



**SADHU VASWANI MISSION'S  
St. Mira's College For Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)**

**Reaccredited by NAAC- A Grade, cycle 3**

**[ARTS, COMMERCE, SCIENCE,BSc(Computer Science), BBA, BBA(CA)]**

**6,Koregaon Road,Pune-411001. [INDIA]**

**Ph./Fax: 26124846; Email: [office@stmirascollegepune.edu.in](mailto:office@stmirascollegepune.edu.in)**

**1.1.3 Average percentage of Courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the year - 87.37%**

**2019-20**

**Additional Information:**

- List of MOUs signed during the year



*Jayash*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**St. Mira's College for Girls, Pune**  
**(Autonomous-Affiliated to Savitribai Phule Pune University)**

**2019-2020**

**1.1.3 List of MOUs having focus on employability/ entrepreneurship/ skill development offered by the institution *for the years 2019-2020***

<b>Sr. No.</b>	<b>Name of Department signing the MOU</b>	<b>Name of Institution/Industry/Corporate House with whom MOU signed</b>	<b>Duration of MOU</b>	<b>Criteria having Original copy of MOU</b>
1	Sociology	Mitti ke Rang	2 years	C3
2	Business Studies	TISS, Mumbai	3 years	C3
3	Psychology	Ekansh Trust	1 year	C3
4	Psychology	Just Being Centre	1 year	C3
5	Psychology	Arts Sphere, CMTAI(31-04-2019)	1 year	C3
6	Psychology	CMTAI-Artsphere	1 year	C3
7	Psychology	The Music Therapy Trust	2 years	C3
8	Accountancy	Krishna Educare	3 years	C3



*JB*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



SADHU VASWANI MISSION'S  
**ST. MIRA'S COLLEGE FOR GIRLS**  
[An Autonomous College Affiliated to the Savitribai Phule Pune University]  
[ARTS, COMMERCE, SCIENCE, BBA, BCA]  
6, Koregaon Road, Pune - 411001.[INDIA]  
Ph./Fax : 26124846 E-mail : [mira\\_college@yahoo.co.in](mailto:mira_college@yahoo.co.in)

Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No. : 013

## MEMORANDUM OF UNDERSTANDING

Between



Sadhu Vaswani Mission's  
St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)

And

MittiKe Rang

For  
Collaborative internship and social outreach

On  
1<sup>st</sup> August, 2018



**Description of Memorandum of Understanding: Collaboration pertaining to internship and social outreach initiatives.**

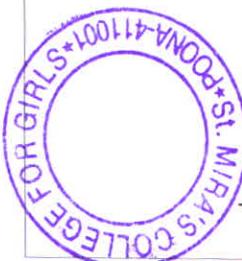
**First Party: St. Mira's College for Girls, Pune.**

**Second Party: MittiKe Rang**

**Signing Date: 1<sup>st</sup> August, 2018**

Approved and accepted for

Approved and accepted for

For St. Mira's College for Girls, Pune	MittiKe Rang
 The Principal	----- Authorized Signatory

Details of the Institution	Details of the Second party
Address: Autonomous (Affiliated to SavitribaiPhule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address:Malwadi, Hadapsar, Pune 411028
Contact Details: Ph./Fax: 26124846;	Contact Details:099227 90240
Email:miracollege@yahoo.co.in	Email:mkr.org.in@gmail.com
Website: <a href="https://www.stmirascollegepune.edu.in">https://www.stmirascollegepune.edu.in</a>	Website: <a href="http://www.mittikerang.org">www.mittikerang.org</a>

**Description of Memorandum of Understanding: Collaboration pertaining to internship and social outreach initiatives.**

**First Party: St. Mira's College for Girls, Pune.**

**Second Party: MittiKe Rang**

**Signing Date: 1<sup>st</sup>August, 2018**

<b>Details of the Institution</b>	<b>Details of the Second party</b>
Address: Autonomous (Affiliated to Savitribai Phule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: Malwadi, Hadapsar, Pune 411028
Contact Details: Ph./Fax: 26124846;	Contact Details:099227 90240
Email: miracollege@yahoo.co.in	Email: mkr.org.in@gmail.com
Website: <a href="https://www.stmirascollegepune.edu.in">https://www.stmirascollegepune.edu.in</a>	Website: <a href="http://www.mittikerang.org">www.mittikerang.org</a>





## **Mitti Ke Rang**

Head Office  
Pune

Phone: 9922790240  
Email: mkr.org.in@gmail.com

### **MEMORANDUM OF AGREEMENT BETWEEN A SOCIAL VENTURE MITTI KE RANG AND DEPT OF SOCIOLOGY, ST. MIRAS COLLEGE**

#### **I. Parties**

The purpose of this Memorandum of Understanding (“MOU”) is to establish a relationship between **Dept of Sociology, St. Mira College for Girls** and **Mitti Ke Rang**

BOTH PARTIES HEREBY enter into this MOU to enable CONTRACTOR to provide said services/program selected in the MOU.

#### **II. Program Sites**

Unless otherwise agreed to in writing by the parties, the College(s) governed by this agreement are the following:

- 1) Project Women.
- 2) Project Reading
- 3) Project Advocacy
- 4) Project Generating Curiosity
- 5) Project Hi tech Community learning resource center

#### **111. Duration**

This MOU is for the Year August 2018 -- April 2020

G.H. Gidwani

By:

Dated: (01/08/2018)

Dr. G.H Gidwani, Principal

St. Miras college for Girls, Pune

amit jain

By: Amit Jain

Co - Founder - Mitti Ke Rang

Dated: 01/08/2018



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Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No. : 013

## MEMORANDUM OF UNDERSTANDING

Between

Sadhu Vaswani Mission's  
St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)

And

Center for Social Entrepreneurship, Tata Institute of Social Sciences(TISS), Mumbai

For  
Incubation Center

On  
28<sup>th</sup> August, 2019



## **Description of Memorandum of Understanding:**

### **Objective**

Both TISS and **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** are working towards supporting startup social ventures/enterprises in India and hence agree to collaborate in a mutually satisfactory form and manner in order to support the creation of a vibrant ecosystem to foster entrepreneurship in the social enterprises space.

