUSSD Program Officer and a working group committee, comprising of HoDs of all departments, Convener, Principal, TISS-NUSSD Program Officer and TISS-NUSSD Program Manager.

14. Organize a weekly meeting with students' core committee and monthly meeting with working group and prepare a report.

15. The students, who are available for Placements; must be the Target Students, enrolled for TISS NUSSD AY 2019 – 2020.

16. The honorarium to be paid to the college convener would be based on the number of students enrolled (no. of the batches formed) for the NUSSD Programme in the college. The details are as below:

Honorarium for Batch Management (per batch)							
First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 1,000	INR 3,000
Batch Creation	100 Hrs of Training Delivery	100 Hrs of Training Delivery	100 Hrs of Training Delivery	100 Hrs of Training Delivery	Completion of Internship	Certification	Job offers to 50% of the total students trained & 70% of them joining jobs





Annexure 2  
Designate as the College Convener  
For TISS-NUSSD Programme

To,

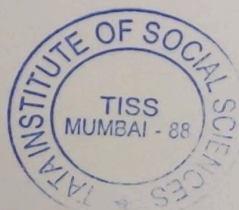
Dr Anju Bohra  
Ghanshyamdas Saraf College of Arts & Commerce  
Mumbai

We are pleased to designate you as the College Convener for the Ghanshyamdas Saraf College from academic year 2019-20.

The responsibilities as the College Convener are as follows:

Convener would act as a nodal person between college and NUSSD Team

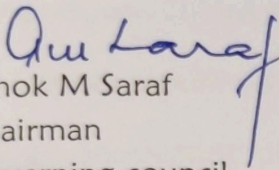
1. Motivating students to join skill development programme of TISS-NUSSD
2. Facilitating the admission of students to the NUSSD Programme.
3. Planning and scheduling NUSSD programme in the University/College calendar for the successful implementation of its classes.
4. Coordinating with the Principal and other faculty/staff members for the smooth running of the Programme.
5. Arranging infrastructure facilities for the NUSSD Programme.
6. Help the TISS-NUSSD Program officer monitor and maintain the attendance of daily classes and activities. It will be the responsibility of the TISS-NUSSD Program Officer to update the attendance sheets regularly.
7. Motivating students to attend classes regularly.
8. Informing the Program Officer of any changes in academic calendar for the smooth functioning of the programme.
9. Supporting TISS-NUSSD Team to identify trainers for all the courses.
10. Taking feedback from the students with the help of the Program Officer
11. Preparing a weekly report on the programme including any challenges faced and any innovation required for the evolution of the programme.
12. Supporting TISS-NUSSD Programme Officer in day to day implementation of the programme.

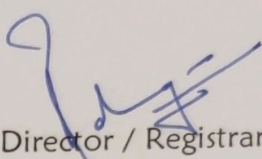




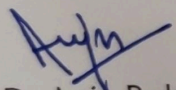
13. Constitute a students' core committee with the help of the TISS-NUSSD Program Officer and a working group committee, comprising of HoDs, Convener, Principal, TISS-NUSSD Program Officer and TISS-NUSSD Program Manager.
14. Organize a weekly meeting with students' core committee and monthly meeting with working group and prepare a report.

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

  
Ashok M Saraf  
Chairman  
Governing council

  
Director / Registrar  
Tata Institute of Social Sciences  
Acting Registrar  
Tata Institute of Social Sciences  
Sion Trombay Road,  
Deonar, Mumbai - 400 088.  
Tel. (O) : 022 2552 5254

I hereby accept my appointment as the College convener along with the terms, conditions and responsibilities that are associated to the position of College Convener.  
I promise to deliver my best effort in this position.

  
Dr Anju Bohra



Annexure 2  
Designate as the College Convener  
For TISS-NUSSD Programme

To,  
Prof Mamta Chhajer  
Ghanshyamdas Saraf College of Arts & Commerce  
Mumbai

We are pleased to designate you as the College Convener for the Ghanshyamdas Saraf College from academic year 2019-20.

The responsibilities as the College Convener are as follows:

Convener would act as a nodal person between college and NUSSD Team

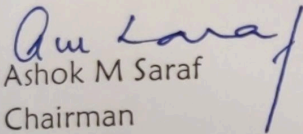
1. Motivating students to join skill development programme of TISS-NUSSD
2. Facilitating the admission of students to the NUSSD Programme.
3. Planning and scheduling NUSSD programme in the University/College calendar for the successful implementation of its classes.
4. Coordinating with the Principal and other faculty/staff members for the smooth running of the Programme.
5. Arranging infrastructure facilities for the NUSSD Programme.
6. Help the TISS-NUSSD Program officer monitor and maintain the attendance of daily classes and activities. It will be the responsibility of the TISS-NUSSD Program Officer to update the attendance sheets regularly.
7. Motivating students to attend classes regularly.
8. Informing the Program Officer of any changes in academic calendar for the smooth functioning of the programme.
9. Supporting TISS-NUSSD Team to identify trainers for all the courses.
10. Taking feedback from the students with the help of the Program Officer
11. Preparing a weekly report on the programme including any challenges faced and any innovation required for the evolution of the programme.

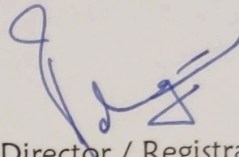




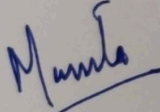
12. Supporting TISS-NUSSD Programme Officer in day to day implementation of the programme.
13. Constitute a students' core committee with the help of the TISS-NUSSD Program Officer and a working group committee, comprising of HoDs, Convener, Principal, TISS-NUSSD Program Officer and TISS-NUSSD Program Manager.
14. Organize a weekly meeting with students' core committee and monthly meeting with working group and prepare a report.

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

  
Ashok M Saraf  
Chairman  
Governing council

  
Director / Registrar  
Tata Institute of Social Sciences  
Acting Registrar  
Tata Institute of Social Sciences  
Sion Trombay Road,  
Deonar, Mumbai - 400 088.  
Tel. (O) : 022 2552 5254

I hereby accept my appointment as the College convener along with the terms, conditions and responsibilities that are associated to the position of College Convener.  
I promise to deliver my best effort in this position.

  
Prof Mamta Chhajer





Ghanshyamdas Saraf  
College of Arts & Commerce  
EDUCATION EMPOWERS

RSET Campus, S. V. Road,  
Malad (W), Mumbai – 400064.  
Tel No.: 022 4520 7766  
www.sarafcollege.org  
gsc@rajasthanicollege.org.in

**Memorandum of Understanding  
For Students Entrepreneurship Development  
(herein after referred to as SED)**

This Memorandum of Understanding (MOU) is made & signed on this day  
th of August 2019, setting the terms and understanding between:

**Navayuvak Entrepreneurs, Mumbai  
(hereinafter NEPL)**

**And**

**Ghanshyamdas Saraf college of Arts & Commerce**

Whereas, **NEPL**, is an organization which creates & develops India's  
entrepreneurship Education Ecosystem. It also aims to become a one stop  
hub for startups as they are the pioneers in working for the startup ecosystem  
at the ground level.

Whereas, **Ghanshyamdas Saraf college** is recognized as one of the major  
educational endeavor of parent body Rajasthan Sammelan Educational  
Trust. It has achieved many milestones as far as number of students,  
quality of education and infrastructure development is concerned.

**DEFINITIONS & INTERPRETATION**

"NEPL" means **NAVAYUVAK ENTREPRENEURS PRIVATE LIMITED**

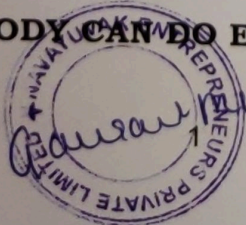
"SECOND PARTY" means '**Saraf College**'

"MoU" means **MEMORANDUM OF UNDERSTANDING**

"SED" means **STUDENT ENTREPRENEURSHIP DEVELOPMENT**

"ABCDE" means **ANY BODY CAN DO ENTREPRENEURSHIP**

Rajasthan Sammelan  
Educational Endeavour  
Trusted with 'A' grade by NAAC



Recd 24/9/19



**Intellectual Property Rights** includes any copyright, design rights, patents, inventions, logos, business names, service marks and trademarks, internet domain names, moral rights, rights in databases, data, source codes, reports, drawings, specifications, know how, business methods and trade secrets, applications for registration, and the right to apply for registration, for any of these rights and all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world. g. "Days" shall be construed as calendar days unless qualified by the word "business", in which instance a "business day" will be any day other than a Sunday or public holiday as gazetted by the government of the Republic of India from time to time;

The words "**shall**" and "**will**" and "**must**" used in the context of any obligation or restriction imposed on a party have the same meaning;

Words and expressions defined in any clause shall, unless the application of any such word or expression is specifically limited to that clause, bear the meaning assigned to such word or expression throughout this MoU.

## **PARTIES**

This document constitutes an agreement between **Ghanshyamdas Saraf College of Arts & Commerce** and NEPL to collaborate on offering Qualitative Education on developing Entrepreneurial Drive, Skills, and Strong Determination for Venturing in Entrepreneurship.

## **PURPOSE**

The purpose (goal) of this MoU is to impart qualitative education on entrepreneurship by sensitizing the students of **Ghanshyamdas Saraf College of Arts & Commerce**, building an entrepreneurial drive within them. The above goal will be accomplished by undertaking the activities stated in responsibilities hereunder.