**First Party: St. Mira's College for Girls, Pune.**

**Second Party:Center for Social Entrepreneurship, TISS Mumbai**

**Signing Date : 28<sup>th</sup> August, 2019**

<b>Details of the Institution</b>	<b>Details of the Second party</b>
Address: Autonomous (Affiliated to SavitribaiPhule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: Center for Social Entrepreneurship, Tata Institute of Social Science, Mumbai ( <b>TISS</b> ) V N Purav Marg, Deonar, Mumbai 400 088
Contact Details: Ph./Fax: 26124846; Email: <a href="mailto:miracollege@yahoo.co.in">miracollege@yahoo.co.in</a>	Contact Details: 022 25525820 Email: <a href="mailto:SatyajitMajumdar@tiss.edu">SatyajitMajumdar@tiss.edu</a>
Website: <a href="https://www.stmirascollegepune.edu.in/">https://www.stmirascollegepune.edu.in/</a>	Website: <a href="https://www.tiss.edu/">https://www.tiss.edu/</a>



## Memorandum of Understanding

### 1. Parties

This Memorandum of Understanding (“MOU”) is made and entered into by and between **Centre for Women Entrepreneurship (CWE), St.Mira's College for Girls, 6, Koregaon Road, Pune-411001** and **Center for Social Entrepreneurship, Tata Institute of Social Science, Mumbai** (herein referred to as “**TISS**”), which is located at V N PuravMarg, Deonar, Mumbai 400 088.

CWE, St. Mira's College for Girls and TISS are referred collectively as the “Parties” and individually as the “Party”

### 2. Objective

Both TISS and **Centre for Women Entrepreneurship (CWE) St.Mira's College for Girls, Pune** are working towards supporting startup social ventures/enterprises in India and hence agree to collaborate in a mutually satisfactory form and manner in order to support the creation of a vibrant ecosystem to foster entrepreneurship in the social enterprises space.

### 3. Scope

**Centre for Women Entrepreneurship (CWE) St.Mira's College for Girls, Pune** endorses and agrees to partner with TISS, and TISS agrees to accept **Centre for Women Entrepreneurship (CWE) St.Mira's College for Girls, Pune** as a partner. Both parties, subject to fulfillment of the conditions of incubation, agree to:

- 3.1 Refer ventures/enterprises to each other for incubation/mentorship support as and when applicable
- 3.2 Send announcements to one's network to help promote the Business Plan competitions and other events conducted by the other party and allow the other party to put its logo on the website and any other relevant communication material (after seeking necessary approvals), as a knowledge partners to one another
- 3.3 Help each other by referring speakers for the social entrepreneurship related awareness/ promotion/ discussion sessions (seminars, roundtables), as and when necessary

#### 3.4 TISS agrees to:

- 3.4.1 Provide training and guidance on Venture planning, creation including problem articulation, social innovation, social change and social value
- 3.4.2 Support in monitoring and documentation of the good practices and challenges from this venture.
- 3.4.3 Provide access to current social ventures at various locations in India



- 3.4.4 Provide access to the partner NGOs for exposure and guidance
- 3.4.5 Provide access to the funding agencies from our network to the social ventures / enterprises incubated at **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune**
- 3.4.6 The Agreement would facilitate cooperation in the transfer and exchange of knowledge and expertise, sharing of resources, capacity building and training of personnel.

**3.5 Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune agrees to:**

- 3.5.1 Provide training and guidance on business and organizational aspects of the venture such as marketing, branding, financial management, human resource management etc to the Incubateevents through its master trainers/mentors
- 3.5.2 Facilitate funding to the social ventures/enterprises (that fulfil incubation conditions) through its investor network on a case to case basis
- 3.5.3 Provide TISS access to the data, reports etc pertaining to the ventures incubated under this agreement.
- 3.5.4 Allow TISS to visit and study the ventures as the case may be for knowledge creation and dissemination purpose and publish the findings thereof. TISS will keep **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** informed about any such publication.
- 3.5.5 Agrees to take care of travel, stay, food etc for the resource persons as per the TISS travel policies.
- 3.5.6 Allow TISS to report the ventures incubated as part of this joint programme in their database as co-incubatees
- 3.5.7 Support/work jointly in conducting research and impact assessment studies.
- 3.5.8 Work jointly in promoting courses in entrepreneurship, social entrepreneurship or any topic as decided mutually.
- 3.5.9 Work jointly in student exchange, faculty exchange, FDP's etc. programs.

**4. Public Relations**

TISS grants **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** the right to disclose its name on **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** website, to present and prospective members, including but not limited to **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** partners and investee enterprises where it is necessary to disclose and vice versa. Any such communication before release will have to be approved by TISS.

**5. Confidentiality**

**Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** and TISS agree not to disclose any information of a confidential nature received from the other party, including but




not limited to the names/particulars/data of enterprises with which TISS or **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** may be working, business plans and other competitively sensitive information.

## 6. General provisions

### 6.1 . Amendments

Either party may request changes to this MOU. Any modifications, revisions or amendments to this MOU which are mutually agreed upon by both parties shall be incorporated by written instrument, and effective when executed and signed by both the parties to this MOU.

### 6.2. Duration

This MOU shall be valid for three years from the date of signature of both parties and shall continue in force till the end of third year unless terminated by either party upon 30 days written notice to the other party. This MOU can be renewed and the period can be extended by both the parties at the end of the validity period of this MOU.

### 6.3. Governing Law & Dispute Resolution

This MOU shall be governed by the laws of India.

6.4. The Parties shall comply with all applicable state laws and regulations and local ordinances in the performance of the Contract.

6.5. The agency shall adhere to Environmental Protection Act and rules and co-operate with the organization.

6.6. The Parties will provide all possible assistance to each other in optimizing the scope of various avenues that they have agreed to work upon in all the circumstances.

6.7. The Parties will work together to accomplish the objectives, partners will be informed about all the developments for the purposes of program planning and monitoring and evaluating outcomes to ensure the outcome of the programs be effective and for the common good of people.

## 7. Confidential and Non-Disclosure

In carrying out the terms of this MOU, it may be necessary for the parties to provide proprietary data of information to one another. To the extent that such data or information so identified in writing by the disclosing party at the time of the exchange, the receiving party agrees to hold such proprietary information in the strictest confidence for a period of three (3) years from the date of this MOU, and further agrees that, within that period of time, it will not use any such proprietary data or information.



except in connection with this MOU, and will not disclose any such proprietary data or information to any third party, unless authorized in writing by the disclosing party.

The standard of care imposed on the receiving party for such proprietary data or information will consist of a least the same level of effort the receiving party employs to avoid unauthorized use, disclosure or dissemination of its own proprietary matters of similar value and sensitivity. The receiving party shall not be liable for the inadvertent or accidental disclosure of proprietary information, if such disclosure occurs despite the exercise of the same degree of care as such party normally takes to preserve its own proprietary data or information.

#### 8.Signatories

Agreed to and accepted by:

**For and on behalf of, Tata Institute of Social Sciences (TISS), Mumbai**



Signature: **MP Balamurugan**  
Name: Acting Registrar  
Tata Institute of Social Sciences  
Designation: Registration  
Deonar, Mumbai 400088.  
Date: Deonar, Mumbai 400088.  
Tel (O) : 022 2552 5254

**For, and behalf of, Centre for Women Entrepreneurship (CWE), St.Mira's College for Girls**



Signature:  
Name: Dr.Gulshan H Gidwani  
Designation: Principal and Head of Centre for Women Entrepreneurship (CWE)



Date: 28/8/19



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Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No. : 013

**MEMORANDUM OF UNDERSTANDING**

Between



Sadhu Vaswani Mission's  
St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)

And

Ekansh Trust

For  
Academic Collaboration for Certificate course in Disability: Awareness & Inclusion

In  
December, 2019



Description of Memorandum of Understanding: Academic collaboration pertaining to certificate course in Disability: Awareness & Inclusion

First Party: St. Mira's College for Girls, Pune.

Second Party: Ekansh Trust

Signing Date: December, 2019

Approved and accepted for

Approved and accepted for

For St. Mira's College for Girls, Pune	Ekansh Trust, Pune
 G. H. Bidwane Principal St. Mira's College for Girls The Principal	 ----- Authorized Signatory

Details of the Institution	Details of the Second party
Address: Autonomous (Affiliated to Savitribai Phule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: B T Kawade Road, 109 GRAN EXITO, above Axis Bank, Pune, Maharashtra 411001
Contact Details: Ph./Fax: 26124846;	Contact Details: 9503715015
Email: <a href="mailto:miracollege@yahoo.co.in">miracollege@yahoo.co.in</a>	Email: <a href="mailto:info@ekansh.org">info@ekansh.org</a>
Website: <a href="https://www.stmirascollegepune.edu.in/">https://www.stmirascollegepune.edu.in/</a>	Website: <a href="http://www.ekansh.org/">www.ekansh.org/</a>





### **Memorandum of Understanding for the course: Disability: Awareness to Inclusion**

EKansh Trust and St. Mira's College [Autonomous – affiliated to SPPU] agree to collaboratively run the course in January – February 2020, on the following understanding.

- The course will be co-ordinated and run by EKansh Trust in collaboration with St. Mira's College as the certifying body.
- This collaboration is valid for one whole academic year – one batch per term.
- The course is for 30 hours and will be offered for credits to the college students and as a certificate course to students from outside.
- This will be a self-sustaining, no profit, no loss venture.
- If there are profits after all expenses and fees, they will be shared equally by the two entities.
- The course content will be developed by EKansh Trust. St. Mira's College will be consulted for approval before delivery of the course.
- The course will be open to students from different streams and backgrounds including UPSC, MBA, Law, MSW, Education, Journalism, etc.
- The course run with St. Mira's College will be open to female students only .

#### **Signatures**

  
Dr. Gulshan Gidwani  
Principal  
St. Mira's College for Girls

  
Ms. Anita Narayan  
Founder and Mg. Trustee  
EKansh Trust, Pune





SADHU VASWANI MISSION'S  
**ST. MIRA'S COLLEGE FOR GIRLS**

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[ARTS, COMMERCE, SCIENCE, BBA, BCA]

6, Koregaon Road, Pune - 411001.[INDIA]

Ph./Fax : 26124846 E-mail : [mira\\_college@yahoo.co.in](mailto:mira_college@yahoo.co.in)

Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No. : 013

**MEMORANDUM OF UNDERSTANDING**

**Between**



**JUST BEING**  
be still. know. love

**Sadhu Vaswani Mission's  
St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)**

**And**

**Just Being Centre, Pune**

**For**

**Academic collaboration for Certificate Course in Mindfulness Based Counseling: Listening  
with Embodied Presence**

**In  
July, 2019**



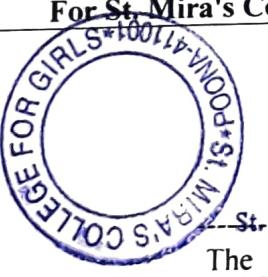
**Description of Memorandum of Understanding: Academic collaboration pertaining to  
Certificate Course in Mindfulness Based Counseling: Listening with Embodied Presence**

**First Party: St. Mira's College for Girls, Pune.**

**Second Party: Just Being Centre, Pune**

**Signing Date: 2019**

Approved and accepted for

For St. Mira's College for Girls, Pune	Just Being Centre, Pune
<p>For St. Mira's College for Girls, Pune</p>  <p><i>L. H. Gidwani</i> Principal St. Mira's College for Girls The Principal</p>	<p>For JUST BEING CENTER FOR MINDFULNESS AND PRESENCE LLP</p> <p><i>Andrade S</i> DESIGNATED PARTNER Authorized Signatory</p>

Details of the Institution	Details of the Second party
<p>Address: Autonomous (Affiliated to SavitribaiPhule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]</p>	<p>Address:B-14, Castellino Co-op Society Pudumjee Park Society Lane No.1 Near Isha, PremaNiketan, OppBhavaniPeth Police Colony, New Nana Peth, Pune, Maharashtra 411001</p>
<p>Contact Details: Ph./Fax: 26124846;</p>	<p>Contact Details: 090110 36828</p>
<p>Email: <a href="mailto:miracollege@yahoo.co.in">miracollege@yahoo.co.in</a></p>	<p>Email:<a href="mailto:justbeingcentre@gmail.com">justbeingcentre@gmail.com</a></p>
<p>Website: <a href="https://www.stmirascollegepune.edu.in/">https://www.stmirascollegepune.edu.in/</a></p>	<p>Website: <a href="http://www.justbeingcenter.com/">www.justbeingcenter.com/</a></p>





KINDLE THE LIGHT

SADHU VASWANI MISSION'S

## ST. MIRA'S COLLEGE FOR GIRLS

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Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No. : 013

### Memorandum Of Understanding

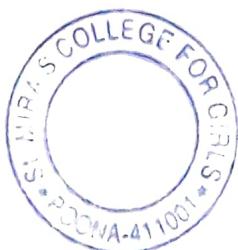
For the course **Mindfulness Based Counselling- Listening with Embodied Presence**

The course in Mindfulness Based Counselling: listening with Embodied Presence is a nine month course and is proposed as collaboration with Just Being and St. Mira's College, Pune. Just Being Center and St. Mira's College (Autonomous – Affiliated to Savitribai Phule Pune University) agree to collaboratively run the course in the Academic year 2019-2020, on the following understanding:

- The course will be co-ordinated and run by Just Being Center in collaboration with St.Mira's College as the certifying body.
- This collaboration is valid for one whole academic year.
- The course is for 420 hours and 16 credits and will be offered as a certificate course to students.
- This will be a self-sustaining, no profit, no loss venture.
- If there are profits after all expenses and fees, they will be shared equally by the two entities.
- The course content will be developed by Just Being Center, St. Mira's College will be consulted for approval before delivery of the course.
- The course is open to people from all walks of life who wish to offer a listening space to others.