## **RATION**

is MoU shall commence on the 9<sup>th</sup> August, 2019 and shall continue to be in force for two years, unless and otherwise terminated in accordance with the provisions of this MoU or otherwise as per law.

## **RESPONSIBILITIES**

### **A. Ghanshyamdas Saraf college of Arts & Commerce**

- I. Making Classroom or Auditorium and other necessary arrangements available for the training sessions to be conducted by NEPL, exclusively for **Ghanshyamdas Saraf college of Arts & Commerce** students.
- II. Appointing a Suited Entrepreneurship Cell Member as College Representative who shall be Coordinating the Training Sessions and other Events and Activities.
- III. Help towards promotion of SED and all Programs (Including ABCDE), Events and Activities in the College Premises.

### **B. The NEPL:**

- I. SED campaign will be "Entrepreneurship Cell Management Partner " Partner of **Ghanshyamdas Saraf college of Arts & Commerce**
- II. Providing detailed course outline for ABCDE - One Year Program.
- III. Imparting qualitative training on entrepreneurship by way of classroom teaching and/or practical training, as applicable
- IV. At intervals, during the sessions, assessing the progress, interest, and inclination of **Ghanshyamdas Saraf college of Arts & Commerce** students, towards the development of Entrepreneurial Skills
- V. Incorporating any amendments and/or improvements suggestions by the concerned **Ghanshyamdas Saraf College of Arts & Commerce** faculty, that will augment overall quality of SED training program
- vi. SED will be organizing Events and Workshop for students
- vii. SED will be providing mentoring support to Student Startups and Students with early stage ideas.
- viii. SED has created a SED portal where all College E-cells will be on one platform.





- ix. NEPL will help college to develop their own incubation cell, and assist students for the same.
- x. Paid Course - Comprises of ABCDE course which holds a cost of Rs. 2500+ GST (18%). Towards one year membership fees & training.
- xi. The sum of Rs. 500 only to be RETAINED by **Ghanshyamdas Saraf College of Arts & Commerce** towards the management of resources. And the balance of Rs. 2000 +GST (18%) would be paid to Navyuvak.

## 1. LIABILITIES

SECOND PARTY shall not, however, be liable for:.

- a. Discharging any financial commitments (if so) made by NEPL.
- b. Any suit on account of demands for infringement of copyright and/or other laws by which have no nexus with the object of the MoU being entered into.

## 2. PERIOD OF VALIDITY

This MOU is at-will for the duration of 2 years from the date of signing by both the parties, and may be modified by mutual consent of authorized officials from **Ghanshyamdas Saraf College of Arts & Commerce** & NEPL. This MOU shall become effective upon signature by the authorized officials from **Ghanshyamdas Saraf College of Arts & Commerce** & NEPL, and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from SECOND PARTY & NEPL, this MOU shall end (or shall be extended) upon completion of 2 years term.

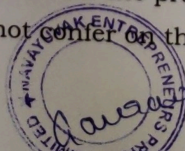
After the expiry of the contract, it can be renewed as per the consent of both the parties.





### 3. CONFIDENTIAL INFORMATION

- a. From time to time during the duration of this Agreement, Confidential Information may be given by one Party through this MoU ("the Disclosing Party - NEPL") to the other Party ("the Recipient - **Ghanshyamdas Saraf College of Arts & Commerce**").
- b. The Receiving Party will treat and keep all Confidential Information as secret and confidential and will not, without the Disclosing Party's written consent, directly or indirectly communicate or disclose (whether in writing or orally or in any other manner) Confidential Information to any other person other than in accordance with the terms of this Agreement.
- c. The Receiving Party will only use the Confidential Information for the sole purpose of complying with its obligations under this Agreement.
- d. The contents and the existence and the scope of this Agreement are Confidential Information.
- e. If any Confidential Information is copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and, if requested by the Disclosing Party, take such steps (including the institution of legal proceedings) as shall be necessary to remedy (if capable of remedy) the default and/or to prevent further un-authorised copying, disclosure or use.
- f. Notwithstanding whether the Receiving Party uses the Confidential Information in accordance with this Agreement or not (including modifying or amending the Confidential Information), all Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights of the





Disclosing Party (or its Agents), including Intellectual Property rights, over the Confidential Information whatsoever beyond those contained in this Agreement

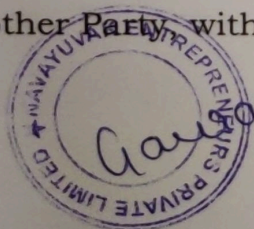
g. Use by the Receiving Party of any Confidential Information in accordance with the terms of this Agreement will not infringe the Intellectual Property of any other person and no notification of any actual or potential claim alleging such infringement has been received by the disclosing Party.

**4. JURISDICTION:** Any dispute arising out of this MoU between both the parties is subjected to Mumbai Jurisdiction (Maharashtra) only.

## **5. FORCE MAJEURE**

a. Delay or failure to comply with or breach of any of the terms and conditions of this MoU if occasioned by or resulting from an act of God or public enemy, fire, explosion, earthquake, perils of the sea, flood, war declared or undeclared, civil war, revolution, civil commotion or other civil strike, riots, strikes, blockade, embargo, sanctions, epidemics, act of any Government or other Authority, compliance with Government orders, demands or regulations, or any circumstances of like or different nature beyond the reasonable control of the Party so failing, will not be deemed to be a breach of this MoU nor will it subject either Party to any liability to the other.

b. Should either Party be prevented from carrying out its contractual obligations as a result of a force majeure event lasting continuously for a period of 60 days, either Party shall be entitled, after due consultation with the other Party in an effort to come to a mutually acceptable arrangement, to terminate the MoU on written notice to the other Party without liability.





## 6. TERMINATION

- a. This MoU can be terminated on account of the following:
- If either party does not follow the terms & conditions
  - Can be terminated by either party by giving 60 business days advance notice in writing without any obligation or to assign any reason
- b. Should either Party breach or otherwise be in default of any of its obligations under or in terms of this Agreement and remain in default or fail to remedy such breach, if such breach is indeed capable of remedy, within 60 business days of receipt of written notice calling upon it to do so, the other Party will be entitled, but not obliged, in addition to any other rights which it may have or remedies which may be available to it.
- To cancel this MoU, with or without claiming damages, provided that such breach constitutes a material breach; or
  - To obtain an order against such defaulting Party for specific performance, with or without claiming damages.

### For Ghanshyamdas Saraf College of Arts & Commerce:

Authorized Signatory:

Name with designation: Ashok M Saraf  
Chairman Governing Council

Date: 9<sup>th</sup> August, 2019

*Ashok M Saraf*

Seal:



### For NEPL:

Authorized Signatory: Gaurav Mishra  
Name with designation: Director

Date: 9<sup>th</sup> August, 2019

*Gaurav Mishra*

Seal





To,

The Principal,  
Ghanshyamdas Saraf College of Arts & Commerce  
Rajasthani Sammelan Education Trust,  
Mumbai

Subject: **Memorandum of Understanding for SORT CLUBS** between The Art of Living and  
Ghanshyamdas Saraf College of Arts & Commerce

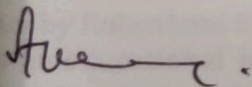
Respected Ma'am,

The Art of Living takes this opportunity to present to you one of the most popular life skills youth Club, specially designed for students on college campus. As we see today, the youth of this city is facing a world of many challenges and many opportunities. While the communication alternatives are increasing, youth are faced with increased depression and umpteen distractions. While social media is growing, the societal connect of youth is on a decline. While the economy of the country is booming, corporates complain of youth not being ready for professional life. It is imperative more than ever that the youth find avenues to blossom as individuals in personal, social, and professional life.

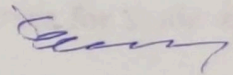
Furthermore, it is the need of the hour to provide a strong foundation to these students right through their education in parallel to the courses they study in colleges. Thus, a youth club oriented towards holistic well-being of the college youth is the need of the day. The club should be aimed at empowering students to become strong inside and sensitive outside.

Please find enclosed herewith the draft MOU for SORT CLUBS

With warm regards,



**Yours Sincerely,**



Maharashtra Apex Body



## **MEMORANDUM OF UNDERSTANDING**

### **Party 1**

1. Vyakti Vikas Kendra India (VVKI) Mahaashtra Apex Body office situated at Temple Of Knowledge, Udayshri Road, Opposite Yashodhara Society, Bhandup East, Mumbai - 400042. The International Office at The Art of Living, 21st KM Kanakapura Main Road, Udayapura, Bangalore 560082, (Herein after called the Partner)

Maharashtrav Apex Member is the authorized Signatory to execute this MOU on their behalf.

### **Party 2**

2. Rajasthani Sammelan Education Trust,  
represented through its Authorized Signatory Secretary Governing Council, Trustee  
(Herein after called the Institute)

### **2. Preamble:**

Vyakti Vikas Kendra India :Maharashtra Apex Body (**VVKI MAB**) is a charitable trust bringing in transformation in India through Art of Living Programs and implementing a broad range of service projects to uplift and empower individuals, families, and communities so that the full potential of human life can be expressed. The goal is to enable more and more people in urban as well as rural India to become stress-free and inspire these individuals to become change agents to alleviate poverty, misery, and disease right upto the smallest unit of a village.

Ghanshyamdas Saraf College of Arts & Commerce

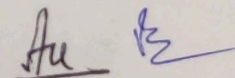
run by Rajasthani Sammelan Education Trust

is an educational institution engaged in various degree/ Post graduate courses for students is a statutory body affiliated with Mumbai University.