*G. H. Gidwani*  
Dr. G. H. Gidwani  
Principal  
St. Mira's College for Girls

*Andrade S*  
Ms. Sandy Dias Andrade  
Founder-Director  
Just Being Center



For JUST BEING CENTER  
FOR MINDFULNESS AND PRESENCE LPP

DESIGNATED PARTNER

Please visit: [www.dadavaswanisbooks.org](http://www.dadavaswanisbooks.org)



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Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No. : 013

**MEMORANDUM OF UNDERSTANDING**

Between



Sadhu Vaswani Mission's  
St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)

Artsphere, Pune

And

Creative Movement Therapy Association of India

For  
Academic Collaboration for Post Graduate Diploma in Dance Movement Therapy

On  
31<sup>st</sup> April, 2019



**Description of Memorandum of Understanding: Academic collaboration pertaining to Post Graduate Diploma in Dance Movement Therapy**

**First Party: St. Mira's College for Girls, Pune**

**Second Party: Artsphere, Pune**

**Third Party: Creative Movement Therapy Association of India, Delhi**

**Signing Date: 31<sup>st</sup> April, 2019**

<b>Details of the Institution</b>	<b>Artshpere, Pune</b>	<b>Creative Movement Therapy Association of India, Delhi</b>
Address: Autonomous (Affiliated to SavitribaiPhule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: 402, Fourth Floor, North Court Building, North Avenue Road Number 12, Kalyani Nagar, near Jogger's Park, Pune, Maharashtra 411006	Address: Delhi & Bangalore
Contact Details: Ph./Fax: 26124846;	Contact Details: 095617 20001	Contact Details: 9773905280
Email: miracollege@yahoo.co.in	Email: artsphere.pune@gmail.com	Email: info@cmtai.org
Website: <a href="https://www.stmirascollegepune.edu.in/">https://www.stmirascollegepune.edu.in/</a>	Website: <a href="http://www.artshperepune.com">www.artshperepune.com</a>	Website: <a href="http://www.cmtai.org">www.cmtai.org</a>





KINDLE THE LIGHT

SADHU VASWANI MISSION'S

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Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No. : 013

### Memorandum Of Understanding

For the course **Mindfulness Based Counselling- Listening with Embodied Presence**

The course in Mindfulness Based Counselling: listening with Embodied Presence is a nine month course and is proposed as collaboration with Just Being and St. Mira's College, Pune. Just Being Center and St. Mira's College (Autonomous – Affiliated to Savitribai Phule Pune University) agree to collaboratively run the course in the Academic year 2019-2020, on the following understanding:

- The course will be co-ordinated and run by Just Being Center in collaboration with St.Mira's College as the certifying body.
- This collaboration is valid for one whole academic year.
- The course is for 420 hours and 16 credits and will be offered as a certificate course to students.
- This will be a self-sustaining, no profit, no loss venture.
- If there are profits after all expenses and fees, they will be shared equally by the two entities.
- The course content will be developed by Just Being Center, St. Mira's College will be consulted for approval before delivery of the course.
- The course is open to people from all walks of life who wish to offer a listening space to others.

*G. H. Gidwani*  
Dr. G. H. Gidwani

Principal  
St. Mira's College for Girls

*Andrade S*

Ms. Sandy Dias Andrade  
Founder-Director  
Just Being Center



For JUST BEING CENTER  
FOR MINDFULNESS AND PRESENCE LLP

DESIGNATED PARTNER

Please visit: [www.dadavaswanisbooks.org](http://www.dadavaswanisbooks.org)



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## Introduction

Creative Movement Therapy Association of India (hereinafter referred as 'CMTAI') with registered office at 315, 3<sup>rd</sup> floor, RG-Complex II, DDA Community Center, Sector 14, Rohini, New Delhi – 110085, a charitable not for profit organization, registered under section 80G and 12A of the Indian Income Tax Act, 1961 and Section 8 Company under Indian Companies Act, 2013, recognises the need for organisational co-operation and communication with the St. Mira's College for Girls, Pune at 6, Koregaon Road, Near Hotel Blue Diamond, Pune, Maharashtra 411001, a charitable not for profit organization registered under section 80G and 12A of the Indian Income Tax Act, 1961, and Artsphere Therapy, 402, North Court Building, North Avenue Road Number 12, Near Jogger's Park, Above Cafe Colombia, Kalyani Nagar, Pune, Maharashtra 411006 at Pune.

CMTAI, and Artsphere Therapy work together to perform activities relating to public awareness of preventive health, advancement of spirituality, advancement of skills development relating to physically or mentally abused and traumatized and marginalized persons, provide overall mind/ body health and wellness program as well as fieldwork projects for society as large, training and coaching in recreational activities related to arts including but not limited to body, mind and creative movements to heal, strengthen and find one's inner self. Aligning to these objectives only, in 2018 CMTAI is starting an educational and skills development programme for advancement of objective of mental wellness through dance/movement involving St. Mira's College for Girls, Pune and Artsphere Therapy making a Tripartite arrangement. It is anticipated there may be areas where a formal understanding (MOU) between CMTAI, Artsphere Therapy and St. Mira's College for Girls, Pune would underpin and support the ongoing co-operation and current lines of communication.

## Purpose and Scope

The purpose of this MOU is to provide the framework arrangement between CMTAI, Artsphere Therapy and St. Mira's College for Girls, Pune that covers skills development initiatives as enumerated in introduction space as above.

The benefit of the MOU is that CMTAI, Artsphere Therapy, and St. Mira's College for Girls, Pune have a clear framework within which they can support and enhance mental health and well-being through the use of psychotherapeutic body movements for participants to be able to treat mental health issues for various populations including traumatized persons at present or in the future.

These three organisations are working together to ensure spread of such mental wellness techniques through arts to society at large.