Ghanshyamdas Saraf College of Arts & Commerce

run by Rajasthani Sammelan Education Trust

is committed to promote the highest professional and ethical standards along with conducting graduation and post graduation degree courses in numerous faculties, focus the image of candidates/students as competent professional/s, sensitize the community, government and others on vital professional issues and support overall growth and development of students in all aspects.





### 3. The Objective:

The 'Partner and the Institution', found it mutually beneficial to have a formal understanding between them in:

Sensitizing the students of the university/institution/colleges about SORT CLUB The environment around them also plays a big role in shaping their personalities and behavioral traits, with parents and teachers being an integral part of the environment that the young mind interacts with. Therefore, it becomes vitally important that parents and teachers are also involved in this process.

### **SORT CLUB : Student Organisation for Reform and Tranformation**

The focus of the SORT CLUB club will be development of the individual student in all aspects of his/her life. This will be done through a multitude of activities ranging from sports, culture, social work, life skill sessions to inner well-being. Most of these activities will be organized by students themselves providing them opportunities to groom themselves for future leadership of this nation. This will be done with the active support of the college professor in-charge for the club and an Art of Living Faculty in this area.

At this time, it is imperative that we join hands with colleges, and provide a platform which can enable the youth of this country to make most of the opportunities in front of us while overcoming challenges at the same time. Let us build a better India for our future generation.

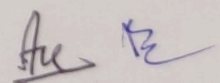
The activities will bring clarity of thoughts in students which will give them innovative/creative ideas & help them in effective decision making. The Club recommends atleast minimum of 2 and Maximum of 4 Activity in a month.

The participants at their discretion may join/form the Club on with no registration fee to be collected. The Expenses of Club shall covered by college as per years budget passed by the College , as submitted by SORT Club Student Members.

The activities of Club shall be controlled, governed and managed, under the supervision of the faculty member of the YES!+ PROGRAM or nominated Art of Living teacher and the office bearers of the club viz. President, Secretary, Treasurer and committee members shall be appointed/nominated from and amongst the members of the club for a specified period based i.e whole academic year.

The faculty member of the YES!+ PROGRAM /appointed representatives of both the partners shall approve, control, look after and manage all financial affairs of the Club and no activities of the Club involving financial implication be undertaken without prior approval of the faculty member of the YES!+ PROGRAM or nominated AOL teacher.

### **Appendix - List of Activities**





## **Social**

- Social Service Project ( Ward Adoption near their college)
- Service Internships (3 month Social internships) with Certification
- Short Term Projects ( To be decided by Students)

## **Sports and Culture**

- Fitness Challenge (Yoga/Sports/Fitness)
- Contests (Performing Arts/ Film Making/ Nukkad Nataks, etc.)

## **Personal Well-Being**

- Youth Empowerment and Skills (YES!+) Workshops
- Motivational Speaker Series by Eminent Speakers
- Meditation and Yoga Workshops

## **Life-readiness**

- Soft Skills Building Workshops
- Sessions on our rights and responsibilities
- Know Your Civic Quotient
- Stress Free Exams

## **Pan-Mumbai Events**

- City-Wide principals conclave
- Student Festival of all Youth Clubs.

## **Counseling Cell**

- Helping Students to come out of abuse of Drugs

## **Happiness Index of the College**

- Conducting Happiness Surveys of the College
- Survey Projections showing the before & after results because of SORT CLUBS

Are to



**1. Date of Effect:**

This Memorandum of Understanding will come into effect on the date of signature and will remain in force until either side delivers written notification to the other of its intention to terminate the Memorandum, in which case it will terminate 60 Days after the receipt of such a notification.

**2. Modification:**

The MOU may be amended in writing by mutual consent between the two Partners.

**3. Confidentiality:**

Absolute confidentiality of the information exchanged between the Partners concerning the subject matter of this MOU shall be strictly maintained.

**8. Termination:**

Either Partner may, without any termination obligations and liability, terminate this MOU for any reason by providing notice in writing of at least 60 days to the other Partner. Before such termination, the Educational Institution will clear off all money-dues to VVKI

**9. No Legal Obligations:**

The Partner and Institute agree that provisions contained in this MOU do not create any legal obligations between The Partner and Institute, save for the confidentiality provisions and Termination provisions in this MOU.

**10. Exclusivity:**

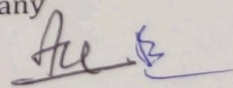
During the subsisting of this MOU, The Instiute is precluded from having similar arrangements with any other person or third party.

**11. Assignment:**

This MOU cannot be assigned to any third party, without the prior written consent of the other Party.

**12. Limitation of Liability:**

Except for claims that may arise pursuant to Confidentiality and termination clauses, in no event shall either Party ( The Partner of The Institute) be liable to the other for any





damages including, without limitation, direct, speculative, indirect, incidental, special or consequential damages in connection with this MOU.

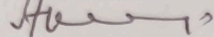
**13. Governing Law and Jurisdiction:**

This MOU shall be governed by and construed in accordance with the laws of India and subject to Mumbai jurisdiction.

**SIGNATURES:**

Signed, on the \_\_\_\_\_

For Vyakti Vikas Kendra India (VVKI MAHARASHTRA APEX BODY)

Sign: 


Name: **AJIT KUMAR CHAUDHRY**

Designation:

(Trustee / Authorised Signatory)

(Witness)

For Ghanshyamdas Saraf College of Arts & Commerce run by  
(Rajasthani Sammelan Education Trust)

Sign: 

Name: Secretary Governing Council, Trustee

Designation: Shri Kailash Parasarampuria

(Trustee / Authorised Signatory)

(Witness)



## Memorandum of Understanding (MoU)

This Memorandum of Understanding (MoU) entered into on this 15<sup>th</sup> day of October 2018, at Mumbai.

Between

**Rajasthani Sammelan Education Trust** a registered society having its office at REST Campus, S.V.Road, Sunder Nagar, Malad (west), Mumbai, Maharashtra 400064, a society running several educational institutions and courses of University of Mumbai, through its constituent college Ghanshyamdas Saraf College hereinafter (referred to as "**GSCC**" hereafter) represented by the trustees of the society which expression shall unless repugnant to the context, mean and include its successors and assigns of the One Part,

And

**FINPLAN In**

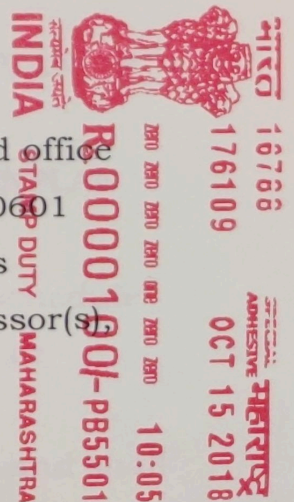
**ternational Education**, a registered Institution having its registered office at, Vardhaman Estate, Gokul Nagar, Thane (west), Maharashtra 400601 (referred to as "**FINPLAN**" hereafter), which expression shall, unless repugnant to the context or meaning thereof shall include its successor(s) administrator(s) or permitted assigns), of the SECOND PART.

For THE KAPOL CO-OP. BANK LTD.

Authorised Signatory

D-5/STPM/C.R. 1061/07/05/1997-2000

The Kapol Co-operative Bank Ltd.,  
Malad Branch, Kapol Wadi,  
Marve Road, Mumbai-400 064.





## Cooperation between the Parties

**GSCC** and **FINPLAN** together will give assistance and training to students for Professional programs for empowering undergraduate and Graduate youth aspiring for career growth.

### 1. Responsibilities of FINPLAN

- FINPLAN is responsible for arranging faculty members.
- FINPLAN is responsible for conducting lectures for students enrolled.
- FINPLAN is responsible to give I-Cards and study materials for students.
- FINPLAN is responsible for evaluation of assignments submitted by the students.
- FINPLAN is responsible for assistance in placements.
- FINPLAN shall collect the application forms from the students.

### 2. Responsibilities of GSCC:

- GSCC will work together with FINPLAN to assist and guide students for above programs and furthering their career in Finance, Accounting and Information Technology & Entrepreneurship. GSCC will also permit to put up publicity banners, if required in their premises.
- GSCC is responsible to provide the infrastructural facilities for students to attend the courses undertaken by FINPLAN.
- GSCC will provide necessary guidance and support to FINPLAN for career guidance of the students.
- GSCC would recommend Programs and Qualification Of FINPLAN Institute to their existing students.
- GSCC will provide classrooms to FINPLAN for the Lecture schedule as mutually decided for the Courses conducted at the College premises.
- GSCC shall collect the Tuition Fees only from the students and shall



provide the agreed share to FINPLAN, not exceeding 7<sup>th</sup> day of next month for the Tuition fees received in the respective month.

### 3. Requirements of FINPLAN:

#### A. Infrastructural Facilities

- a) A classroom.
- b) A suitable cabin for accommodation of two person viz. Table or Desk and Chair for giving the information of the programs to the students.

#### B. Promotional activities

**Display and Awareness** – Display of the program within the college premises and awareness activities through the medium of conducting seminars within different classrooms.

#### C. Admissions & Fee Structure

##### a) Admissions

There will be a centralized system for Registration with respective Institutions / Bodies which shall be done by FINPLAN.

##### b) Batch Size and Timing

The batch size of minimum 30 - 40 students per classroom.