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Pune - 6

## Responsibilities

### Appointment of Coordinators

Each party will appoint a person to serve as the official contact and coordinate the activities of each organisation to carry out this MOU

The organisations agree to the tasks described below for this MOU.

## Actions

CMTAI, St. Mira's College for Girls, Pune and Artsphere Therapy will:

- Agree that all activities governed by this MOU are to be set out in a 'Work Plan' developed by co-ordinators.
- Ensure that the training programme is equipped with necessary apparatus as per each party's duties & responsibilities to ensure objectives for which the programme is being organized are realised.
- Work together where doing so will have a positive impact on future funding or would better serve other charities and NGOs.
- Agree that this MoU is not exclusive and each party may work with NGOs outside the context of this MOU with respect to the themes arising with various projects.

CMTAI will:

- Support successful delivery of training programme content.
- Assist with operational tasks, including but not limited to, basic functions necessary for the implementation of the programme.
- Make a payment to Artsphere Therapy to meet its sundry expenses for arranging logistic and infrastructure support out of the total contribution received by CMTAI from each participant as CMTAI, Artsphere Therapy, and St. Mira's College for Girls, Pune are collaborators for this program.
- After the admissions are completed, CMTAI will pay Artsphere Therapy charges which includes Admin Cost, as per the following schedule:

**Charges for 150 hours to be paid to Artsphere Therapy, at the beginning of the first module by June 2019**

**Charges for 150 hours to be paid to Artsphere Therapy, at the beginning of the 3<sup>rd</sup> Module by November 2019**

**Charges for 113 hours to be paid to Artsphere Therapy, at the beginning of 5<sup>th</sup> module by 31<sup>st</sup> March 2020**

- **Make a program contribution to Artsphere Therapy for overall execution of the course will be 70%.**  
Which shall be paid after deduction of the applicable withholding tax under **section 194I** of the Indian Income tax act, however, if Artsphere Therapy happens to be in possession of the certificate under section 197 of Indian Income Tax for no deduction of TDS then no TDS will be deducted accordingly.
- **CMTAI contribution for successful delivery of the academic course will be 10%**
- Make a program contribution to St. Mira's College for Girls, Pune for providing participant diploma certifications out of the total contribution received by CMTAI from each participant as CMTAI, Artsphere Therapy, and **St. Mira's College for Girls, Pune are collaborators for this program. St. Mira's College for Girls, Pune contribution will be 20%**, which shall be paid after deduction of the applicable withholding tax under section 194J of the Indian Income tax act with regards to TDS on Professional services. However, if St. Mira's College for Girls, Pune happens to be in possession of the certificate under section 197 of Indian Income Tax for no deduction of TDS then no TDS will be deducted accordingly.
- Variable Expenses, to be paid from course fee expenses on **ACTUAL** basis upon production of original invoice(s) on reimbursable mode through a separate invoice from Artsphere Therapy side, shall include but not be limited to:
  - a) All airline tickets for faculties, at actual along with taxi reimbursement for Airport pickup and drop
  - b) Cost of snacks (Tea/Coffee, Biscuits, and Bananas) during the classroom trainings.
  - c) Stationary expenses as required, within the budget
  - d) Cost of Course Leader Anshuma Kshetrapal.
  - e) Cost of written exam supervision (at St Mira College for Girls) to Dhwani Giri

Artsphere Therapy will:

- Ensure one main responsible point of contact has been assigned to tend to all needs of the event over the course of activity, with the assistance of Artsphere Therapy staff.
- Inform CMTAI prior to any contact being made with any of the above-mentioned funding partners to ascertain if CMTAI has a current active or a dormant relationship.
- Take necessary measures including social media and print media to spread this message on mental well-being to generate as many participants and donor leads as possible.
- Send the training programme details through their mailing list and put up posters and banners across cities.
- Provide necessary infrastructure and provide for its cleaning, gardening, furniture, space, projector, whiteboards, cushions and chairs, sound system, equipment including civil maintenance, repairing, water supply, air conditioning, and electricity which are deemed essential to run such a programme.



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Artsphere Therapy shall make the necessary physical area available in the studio for classroom sessions during dates. The sessions constitute 413 hours of training.

- ❖ 1<sup>st</sup> to 10<sup>th</sup> June 2019
- ❖ 19<sup>th</sup> to 28<sup>th</sup> August 2019
- ❖ 9<sup>th</sup> to 18<sup>th</sup> November 2019
- ❖ 11<sup>th</sup> to 22<sup>nd</sup> January 2020
- ❖ 31<sup>st</sup> to 9<sup>th</sup> April 2020 & 30/31<sup>st</sup> May 2020

#### **Roles & Responsibilities of Artsphere Therapy Staff**

##### **Marketing Team (Team Size 2) (1 Sales Manager & 1 Social Media Manager)**

1. Designing the campaign for admissions to academic session
2. Planning the demo workshops and sessions within the town
3. Designing the brochure, planning the content
4. Creating different posters and creative content, video's for social media platform
5. Designing the digital marketing campaign on social media (Face book, Instagram, YouTube)
6. Putting posters in colleges, cafe's, colleges

##### **Administration Team (Team Size 2) (1 Studio Manager, 1 Housekeeping/Security)**

1. Receiving calls for DMT inquiries.
2. Sending details to all the inquiries on email.
3. Emailing course details to the database of previous batches who enquired but not enrolled
4. Monitoring online application form, checking eligibility of the candidate
5. Talking to the interviewee and confirming his suitable time
6. Talking to the interviewer and confirming his suitable time
7. Arranging interview on agreed time
8. Frequent whats app communication regarding Diploma promotion with many people who follow Artsphere activities regularly
9. Follow-up on cancellation and rescheduling
10. Sending email confirmation to candidate on his first round selection
11. Requesting candidate to send information on second round
12. Post second round, the interviewing team confirms the selection / rejection of candidate
13. Sending email communication to candidate if he/she is selected
14. Sending email communication to candidate if he /she is rejected / waitlisted
15. Helping outstation candidate in accommodation nearby Artsphere
16. Helping them with food arrangements, and also listening to their queries related to any local issues.
17. During course, updating them on timings, sending reminders related to any change in schedule
18. Ensure hygienic WC and packaged drinking water for students