##### c) Study Material

FINPLAN will provide study material and I-Cards to the students. The I Cards shall bear the name and LOGO of GSCC as well as FINPLAN. Where lectures are conducted at GSCC, students will be using the College ID



#### d) Fees Schedule

Qualifications	Modules	ACCA Registration #	Total Tuition Fees (Excluding GST) *	Total Exam Fees #	Books Fees #	Annual Subscription #
CA - Diploma in Accounting & Business (DAB)	3	3000	45000	24000	7800	9500 p.a.
CCA - Certified Accounting Technician (CAT)	5	-	85000	44000	13000	9500 p.a.
Adv. Diploma in Accounting & Business (ADAB)	9	-	165000	84000	23400	9500 p.a.
Qualification of Chartered Certified Accountants (ACCA)	13	-	301000	144000	38400	9500 p.a.
Entrepreneurship Development Program (EDP)	16	-	210000	130000	20000	-
IBM – Big Data Analytics	2	-	25500	15600	3000	-

(\*) marked is the Tuition Fees which is to be shared between both the respective parties as per the agreed Revenue Share

(# & Italic Font) marked are the Statutory Fees paid to the respective Institutions / Bodies directly and are also subject to fluctuation of Foreign Currency rates

#### e) Faculty

Trained and professional faculty would be appointed by FINPLAN. The scheduling of lectures would be the responsibility of FINPLAN.

#### 4. Revenue Sharing

FINPLAN will collect the fees and applicable GST or any other taxes from students. The schedule of collection shall be as per mutual understanding with GSCC.

The revenue would be shared in the ratio of **75% (FINPLAN):25% (GSCC) on tuition fees only**. FINPLAN shall be entitled to 100 % all other fees on accounts of study material and other heads. RSET being parent body of GSCC shall raise invoice on 1<sup>st</sup> day of each month in respect of the amount due to them based on collection in the earlier month. This invoice shall be paid by within 15 days of the presentation of the invoice. Amounts due to GSCC shall be subject GST and other taxes as applicable from time to time and shall be liable to TDS at applicable rates.

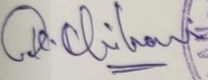


The interpretation of this MoU and any amendment hereto shall be governed by the laws of India.

Any controversy or claim arising out of or relating to this Agreement including any dispute as to its existence, subsistence, interpretation, validity or breach thereof, shall be settled by arbitration by a Sole Arbitrator acceptable to both the parties.

In Witness, Whereof the Parties hereto have signed this MoU.

For and on behalf of

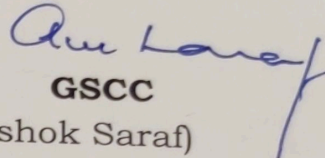
  
**FINPLAN**  
(Mr. Kashish Khilnani)



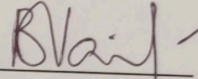
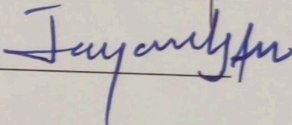
In the presence of

1. \_\_\_\_\_
2. \_\_\_\_\_

For and on behalf of

  
**GSCC**  
(Mr. Ashok Saraf)

In the presence of

1. 
2. 





**TECHNOSERVE**

BUSINESS SOLUTIONS TO POVERTY

This document constitutes a Memorandum of Understanding (MoU) between **Ashwattha Advisors Private Limited (AAPL)** and **Ghanshyamdas Saraf College of Arts & Commerce**.

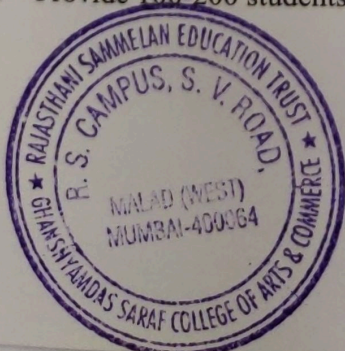
#### **Background**

**Ashwattha Advisors Private Limited (AAPL)**, which is a wholly-owned subsidiary of TechnoServe Inc. is conducting a "Youth Employability Program" for enhancement of employability and workplace skills for deserving youth.

1. In this connection, AAPL intends to be associated and work closely with **Ghanshyamdas Saraf College of Arts & Commerce** to conduct employability training and career counseling sessions for the final year college students. This will include activities through the year, till students are placed 10-12 months after their final year examinations. Features of the program are as follows:
2. 100-hour program including Personal effectiveness (goal setting, interpersonal relationships), Personal Finance, Professional effectiveness (how to choose right career option, how to apply for job, tools-CVs, cover letter- etc.), Business communication (effective communication with co-workers and customers), Career Readiness (orienting students to jobs matching their skill sets and exposure to a career path) and Work Readiness (Professionalism, Work Ethics, Email Etiquettes, Workplace dynamics - etc)
3. 60 hours of training will be delivered in class and 40 hours of mandatory training will be available to students on TechnoServe's proprietary online learning platform. The program also includes individual student counselling during the program, post training, pre-placement and also post placements.
4. There is no cost for students to attend above mentioned training
5. Each training batch size will be a maximum of 45 students. Sessions of duration 2 hours each to be conducted 5 days/week. Trainings to be conducted for 2 or more batches in one day through one TechnoServe trainer
6. Counselling support is available on training days for providing career guidance to students who are enrolled in this program.
7. Students will be provided a certificate on successful completion of course with a minimum attendance criteria of 90%.
8. Students will be further supported in job linkages and placements from the time of training completion till they are placed i.e. 6-10 months after their training is complete.
9. College is expected to support the successful training and placements of all students, should they take up this service with TechnoServe.

#### **For this purpose, AAPL requires support of the college in the following areas:**

1. Facilitating discussions and engagement with the 2018 current third year degree students and 2017 graduates where feasible. This involves the following:
  - a. Assistance in batch scheduling with ongoing final year classes.
  - b. Support in allocating batches (of 40-45 students approximately) per trainer for optimum utilization of resources and training effectiveness.
2. Infrastructure support for the following:
  - a. Training facility (a training room where 45 students could be trained). Training methodology requires some space in the middle of the room for conducting student activities.
  - b. Space for the career counsellor/ trainer who would be available in college on days of training.
  - c. Availability of classroom to conduct refresher sessions before the pre placement begins in the months of Dec-Feb
  - d. Projector and speakers on need basis, which are required to conduct few video based sessions.
  - e. Require college support to conduct a Parent engagement session in the college premises.
  - f. Provide 100-200 students for training whom TechnoServe will screen.





Upon a request by AAPL for this support, **Ghanshyamdas Saraf College of Arts & Commerce** has agreed to support and provide the appropriate assistance to AAPL, as mentioned below.  
Based on the above, this MOU lays out immediate next steps to be taken by both parties.

**AAPL agrees to -**

1. Conduct Orientation sessions to make students are aware about the program and register their interest.
2. Engage with students and form batches based on selection criteria for conducting the training program.
3. Conduct the Employability Skills training program in College premises.
4. Provide career counselling support to students enrolled in this program.
5. Facilitate further linkages with vocational training partners and employers for interested students.
6. Bi weekly placement reports and monthly placement reports of students linked to job opportunities will be provided to the college once placement activities commence.
7. Helpline facility will be provided to the students to address their queries during training, post training and post placement.

**Ghanshyamdas Saraf College of Arts & Commerce agrees to -**

1. Make classroom(s) available to train students in batches of 40-45, which should be ideal to cover 2 batches per day. If more students express interest for this period, we may create another batch after this batch. The classroom should be equipped with board and AV system when required.
2. Make table space available for career counseling.
3. Providing one contact point who could be approached for any support (student engagement) related to this program.
4. This MOU is neither a contract, nor is it legally binding in any way, nor does it commit any financial expenditure from or for either party.

Signed: \_\_\_\_\_

Name: Punit Gupta  
Country Director,  
TechnoServe

...../...../2018



Signed: \_\_\_\_\_

Name: Bhavana Vaidya  
Principal,  
Ghanshyamdas Saraf College of Arts &  
Commerce

.01.../...10.../2018



Date: 4<sup>th</sup> February 2019.

Principal,  
College Arts, Science & Commerce,  
Mid-W.

Subject: Skill based CSR – Funded training program in Financial Markets Sales & Operations.

tings from BSE Institute!

**Background:**

BSE Institute Ltd ([www.bsebti.com](http://www.bsebti.com)) is a 100% subsidiary of the Bombay Stock Exchange Ltd. (BSE Ltd.) and a leader in financial education. It currently offers close to 100+ short term professional courses, 6 undergraduate skill courses and 5 master level post graduate courses. It also supports universities from across the world including USA, UK, Canada, Australia, Singapore, Germany, New Zealand, and Israel in academic programs, student exchanges and research.

**Opportunity:**

India is emerging as a global hub for banking back-office operations. The 25+ global banks with back-offices are expected to recruit 1,25,000 people in the next 3 to 4 years, additionally there are more 50+ organizations that work for various international banks to handle their back office operations. Although these back-offices or BFSI – ITES companies offer a significantly higher starting salary of INR 15,000 – 20,000 per month to graduates, compared to an average monthly salary of INR 10,000 for an entry level job in an Indian Private Company, they face a challenge finding candidates with the right skills.

Recent estimates show that less than 20% graduates are employable and in context of BFSI these numbers are far lesser due to lack of skills and knowledge.

To address this skill gap BSE Institute has designed a skill based training program which help graduates and employed youth to learn the skillsets that are required for them to get a job in the Financial Market. This program "Certificate Program in Financial Markets-Sales & Operations" envisages bridging this skill gap and enabling students to pursue opportunities in financial markets.

Further this is a CSR funded program, students only pay a marginal commitment amount of Rs.2000 only.

Inc. G.S.T.

*[Handwritten signature]*

A wholly owned subsidiary of BSE Limited



opose to partner with your esteemed organization for conducting the training program as per the mentioned schedule;

Start Date: 8<sup>th</sup> February 2019 (Friday) (Tentative.

Duration: 3.00 hours a day

Days: Mon – Sat ( 6 days a week )

Time: 10:30 am to 1:30 pm

Total Duration: 100 Hours

Total Duration in Months: 1 Month

**e's/Institute's Deliverables:**

Classroom Capacity: 30-40 seating capacity

Desks and Chairs for students

Seating Style: Classroom Style

Desk and Chair for the Facilitator

Projector

Laptop/Computer with internet connectivity

To designate a coordinator for conducting classes.

**stitute's deliverables:**

Faculty for conducting the batch.

Books, Bags and related handouts

Scheduling of classes.

To provide required support for conducting the program.

Placement opportunities after graduation, with organizations engaged to offer various financial

Services subject to candidate completing graduation with a minimum of 50%

Certificate of program completion post placement of the candidate (self-placed candidates will have to furnish their offer letter to avail the certificate)

proposes to pay Rs.500/- per student to the college for making available the above mentioned facilities.

ng forward to a positive response.

n Regards,

SE Institute Limited

horized Signatory

*Jayant*

**I/C PRINCIPAL**

Rajasthani Sammelan Education Trust  
Ghanshyamdas Saraf College  
Of Arts & Commerce

A wholly owned subsidiary of BSE Limited



# Memorandum of Understanding

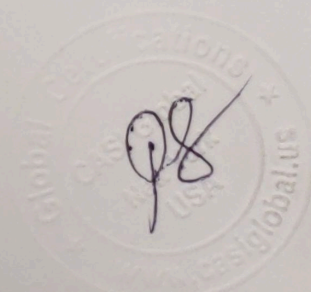
Parties	CASI Global, New York	Ghanshyamdas Saraf College of Arts & Commerce
Represented by	Paresh Sheth Prof. (Dr.) Member of the Board CASI Global, New York <a href="http://www.casiglobal.us">www.casiglobal.us</a> <a href="http://www.casiexams.com">www.casiexams.com</a>  <a href="mailto:pareshsheth@indus1advantage.com">pareshsheth@indus1advantage.com</a> <a href="mailto:paresheth@yahoo.co.in">paresheth@yahoo.co.in</a> +919820608727	Prof. Bhavana Vaidya I/C Principal <a href="http://www.rset.edu.in">www.rset.edu.in</a>  <a href="mailto:gsccl@rajasthan.org.in">gsccl@rajasthan.org.in</a>  +912266812350
CC	Office of the Secretariat, CASI Global, New York <a href="mailto:secretariat@casiglobal.us">secretariat@casiglobal.us</a>   <a href="mailto:casi.newyork@yahoo.com">casi.newyork@yahoo.com</a>	
CC	Ravindra Raul, General Secretary, Mumbai	
CC	Coordinator, CASI   <a href="mailto:coordinator@csrand sustainability.com">coordinator@csrand sustainability.com</a>	
Subject	Memorandum of Understanding between Ghanshyamdas Saraf College of Arts & Commerce & CASI Global, New York to promote the cause & knowledge of CSR & Sustainability	
Validity	This agreement is in effect so long as both parties agree it is mutually beneficial. Either party may end this agreement by 30 day written notice. However both parties agree that students enrolled for CASI certification programs should be handled efficiently in case of such termination.	

This memorandum of understanding is entered into on this 18<sup>th</sup> day of Sept, 2018.

M/S CASI Global having its registered office at 333 east, 46<sup>th</sup> Street, # 1D, New York, 10017, USA. (hereinafter referred to as "CASI", which expression shall, unless repugnant to the context and meaning thereof, include its successors and permitted assigns), party of the first part, represented through Prof. (Dr.) Paresh Sheth, The Director

And

Ghanshyamdas Saraf College of Arts & Commerce an Institute having its registered office at Rajasthani Sammelan's Educational Complex, S. V. Road, Malad (West), Mumbai - 400 064 party of the second part, represented through Prof. Bhavana Vaidya the Principal/ Director of the Institute;





### Role of CASI

1. To support the institute in its endeavor to promote the cause and knowledge of CSR & sustainability.
2. To introduce the institute to CASI Office Bearers and enable interaction.
3. To guide and encourage young generation to study and adopt CSR, Sustainability & related strategies.
4. To reach out to every students at the institute through an orientation at no cost to the institute.
5. To upload the name and logo of the institute on its brochure / website / communication material as its Partner in progress.

### Details on CASI exams for Students at the institute

1. CSR & Sustainability will be a part of the core curriculum (Optional).
2. Interested students will enroll for CASI certifications; these are online exams but may be conducted as offline since every student will be enrolled for the same.
3. Marks scored by students in the CASI exams will be presented as marks in the report card (Optional)
4. CASI global will also issue regular certificates in addition to the above.
5. 20%(Twenty percent) revenue will be shared with the college.

**For Ghanshyamdas Saraf College  
of Arts & Commerce**

*Bhavna Vaidya*

**Prof. Bhavana Vaidya**  
I/C Principal  
Ghanshyamdas Saraf College  
of Arts & Commerce

Stamp / Seal:



**I/C PRINCIPAL**  
**Rajasthani Sammelan Education Trust**  
**Ghanshyamdas Saraf College**  
**Of Arts & Commerce**

**For CASI Global**

*Paresh Sheth*

**Paresh Sheth Prof. (Dr.)**  
Member of the Board  
CASI Global, New York





## Memorandum of Understanding

Parties	CSR Diary	Ghanshyamdas Saraf College of Arts & Commerce
Represented by	Mitez Sheth, Ph.D. Chief Volunteer <a href="http://www.csrdiary.com">www.csrdiary.com</a>  <a href="mailto:mitesheth@gmail.com">mitesheth@gmail.com</a> <a href="mailto:ceo@csrdiary.com">ceo@csrdiary.com</a> +919833570282	Prof. Bhavana Vaidya I/C Principal <a href="http://www.rset.edu.in">www.rset.edu.in</a>  <a href="mailto:gscs@rajasthani.org.in">gscs@rajasthani.org.in</a>  +912266812350
CC	Office of the Secretariat, CASI Global, New York <a href="mailto:secretariat@casiglobal.us">secretariat@casiglobal.us</a>   <a href="mailto:casi.newyork@yahoo.com">casi.newyork@yahoo.com</a>	
CC	CASI Global, General Secretary, Mumbai	
CC	Coordinator, CASI   <a href="mailto:coordinator@csrandsustainability.com">coordinator@csrandsustainability.com</a>	
Subject	Memorandum of Understanding between Ghanshyamdas Saraf College of Arts & Commerce and CSR Diary to promote student volunteering	
Validity	This agreement is in effect so long as both parties agree it is mutually beneficial. Either party may end this agreement by 30 day written notice. However both parties agree that students enrolled for volunteering programs should be handled efficiently in case of such termination.	

This memorandum of understanding is entered into on this 18<sup>th</sup> day of Sept., 2018 between:

**M/S CSR Diary** having its office at 138, Ecstasy, City of Joy Commercial Complex, Mulund West, Near east west flyover, ACC Road, Mumbai, Maharashtra, India 400080 (hereinafter referred to as "**CSRDI**", which expression shall, unless repugnant to the context and meaning thereof, include its successors and permitted assigns), party of the first part, represented through **Dr. Mitez Sheth, Chief Volunteer**

And

**Ghanshyamdas Saraf College of Arts & Commerce** an Institute having its registered office at **Rajasthani Sammelan's Educational Complex, S. V. Road, Malad (West), Mumbai - 400 064**, party of the second part, represented through **Prof. Bhavana Vaidya** the Principal/ Director of the Institute;

CSR Diary & Ghanshyamdas Saraf College of Arts & Commerce are hereinafter jointly also referred to as the "Parties" and individually as a "Party", as the case may be.





**SSB-Institute**

For Central and State Govt Exam

MSME Registered Trust

**MORANDUM OF UNDERSTANDING BETWEEN (GHANSHYAMDAS SARAF COLLEGE OF ARTS AND COMMERCE) and (SSB INSTITUTE FOR CENTRAL AND STATE GOVERNMENT EXAM)**

Mumbai  
21/08/2018

MoU has been signed on this 21<sup>ST</sup> of August 2018 between (GHANSHYAMDAS SARAF COLLEGE OF ARTS AND COMMERCE) & (SSB-INSTITUTE FOR CENTRAL AND STATE GOVERNMENT EXAM), duly signed by Shri ....., an authorized representative of (GHANSHYAMDAS SARAF COLLEGE OF ARTS AND COMMERCE). (Which expression and includes their legal heir, administrator etc.) as party one PART AND BY Shri SUKRUT SANJIV BHUSHAN, DIRECTOR, an authorized representative of (SSB-INSTITUTE FOR CENTRAL AND STATE GOVERNMENT EXAM) (which expression and includes their legal heir, administrator etc.) as party two part.