19. Ensuring enough tea/coffee is made available
20. First aid and medicine kit is made available

#### **Responsibilities of Dhwani Giri (Course Advisor)**

1. Co-ordinating with all teacher – Arranging everything requested by them like study materials, printouts/handouts, projector requirements
2. Co-ordinating with Artsphere Therapy admin team and ensuring studio availability, clean toilets, packaged drinking water availability, Tea/Coffee, snacks are available
3. Emails to students related to
  - Guidelines
  - Assignments
  - Webinar updates
  - Instructions
  - Book references, pre-reading
  - Collection and organization of assignments
4. Addressing students query, attendance tracking,
5. Developing assignments
6. Setting up library process for students
7. Co-ordinating with St Mira College for Girls for library queries, exam id card and examinations
8. Compiling hard copies of assignments and submitting to St Mira College for Girls
9. Compiling data on facilitators feedback from student and sharing with facilitator
10. Conveying ethics and boundaries information to students

#### **Finance & Accounts (Team Size 1)**

1. Preparing the budget for the course, talking to all involved parties to discuss on nature of expenses
2. Working on cost effective model
3. Drafting the triparty MOU, getting it signed
4. After selection email is sent, follow up with student on payment
5. Resolving their queries, if they show inability to pay the fees, arranging instalment facilities for them, ensuring timely payments are made, dropping their cheques in bank
6. Talking to facilitators, recording their teaching hours
7. Collecting all the travel bills, archiving all the data
8. Preparing payment invoices for Teacher's payment
9. Addressing student and their parents queries on phone
10. In absence of admin staff, be a back-up for the selection process of candidate
11. Making purchases for the course
12. Coordinating and booking hotel for facilitators
13. Working on end to end effective model on student selection criteria
14. Figuring out new payment structure for international students.

#### **St. Mira's College for Girls, Pune will:**



402, 4<sup>th</sup> Floor,  
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Pune - 6

- Promote the learning activity throughout their educational institution so as to ensure maximum participation of members who can benefit from such wellness learning drive etc.
- **Responsible for providing academic and administrative framework wherever necessary.**
- Work as a bridge between Artsphere Therapy and potential members to handle their questions or doubts as they may arise before or during continuation of the activity.
- Grant certificates to participating members of the wellness learning activity who complete the same successfully.

#### Dispute Settlement

All terms and conditions to remain confidential

Should there be any disagreement between the signatories to this agreement the matter will be escalated to the next level of management and ultimately would be put in front of the executive teams of CMTAI and Artsphere Therapy to be resolved through negotiation.

#### Terms of Understanding

This MOU shall remain in force from the date of sign off by all partners till the conclusion of the programme.

#### Privileges and Immunities

Nothing in or relating to this MOU shall be deemed to impinge on or change in any way the current agreements of CMTAI and Artsphere Therapy.

#### Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organisation I represent, I wish to sign this MOU and contribute to its further development.



402, 4<sup>th</sup> Floor,  
North Court Building,  
North Avenue Rd. No. 12,  
Kalyani Nagar,  
Pune - 6

Creative Movement Therapy Association of India (CMTAI)

Name: TRIPURA KSHYAP

Title: Co Founder

Organisation: CMTAI



Date :

*Yogna Kshyap*

St. Mira's College for Girls, Pune

Name: DR. G. H. GIDWANI

Title: Principal

Organisation: St. Mira's College for Girls, Poona-411001



Date: 31/04/2019

*G.H.Gidwani*

Artsphere Therapy

Name: ANUBHA DOSHI

Title: FOUNDER - DIRECTOR

Organisation: Artsphere



Date:

*Anubha Doshi*





SADHU VASWANI MISSION'S  
**ST. MIRA'S COLLEGE FOR GIRLS**  
[An Autonomous College Affiliated to the Savitribai Phule Pune University]  
[ARTS, COMMERCE, SCIENCE, BBA, BCA]  
6, Koregaon Road, Pune - 411001.[INDIA]  
Ph./Fax : 26124846 E-mail : [mira\\_college@yahoo.co.in](mailto:mira_college@yahoo.co.in)

Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No. : 013

### MEMORANDUM OF UNDERSTANDING

Between



Sadhu Vaswani Mission's  
St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)

And

Creative Movement Therapy Association of India

For  
Collaborative conference and research presentations

On  
4<sup>th</sup> April, 2019



**Description of Memorandum of Understanding: Collaboration pertaining to 6th Annual International Dance Movement Therapy Conference titled 'Movement and Other Arts for Well-Being'**

**First Party: St. Mira's College for Girls, Pune.**

**Second Party: Creative Movement Therapy Association of India**

**Signing Date: 4<sup>th</sup> April, 2019**

<b>Details of the Institution</b>	<b>Creative Movement Therapy Association of India</b>
Address: Autonomous (Affiliated to SavitribaiPhule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: Delhi &Bangaluru
Contact Details: Ph./Fax: 26124846; Email: <a href="mailto:miracollege@yahoo.co.in">miracollege@yahoo.co.in</a> Website: <a href="https://www.stmirascollegepune.edu.in/">https://www.stmirascollegepune.edu.in/</a>	Contact Details: 9773905280 Email: <a href="mailto:info@cmtai.org">info@cmtai.org</a> Website: <a href="http://www.cmtai.org">www.cmtai.org</a>



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## Introduction

Creative Movement Therapy Association of India (hereinafter referred as 'CMTAI') with registered office at 50/8, 1<sup>st</sup> Floor, Tolstoy Lane, Janpath, New Delhi – 110085, a charitable not for profit organization, registered under section 80G and 12A of the Indian Income Tax Act, 1961 and Section 8 Company under Indian Companies Act, 2013, recognises the need for organisational co-operation and communication with St. Mira's College at 6, Koregoan Road, near Hotel Taj Vivanta, Pune 411001, a charitable not for profit organization registered under section 80G and 12A of the Indian Income Tax Act, 1961, and Artsphere, 401, North Court Building, North Avenue road, near Joggers Park, Pune 411006 at Pune.

CMTAI and ARTSPHERE work together to perform activities relating to public awareness of preventive health; advancement of skills development relating to physically or mentally abused and traumatized and marginalized persons; provide overall mind/ body health and wellness programs as well as fieldwork projects for society at large; training and coaching in recreational activities related to arts including but not limited to body, mind, and creative movements to heal, strengthen, and find one's inner self.