**USE ARE AS FOLLOWS**

1. As discussed, the First batch will be UPTO 60 students which would commence as per date finalized by college management and staff members.
2. The commercials as decided will be 3000/- per students, which will be collected by the college management.
3. The 75% of the fees collected will be shared to the Institute after the course completion.
4. Certification of Completion of Course will only be issued to all students post 3 months and only after the payment towards the institute is made in full.
5. Schedule of the course will be shared to students
6. Lecture will not be cancelled or postponed for any reasons unless and until the problem is unavoidable or if management decides to give an off.
7. Student's data will not be taken on any account during the course or no group will be created.
8. Students will not be contacted unless and until students call for doubt clearing.
9. All documents related to Institute – MSME registration, PAN Card Number, Owner details etc will be provided once the agreement is signed between the two parties.

We hope to have a long relationship with you and looking forward for the best service from our end to students.

**For SSB Institute**

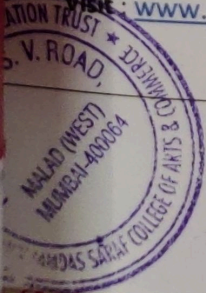
**Proprietor**

**Sukrut Bhushan**



Head office – Office Space 24, Ground Floor, Bhavani Shankar Road, King Krest Building, DADAR West, Mumbai-400028.  
Goregaon Address - 12, Rd Number 2, Jay Prakash Nagar, Opp. Railway Station, Goregaon East, Mumbai-400063.  
Visit : [www.ssb institute.org](http://www.ssb institute.org) OR write to us : [sukrut.bhushan@ssbinstitute.in](mailto:sukrut.bhushan@ssbinstitute.in) / [counsellor@ssbinstitute.in](mailto:counsellor@ssbinstitute.in)

Call us on : 022 60502666 / 9819 107 882 / 8302 655 216



**I/C PRINCIPAL**  
**Rajasthani Sammelan Education Trust**  
**Ghanshyamdas Saraf College**  
**Of Arts & Commerce**





# Skill Development and Vocational Training Institute of India

## MOU FOR AUTHORISED TRAINING CENTER

Date : 29/9/17

Madam / Sir

Confirm Authorised Training Centre (ATC) Affiliation to Ghanshyamdas Saraf, on the  
ing Terms & Conditions. College of Arts and Commerce

### Sign - up Amount and Term

The initial sign - up amount is Rs.10,000/- (INR Ten Thousand Only ) for a period of Two Years from the date mentioned on affiliation certificate.

### Renewal

The renewal fees would be 50% of the initial sign-up amount. The renewal will be on the basis of performance and will be at the discretion of the Skill Development and Vocational Training Institute of India (SDVTII).

### Authorization

You shall be authorized to conduct and offer training for all the Skill Course at your affiliated center (location) as mentioned in the course prospectus attached with this letter.

### Counseling & Marketing Training Program

You shall be entitled to get trained one counselor and one sales person (total two persons) for the method to sell the courses at your Center. You will be informed the schedule in advance for the same. You or your authorized person should come to the venue at the specified date and time. If he / she miss the training the company will not be liable to conduct such training again.

### Course Delivery & Curriculum

You will have to deliver the Skill courses in professional and competent passion by a competent instructor at authorized location.

### Brochures

You will be given as many brochures as you indent (In a lot of 25 Nos minimum ) as and when you require for distribution amongst prospective students at applicable cost. New designs and materials would be available from time to time and would be provided to you subject to availability of stocks.



**Certificates**  
You have to conduct the internal examinations at your center and submit the papers for moderation to the Course Directors of SDVTII. Online/Offline examination of students will be conducted by SDVTII. On the basis of internal examination and online/offline examination the student will be awarded Certificates.  
**Online/Offline Examination :** you have to enroll all your student by registration procedure and paying the examination fees Rs. 500/- per student with SDVTII and conduct the examination as per the schedule given by SDVTII.

### **Inspection and Tests**

We will conduct such inspection and tests as may be required of our records and Center to ensure quality control and details of courses being conducted, students who have attended and such other issues.

### **Promotion**

You shall promote All Skill Course in every manner as possible. You should take care that the promotion of Skill Course would carry the name and logo of Skill Development and Vocational Training Institute of India(SDVTII).

### **Disabilities**

You shall not copy and sell / distribute any Skill Course ware or other material in any manner and shall also inform us of any such activity that may come to your knowledge. You shall also not use the Affiliation received from Skill Development Vocational Training Institute of India for purposes other than those mentioned herein. You shall promote in every manner, and not harm in any manner, the interest of Skill Development and Vocational Training Institute of India and Affiliation.

### **Term**


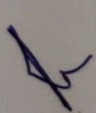
The term of this Agreement will be Two Years from the date of signing and may be renewed as per the point no. 2. It may, however be terminated earlier by either of us with a 60 days' notice in writing to either parties. In case of termination from your side you have to present us the course completion letter of all the students you enrolled during the MOU period , if students course is incomplete you have to complete the same for smoothening the termination procedure.

**Financial Term:** Charges of SDVTII will be as follows:

- ) Rs. 10,000/- as initial affiliation fees
- ) Rs. 500/- per student as examination and certification charges
- ) 60% of gross collection as support charges to SDVTII.
- ) For government recognized training NSDC partner will charge 60% Support Charges and 40% will be transferred to the college.

### **Changes**

Skill Development and Vocational Training Institute of India Reserves the right to make changes in the terms of this Agreement at any time on intimation to you in advance.





# Jurisdiction

This MOU is subject to Mumbai Jurisdiction only.

## Affiliated Center Details

Name of Institute

Center location / Address

(Use Rubber Stamp)

Name

Mobile

Residence

Fax

Jayant Apte

9821125965

Ghanshyam das Saraf College of  
Arts & Commerce RSET Campus, S.V.  
Road, Malad (W), Mumbai - 400064

I am glad to confirm you as our Authorised Training Center on the above terms.  
You and we wish a long and beneficial relationship with you.

Development and Vocational Training Institute of India

Champanaut

Authorized Signatory  
(Signature & Stamp)



Date : 29/9/17

I agree to the above and request you to confirm us as your Authorized Training Center with immediate

Dr Jayant Apte	Jayant Apte	29/9/17 Mumbai
Name of the Head of the Firm	Signature and Stamp	Date and Place
Dr. ANJU BOHRA	Anju	29/9/17 Mumbai
Name of the Centre Manager	Signature and Stamp	Date and Place

R



**Memorandum of Understanding  
Between**

**Ghanshyamdas Saraf College, Mumbai**

**&**

**ISDC**

**(International Skill Development Corporation)**



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into at Mumbai on this, 11<sup>th</sup> day of March in the year 2016.

### **BETWEEN**

**ISDC Projects India Pvt Ltd**, trading as ISDC - International Skill Development Corporation, and having its Regional Office at Lakshmi Narayan Complex, Palace Road, Vasanth Nagar, Bengaluru, Karnataka - 560052; hereinafter referred to as the FIRST PARTY.

### **AND**

**Rajasthan Sammelan Education Trust's, Ghanshyamdas Saraf College** (hereinafter referred to as "Ghanshyamdas Saraf College") is affiliated to Mumbai University, and recognized by the University Grants Commission is a highly regarded Co-educational institution having its premises and office at R. S. Campus, S V Road, Malad (West), Mumbai 400064, Maharashtra, India; hereinafter referred to as the SECOND PARTY.

Both parties as above have expressed a desire of entering into a Memorandum of Understanding to meet their respective objectives, which are set out herein below.

### **WHEREAS**

- a. The First Party - ISDC, a Skill Development Company having expertise in Professional and Vocational Education and is a leading learning provider of ACCA (Association of Chartered Certified Accountants), Professional Business & Finance Qualification having the head



offices in UK, is interested in associating with the Second Party to provide ACCA qualification training to the Students Enrolled with the Second Party.

- b. The Second Party on its part is interested in associating with the First Party to provide the premises of the **Ghanshyamdas Saraf College** for conducting the above ACCA training managed by the First Party to the students of the Second Party.
- c. The purpose of this Memorandum of Understanding is to set forth the terms and conditions under which the Parties to this understanding shall conduct themselves during the subsistence of the Memorandum.

This Memorandum of Understanding ("MOU") is not, and is not intended to be, legally binding except as specifically set out below.

1. The Second Party shall support in providing to the First Party the building / class rooms of the **Ghanshyamdas Saraf College** free of rent for the purpose of conducting training for the ACCA qualifications managed by the First Party. (Projector and a system is required for all papers as E-materials are shared with the students and the faculties).
  - Papers - F2, F3, F5, F6, F7, F9 and P2 requires 50 - 60 hours of training.
  - Papers - F1, F4, F8, P1, P3, P4 and P5 requires 40 - 50 hours of training.
2. The First Party can use the name of the **Ghanshyamdas Saraf College** as the place of conduct of its tuition in advertisements and other modes of communications.
3. The ACCA qualification will be clubbed with the regular B.Com / BBM / BBA / M.Com / MBA programs of the **Ghanshyamdas Saraf College**. The Promotion of the said programs has to be taken care jointly by the parties.



4. All responsibilities regarding registration of the students with ACCA, conduct of course and examination should be dealt with by the First Party. The students have to follow the Rules and Regulations of ACCA to appear the examinations.
5. The validity of this MoU is Three Years from the date of commencement of classes/training and it will be renewed after Three Years.
6. The Second Party is not entitled to associate with any other person or company to provide ACCA training during the period of this MoU.
7. The Second Party can not only admit students from **Ghanshyamdas Saraf College** but also from other Institutions / Universities or Colleges on mutually agreed fees.
8. The First Party shall provide the details of Training Schedule in advance to the Second Party at the time of commencement.
9. The complete list of tutors of the course shall be provided to the Second party by the First Party. Changes in tutors, if any, shall be communicated by the representative of the First party to the Second party immediately.
10. The complete list of Enrolled Students of the course shall be provided to the First Party by the Second Party. Changes in Students, if any, shall be communicated by the representative of the Second Party to the First Party immediately.
11. The Second Party will charge INR 10,000/- per paper per student for the Training ie, total of INR 1,40,000/ for 14 papers according to the course plan ; out of that INR 6,400/ per paper per student will be paid to the First Party.
12. The Second Party has to make the Payment against the Invoices raised by the First Party.
13. It is intended that the terms of this MoU will remain in force for an initial period of Three Year set out above, or is otherwise terminated in accordance with the provisions of Clause 14. The MoU can be extended for further periods after the expiry of Three Years upon the parties mutually agreeing such extension in writing. The terms of this Memorandum may be modified at any time by both parties on mutual consent.



14. Either party shall be entitled to terminate the MOU on 60 days notice. The MoU will automatically terminate :
- If either party becomes insolvent or is subject to a change of control;
  - Any potential Binding Agreement would be unenforceable, void or illegal due to any statutory or regulatory requirements; or
  - Terminates any Binding Agreement for cause.
  - In the event of the termination of the agreement, the First Party agrees to complete the existing batches on agreed terms.
15. All intellectual property created by a party in connection with the Collaboration shall remain the property of that party. The parties agree that any material jointly created by the parties for the Collaboration shall be jointly owned (in equal proportions) by the parties, unless otherwise agreed in writing.
16. Where the Collaboration reasonably requires the use by one party of intellectual property that is owned by the other party (the **"IPR Owner"**), the IPR Owner will licence such rights to the other party on a non-exclusive basis, without the right to sub-licence, solely for the purpose and to the extent necessary in connection with the collaboration. Any such licence will automatically terminate when the MoU is terminated.
17. For the purposes of this MoU, **"Confidential Information"** shall be all information of a confidential nature (whether written or oral) concerning the business and affairs of either party which is obtained or received as a result of the discussions leading up to, the entering into or the performance of this MoU, including financial information, training & learning material, trade secrets, College lists, trade and commercial details and computer software and databases, the contents of all reports and documentation prepared by either party or on its behalf and any other information of a confidential nature designated by a party as confidential;



Each of the parties shall at all times while this MoU remains in force and after it has terminated, keep confidential the Confidential Information except where :

- The Confidential Information was already lawfully known, or became lawfully known to either of the parties independently;
- Disclosure or use is necessary by either of the parties (including their employees, agents and sub-contractors) for the proper and effective performance of this MoU;
- Disclosure is required by law to any government, governmental department, agency, regulatory or fiscal body or authority (whether national or foreign) and their authorized agents (including professional advisers);
- The Confidential Information is disclosed, in the case of ISDC, to another member of the ISDC group of companies;
- Each party undertakes to the other that it will not disclose or make use of, for its own benefit, any of the Confidential Information of that other party.

18. All disputes and differences of any kind whatever arising out of or in connection with this MoU shall be referred to the arbitration, and the final decision of an arbitrator jointly appointed by both the parties to be agreed upon and appointed by both the parties, or in case of disagreement as to the appointment of a single arbitrator, two arbitrators, one to be appointed by each party and if there are two arbitrators, they shall before taking upon themselves the burden of reference appoint a third arbitrator who shall act as Presiding Arbitrator. This submission to



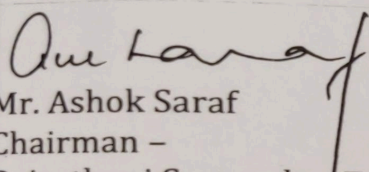
the arbitrators shall be deemed to be a submission to arbitration within the meaning of the **Arbitration and Conciliation Act, 1996**, or any statutory modification thereof. The award of the arbitrator or arbitrators as the case may be, shall be final and binding on the parties.

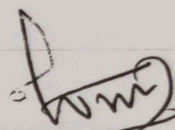
19. In case of any disputes not settled due to arbitration it will be subject to the courts of Mumbai Jurisdiction.

Each party hereby confirms its agreement to the terms contained in this MOU on this 11th day of March, 2016.

On behalf of **Ghanshyamdas Saraf College**

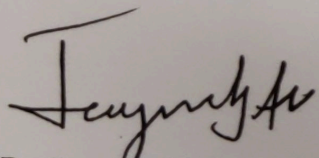
On behalf of **ISDC**

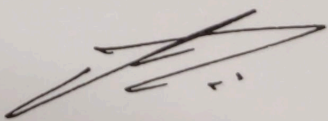
  
Mr. Ashok Saraf  
Chairman -  
Rajasthani Sammelan Education Trust

  
Mr. Tom Mannapurathu Joseph  
Head - Strategy (Key Markets)  
ISDC

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed as of the first date set forth above. On this 11th day of March 2016.

Witness:

  
Dr. Jayant Apte  
Vice Principal  
Ghanshyamdas Saraf College

  
Mr. Chetan Kantharia  
Asst. Manager - Strategic Relations  
ISDC



## **Memorandum of Understanding**

**Between**

**Rajasthani Sammelan Education Trust's  
Ghanshyamdas Saraf College, Mumbai,  
Maharashtra**

**And**

**Association of Chartered Certified Accountants**



**THIS MEMORANDUM OF UNDERSTANDING** (hereinafter referred to as "**MoU**") is made this 11<sup>th</sup> of March, 2016

Between the following Parties:

**Rajasthani Sammelan Education Trust**, Ghanshyamdas Saraf College of R. S Campus, S V Road, Malad (West), Mumbai 400064, Maharashtra, India. (hereinafter referred to as "**Ghanshyamdas Saraf College**");

and

**Association of Chartered Certified Accountants** of Adelphi, 1-11 John Adam Street, London, WC2N 6AU United Kingdom (hereinafter referred to as "**ACCA**"); represented by its Director - Emerging Markets; Ms. Lucia Real Martin

ACCA and Ghanshyamdas Saraf College, shall hereinafter referred to collectively as "Parties" and individually as a "Party")

**WHEREAS:-**

- A. ACCA is a body incorporated by Royal Charter in accordance with the laws of England and Wales. ACCA is the global body for professional accountants and as such, aims to offer business-relevant, first-choice qualifications to people around the world who seek a rewarding career in accountancy, finance and management. ACCA, as at January 2016, has 178,000 members and 455,000 students, who it supports throughout their careers, providing services through a network of 91 offices and centres around the world.
- B. Ghanshyamdas Saraf College is established under Ghanshyamdas Saraf College Act 2013 and notified by Government of State Name, promoted by Rajasthani Sammelan Education Trust, which has over 20 years of Experience in Academic Excellence & Leadership.



- C. The Parties share common and strong interests in advancement of education and holistic learning and affording the opportunity for individuals of ability to pursue globally relevant qualifications to enhance their future career prospects and ultimately to maintain and develop the profession and the wider economy
- D. ACCA and Ghanshyamdas Saraf College recognise that joint collaboration and efforts in exploring opportunities and establishing a cooperative relationship would benefit the Parties and students pursuing qualifications offered by both Ghanshyamdas Saraf College and ACCA.
- E. This MoU sets out below the general framework and intentions of the Parties for collaboration for facilitation of further definitive agreement(s).
- F. In achieving the objectives of this MoU, the Parties shall work on the basis of reciprocity in areas of mutual interest within the parameters of their laws, constitutions, regulations and/or policies.

**NOW IT IS HEREBY UNDERSTOOD** as follows:

**1. Purpose of this MoU**

- 1.1 The purpose of this MoU is to set out the understanding between the Parties without any intention to create legal relations, rather in the spirit of mutual cooperation. Any collaborative ventures that may bind the Parties are subject to separate contractual arrangements.
- 1.2 ACCA and Ghanshyamdas Saraf College will endeavour to assist and support each other in the functioning of this MoU to mutually benefit the Parties, such as to, among others:-
  - a) promoting ACCA's suite of qualifications and the ACCA designation at the campus of the Ghanshyamdas Saraf College to their students (current and prospective)



- b) collaborate with each other to develop specific programmes that create opportunities for students to achieve the ACCA qualifications. Such collaborations shall be agreed by the Parties and form part of further agreements.
- c) disseminating information in collaboration with each other, to students, about the accounting profession and the opportunities available to accounting and finance professionals
- d) joint seminars, conferences, common research projects and publications on ACCA and the accounting profession whilst other forms of co-operation may be arranged by the parties during the period of this agreement
- e) exchanging, by mutual agreement, academic and examination materials to facilitate teaching and training and preparing students taking ACCA examinations
- f) bring together mutual networks of employers to maximise placement opportunities for ACCA students at Ghanshyamdas Saraf College.
- g) promote this collaboration across the Parties' global networks. The scope and content of the promotional activities shall be discussed and mutually agreed by the Parties; and
- h) undertake any other activities that shall be mutually identified and agreed by both Parties at a later stage.

1.2 This MoU shall form the basis of consensus for the Parties to examine the feasibility of the collaboration until such time when any other manner of agreement is entered into by the Parties upon terms and conditions to be mutually agreed upon.