Extending this to the people is another aim of these organizations and therefore CMTAI hosts conferences every year for participants of varied backgrounds to come learn about and experience creative movement therapy as a mental health option. CMTAI has hosted five conferences in various cities like Bangalore, Delhi, and Pune. This year will be the 6<sup>th</sup> Annual International Conference and CMTAI has decided to host it in Pune. CMTAI and Artsphere along with St Mira's College would like to co-host the conference at St. Mira's College, Pune on November 30<sup>th</sup> and December 1<sup>st</sup>, 2019. Additionally, a one-day intensive program will be organized on November 29, 2019. Therefore, all three days' events will take place at St. Mira's College, Pune. It is anticipated this MOU will help clarify and support the ongoing cooperation, accountabilities, and communication between CMTAI, Artsphere, and St. Mira's College.

## **Purpose and Scope**

The purpose of this MOU is to provide the framework arrangement between CMTAI, Artsphere, and St. Mira's College that CMTAI's "6<sup>th</sup> Annual International Conference" will be co-hosted by CMTAI, Artsphere, and St Mira's College on the premises of St. Mira's College at no commercials involved.

The benefit of the MOU is that CMTAI, Artsphere, and St. Mira's College have a clear framework within which they can support and enhance creative movement therapy as a mental health and well-being option and take the knowledge and awareness of this field to the public. These three organisations are working together to address mental health needs by spreading the use of the arts for mental wellness to society at large.

## **Responsibilities**

### **Appointment of Coordinators**

Each party will appoint a person to serve as the official contact and coordinate the activities of each organisation to carry out this MOU.

The organisations agree to the tasks described below for this MOU.

### **Actions**

CMTAI, ST. MIRA'S COLLEGE, and ARTSPHERE will:

- Agree that all activities governed by this MOU are to be set out in a 'Work Plan' developed by co-ordinators.
- Ensure that the conference is equipped with necessary apparatus as per each party's duties & responsibilities to ensure objectives for which the programme is being organized are realised.
- Work together where doing so will have a positive impact.
- Agree on the conference announcement and presentation as:

“Creative Movement Therapy Association of India (CMTAI)

in association with St. Mira’s College and Artsphere

presents its

**6<sup>th</sup> Annual International Conference...” (Exact conference title/theme will follow)**

CMTAI will:

- Assist with operational tasks, including but not limited to, basic functions necessary for the implementation of the programme.
- Coordinate and manage participant registration payments for the conference.
- Promote the conference on various platforms (social media, different venues, print, etc.).
- Make a payment to Artsphere to meet its sundry expenses for arranging logistics.
- Make payments for all the incidental rentals, food, and other logistical requirements.
- Allow St. Mira’s college students to attend the conference at the cost of INR 3000.
- Extend interactions with the facilitators and participants.

Artsphere will:

- Ensure one main responsible point of contact has been assigned to meet all the needs of the event over the course of the conference with the assistance of Artsphere staff.
- Inform CMTAI prior to any contact being made with any of the above-mentioned funding partners to ascertain if CMTAI has a current active or a dormant relationship.
- Take necessary measures including social media and print media to spread this message on mental well-being to generate as many participants for the conference.
- Will make arrangements for drinking water, food, stationery, chairs, sound systems, gathering arrangements as decided by CMTAI and in consent with CMTAI.
- Get all the budgets approved by CMTAI.

- Coordinate with all vendors, CMTAI team, and St. Mira's College team for the conference.
- Track all expenditures with supporting bills and invoices as per the approved budget and policies.
- Extend interactions with the facilitators and participants.
- With the help of St. Mira's College volunteers and CMTAI team, clear the spaces and make them available on November 29<sup>th</sup>, November 30<sup>th</sup> and December 1<sup>st</sup>.

St. Mira's College will:

- Promote the conference throughout their institution so as to ensure maximum participation of members who can benefit from such wellness, learning, etc.
- Provide the auditorium for the opening and the closing ceremony, lunch and refreshments space on the ground floor and terrace or management building for the evening gathering until 10 pm. The following are the 8 spaces provided for the conference sessions:

Space	Equipment Available
Auditorium Stage	Projector and sound system
AV Room	Projector and sound system
Room 210	Projector or smart board
Room 212	Projector or smart board
Room 301	Projector or smart board
Room 303	Projector or smart board
Room 304	Projector or smart board
Room 305	Projector or smart board

All the above spaces and restrooms will be cleaned before 8am and during lunch hours on both the days of the conference and made available only for the conference and not for any other use by St. Mira's College's students/faculty.

- Appoint 15 volunteers to help CMTAI and Artsphere during the conference. 7 of these volunteers will be allowed to attend one introduction session on Day 1 and the remaining will be allowed to attend the introduction session on Day 2 free of cost. These volunteers will participate in a briefing session post college hours on Tuesday 26<sup>th</sup> November. From the evening of November 28<sup>th</sup> until December 2<sup>nd</sup>, volunteers will be around to help CMTAI and Artsphere team with the conference work. These volunteers will be divided into different groups and will be assigned to different tasks like administration, logistics, etc. They will be assigned to sessions to help out as needed as per the schedule. One of the major tasks given to the volunteers would be compiling and inputting data from the session feedback forms post the conference. They will be trained to do the same during the week of interaction.
- Provide the AV room on November 29<sup>th</sup> for an advanced workshop.
- Provide help to re-arrange the benches, clearing, and making the space fit for the conference.
- All amenities provided are with no commercials involved.

### **Dispute Settlement**

Should there be any disagreement between the signatories to this agreement the matter will be escalated to the next level of management and ultimately would be put in front of the executive teams of CMTAI, Artsphere, and St. Mira's College to be resolved through negotiation.

### **Terms of Understanding**

This MOU shall remain in force from the date of sign off by all partners till the conclusion of the programme.

## Privileges and Immunities

Nothing in or relating to this MOU shall be deemed to impinge on or change in any way the current agreements of CMTAI, Artsphere, and St. Mira's College, Pune.

## Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organisation I represent, I wish to sign this MOU and contribute to its further development.

### Creative Movement Therapy Association of India (CMTAI)

Name: TRIPURA KASHYAP

Tripura Kashyap

Title: Co-founder, CMTAI

Organisation:

Creative Movement Therapy Association of India

For Creative Movement Therapy Association of India

Date:

4/4/2019

Director

## St. Mira's College

Name: DR. GULSHAN H. SIDWANI

G.H. Sidwani

Principal

St. Mira's College for Girls

PRINCIPAL

Title:

Organisation:

St. MIRA'S COLLEGE FOR GIRLS  
 6, KOREGAON ROAD,  
 NEAR HOTEL BLUE DIAMOND,  
 POONA-411 001.