## **2. Responsibilities and agreements of the Parties**

### **2.1 General responsibilities of the Parties:**

- a) The Parties shall use their respective best endeavours to promote and implement the collaboration to the best advantage of the Parties.
- b) The Parties agree that the collaboration shall be undertaken and carried out by the Parties in such manner as may be deemed necessary and appropriate in the circumstances and as the Parties may agree upon.
- c) The Parties shall where feasible utilise their existing and mutual relationships globally and nationally to support further relationships and associations for the benefit of both Parties

### **2.2 Responsibilities and agreements of ACCA**

ACCA shall, with regard to its obligations in respect of the collaboration, offer the following opportunities to Ghanshyamdas Saraf College

- a) providing support to Ghanshyamdas Saraf College faculty and lecturers with relevant train-the-trainer events and support from ACCA learning and content partners
- b) update Ghanshyamdas Saraf College on ACCA research and insights programme and initiatives, including funding opportunities for projects that would be of relevance and interest to the industry, and of beneficial to both Parties;
- c) contributing articles or case studies to be published in ACCA magazines on an annual basis



2.3 **Responsibilities and agreements of Ghanshyamdas Saraf College**

Ghanshyamdas Saraf College shall, with regards to its obligations in respect of the Programmes, be responsible for:

- a) providing platforms for ACCA to promote the ACCA suite of qualifications,
- b) promoting ACCA as its professional accountancy partners of choice
- c) consider the necessary requirements to promote and / or deliver ACCA based programmes at their campuses
- d) sharing business intelligence and networks with ACCA for both Parties' mutual benefit

3. **Costs**

The Parties shall each bear their own costs and expenses incurred in complying with their obligations under this MoU.

4. **Confidentiality**

The Parties agree to keep confidential any information which is disclosed or obtained and which is not publicly available or already known and not to disclose such information to third parties, otherwise than in accordance with the consent of the other party or as required by law or any relevant regulatory authority duty.



- b) collaborate with each other to develop specific programmes that create opportunities for students to achieve the ACCA qualifications. Such collaborations shall be agreed by the Parties and form part of further agreements.
- c) disseminating information in collaboration with each other, to students, about the accounting profession and the opportunities available to accounting and finance professionals
- d) joint seminars, conferences, common research projects and publications on ACCA and the accounting profession whilst other forms of co-operation may be arranged by the parties during the period of this agreement
- e) exchanging, by mutual agreement, academic and examination materials to facilitate teaching and training and preparing students taking ACCA examinations
- f) bring together mutual networks of employers to maximise placement opportunities for ACCA students at Ghanshyamdas Saraf College.
- g) promote this collaboration across the Parties' global networks. The scope and content of the promotional activities shall be discussed and mutually agreed by the Parties; and
- h) undertake any other activities that shall be mutually identified and agreed by both Parties at a later stage.

1.2 This MoU shall form the basis of consensus for the Parties to examine the feasibility of the collaboration until such time when any other manner of agreement is entered into by the Parties upon terms and conditions to be mutually agreed upon.



## **2. Responsibilities and agreements of the Parties**

### **2.1 General responsibilities of the Parties:**

- a) The Parties shall use their respective best endeavours to promote and implement the collaboration to the best advantage of the Parties.
- b) The Parties agree that the collaboration shall be undertaken and carried out by the Parties in such manner as may be deemed necessary and appropriate in the circumstances and as the Parties may agree upon.
- c) The Parties shall where feasible utilise their existing and mutual relationships globally and nationally to support further relationships and associations for the benefit of both Parties

### **2.2 Responsibilities and agreements of ACCA**

ACCA shall, with regard to its obligations in respect of the collaboration, offer the following opportunities to Ghanshyamdas Saraf College

- a) providing support to Ghanshyamdas Saraf College faculty and lecturers with relevant train-the-trainer events and support from ACCA learning and content partners
- b) update Ghanshyamdas Saraf College on ACCA research and insights programme and initiatives, including funding opportunities for projects that would be of relevance and interest to the industry, and of beneficial to both Parties;
- c) contributing articles or case studies to be published in ACCA magazines on an annual basis



**2.3 Responsibilities and agreements of Ghanshyamdas Saraf College**

Ghanshyamdas Saraf College shall, with regards to its obligations in respect of the Programmes, be responsible for:

- a) providing platforms for ACCA to promote the ACCA suite of qualifications,
- b) promoting ACCA as its professional accountancy partners of choice
- c) consider the necessary requirements to promote and / or deliver ACCA based programmes at their campuses
- d) sharing business intelligence and networks with ACCA for both Parties' mutual benefit

**3. Costs**

The Parties shall each bear their own costs and expenses incurred in complying with their obligations under this MoU.

**4. Confidentiality**

The Parties agree to keep confidential any information which is disclosed or obtained and which is not publicly available or already known and not to disclose such information to third parties, otherwise than in accordance with the consent of the other party or as required by law or any relevant regulatory authority duty.



## **5. Validity and Renewal of the MoU**

- 5.1 This MoU is valid and shall remain in effect for three (3) years from the date of this MoU and may be renewed upon the mutual agreement of the Parties, such renewal to be expressly agreed in writing by both Parties before the end of the initial three (3) year period.
- 5.2 Either Party may terminate this MoU by giving three (3) month's written notice to the other Party. Notwithstanding the expiry or the earlier termination of this MoU, the obligations of the Parties in any definitive agreement that is negotiated and executed in accordance with as a legally binding contract shall survive and remain binding on the Parties in accordance with the terms of that agreement.

## **6. Notices**

Any notice or communication between the Parties shall be delivered to the address / sent to the facsimile number or emailed to the following:

### **ACCA**

Address: Head of International Development  
Adelphi, 1-11 John Adam Street, London,  
WC2N 6AU  
United Kingdom  
[indiainfo@accaglobal.com](mailto:indiainfo@accaglobal.com)

### **Ghanshyamdas Saraf College**

Address: Chairman Governing Council  
Ghanshyamdas Saraf College  
RS Campus S V Road, (Malad West,) Mumbai 400064  
[ashok@sarex.com](mailto:ashok@sarex.com)



## **Anti-bribery measures**

7.1 The parties warrant and undertake to each other that they shall:

- 7.1.1 comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the UK Bribery Act 2010 ("the Act") and applicable laws in India;
- 7.1.2 comply with each party's anti-bribery and gifts and hospitality policies as may be amended from time to time. ACCA's policy will be provided to Ghanshyamdas Saraf College on written request;
- 7.1.3 procure that any person who performs or has performed services for or on his behalf ("Associated Person" within the meaning of the Act) in connection with this MOU complies with this part 7;
- 7.1.4 from time to time, at the reasonable request of either party, confirm in writing that he has complied with the undertakings contained in this Part 7 and will provide any information reasonably requested by the party in support of such compliance; and
- 7.1.5 notify each other, as soon as practicable, of any breach of any of the undertakings contained within this Part 7 of which it becomes aware.

7.2 Breach of this part 7 shall be deemed to be a material breach and either party may terminate the MOU by written notice immediately.

## **Variation**

The terms stipulated in this MoU shall not be amended, altered, changed or otherwise modified without the mutual consent of the Parties and such amendments, alterations, changes and modifications shall be made in writing and signed by the Parties hereto.

## **Name and Logo**

Neither Party shall use, nor permit any person or entity to use the name nor logo (or any variation thereof) of the other Party without first obtaining the written consent of the other Party.



### **Non-Binding Nature of the MoU**

The Parties acknowledge and accept that:

- 9.1 This MoU shall not constitute any partnership between the Parties.
- 9.2 Notwithstanding the statements and obligations herein, this MoU shall not create a legal relationship between the Parties, except for clauses 4 (Confidentiality) and 7 (Anti-bribery). The Parties shall not be legally bound until unless a definitive agreement has been negotiated and duly executed by the authorised representatives of Ghanshyamdas Saraf College and ACCA.



## **Mutual Cooperation and Relationship**

- 11.1 The Parties realise that it is not feasible to adequately foresee and address every issue involving the collaboration of the Parties herein. Hence the Parties shall use their best endeavours to realise their expertise in carrying out the steps and measures necessary for furthering their mutual interest under this MoU in accordance with the spirit of good faith, equity, fairness, close cooperation, mutual assistance and if any dispute arises, the Parties shall use their best endeavours to agree upon such action as may be necessary and equitable to remove or resolve the cause or causes of the same.
- 11.2 The parties understand that their reputations are of critical importance and undertake not to take any action, in relation to this MoU or otherwise, which might damage the reputation of the other party.

***(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)***



**IN WITNESS WHEREOF ACCA and Ghanshyamdas Saraf College** hereunto have executed this Memorandum of Understanding on the year and date first above written:

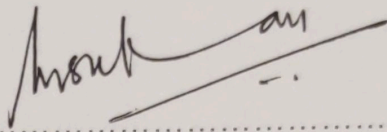
SIGNED BY  
For and on behalf of

In the presence of

**Association of Chartered Certified Accountants**



.....  
**Lucia Real-Martin**  
**Director, Emerging Markets**  
**ACCA**

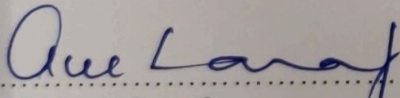


.....  
**Mohammed Sajid Khan**  
**Head of International Development**  
**ACCA**

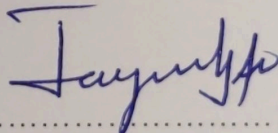
SIGNED BY  
For and on behalf of

In the presence of

**Ghanshyamdas Saraf College**



.....  
**Mr Ashok Saraf**  
**Chairman Governing Council**  
**Ghanshyamdas Saraf College**  
**Maharashtra, India**



.....  
**Dr. Jayant Apte**  
**Vice Principal**  
**Ghanshyamdas Saraf College**  
**Maharashtra, India**