Date:

04-04-2019

Artsphere

Name:

Anubha DoshiAnubha Doshi

Title:

Founder- Director

Organisation:

ArtsphereSoulspHERE

Date: 4/4/2019





SADHU VASWANI MISSION'S  
**ST. MIRA'S COLLEGE FOR GIRLS**  
[An Autonomous College Affiliated to the Savitribai Phule Pune University]

[ARTS, COMMERCE, SCIENCE, BBA, BCA]

6, Koregaon Road, Pune - 411001.[INDIA]  
Ph./Fax : 26124846 E-mail : [mira\\_college@yahoo.co.in](mailto:mira_college@yahoo.co.in)

Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No. : 013

**MEMORANDUM OF UNDERSTANDING**

Between



Sadhu Vaswani Mission's  
St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)

And

The Music Therapy Trust, New Delhi

For  
Academic Collaboration for Post Graduate Diploma in Clinical Music Therapy



On  
5<sup>th</sup> October, 2018

**Description of Memorandum of Understanding: Academic collaboration pertaining to Post Graduate Diploma in Clinical Music Therapy**

**First Party: St. Mira's College for Girls, Pune.**

**Second Party: The Music Therapy Trust, New Delhi**

**Signing Date: 5<sup>th</sup> October, 2018**

<b>Details of the Institution</b>	<b>Details of the Second party</b>
Address: Autonomous (Affiliated to Savitribai Phule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: The Music Therapy Trust, Action For Autism Campus, Pocket 7-8, Near Dav Public School, Jasola Vihar, New Delhi - 110025
Contact Details: Ph./Fax: 26124846; Email: <a href="mailto:miracollege@yahoo.co.in">miracollege@yahoo.co.in</a> Website: <a href="https://www.stmirascollegepune.edu.in/">https://www.stmirascollegepune.edu.in/</a>	Contact Details: 011 9818033201 Email: <a href="mailto:musictherapy.tmtt@gmail.com">musictherapy.tmtt@gmail.com</a> Website: <a href="http://www.themusictherapytrust.com">www.themusictherapytrust.com</a>



## Content:

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KINDLE THE LIGHT

## SADHU VASWANI MISSION'S ST. MIRA'S COLLEGE FOR GIRLS

[An Autonomous College Affiliated to the Savitribai Phule Pune University]

[ARTS, COMMERCE, SCIENCE, B.Sc,(COMPUTER SCIENCE) BBA, BCA]

6, Koregaon Road, Pune - 411 001. [India]

Ph./Fax : 26124846 E-mail: [mira\\_college@yahoo.co.in](mailto:mira_college@yahoo.co.in)

Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No.: 013

## Memorandum of Understanding (MoU)

### Introduction

**The Music Therapy Trust**(regd no. E 22876), (hereinafter referred as 'TMTT') with registered office at 2<sup>nd</sup> Floor, A-23, A block, Chittaranjan Park, New Delhi 110019, a private charitable Non-profit NGO, registered under section 80G and 12A of the Indian Income Tax Act, 1961 and Section 8 Company under Indian Companies Act, 2013 "recognises the need for organisational co-operation and communication with the **St. Mira's College for Girls**( Autonomous- Affiliated to Savitribai Phule Pune University, Pune), Pune at 6, Koregaon Road, Near Hotel Blue Diamond, Pune, Maharashtra 411001.

St. Mira's Collegefor Girls, Pune-1 (Autonomous- Affiliated to SavitribaiPhule Pune University) is a part of the "Mira Movement in Education". The college is a well-acclaimed autonomous institution for degree courses in Arts, Commerce and Science with an outstanding record of high academic results, well-placed alumni, accountability, well-established self-correcting mechanisms and healthy practices.

TMTT is a leading independent Music therapy charity in India&Nepal dedicated to changing the lives of the vulnerable, marginalised and isolated people. The Music Therapy Academy and Advocacy Centre is home to India's first clinical music therapy training programme, offering a Post Graduate Diploma (PGD) in Clinical Music Therapy. This 1 year full-time and 2 year part time training programme provides students with the professional skills required to become qualified in this specialised profession.

The Music Therapy Academy and Advocacy Centre also serves as the National Resource Centre for a wide spectrum of professionals and people throughout India and abroad. It offers services and information to medical doctors, nurses and health professionals, teachers, artists, corporations, parents, carers, national and international students seeking career advice, the general public and the media. As a National Resource Centre, The Music Therapy Academy and Advocacy Centre is involved in a wide variety of community and national educational programmes and projects yearround.

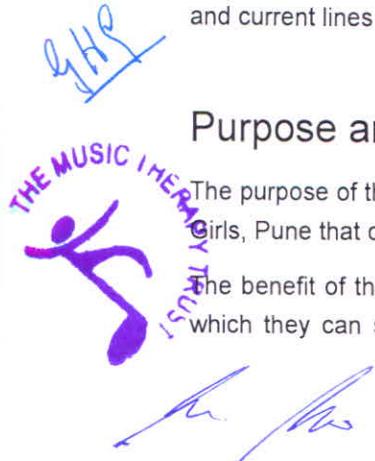
Aligning to the objectives of the **Post Graduate Diploma (PGD) in Clinical Music Therapy**, TMTT and St. Mira's College for Girls, Pune will be entering into an academic collaboration in theconduct and certification of the said course, from Oct 2018. It is anticipated there may be areas where a formal understanding (MOU) between TMTT and St. Mira's College for Girls, Pune would underpin and support the ongoing co-operation and current lines of communication.

### Purpose and Scope

The purpose of this MOU is to provide the framework arrangement between TMTT and St. Mira's College for Girls, Pune that covers skills development initiatives as enumerated in introduction space as above.

The benefit of the MOU is that TMTT and St. Mira's College for Girls, Pune have a clear framework within which they can support and enhance mental health and well-being through the use of Music therapy for

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participants to be able to treat mental health issues for various populations including traumatized persons at present or in the future.

Both the organisations are working together to ensure spread of such mental wellness techniques through arts to society at large.

## Responsibilities

### Appointment of Coordinators

Each party will appoint a person to serve as the official contact and coordinate the activities of each organisation to carry out this MOU

The organisations agree to the tasks described below for this MOU.

## Actions

### *TMTT and St. Mira's College for Girls, Pune will:*

- Agree that all activities governed by this MOU are to be set out in a 'Work Plan' developed by co-ordinators.
- Ensure that the training programme is equipped with necessary apparatus as per each party's duties & responsibilities to ensure objectives for which the programme is being organized are realised.
- Agree that parameters for evaluation of delivery of course content and assessment will be jointly developed by TMTT and St. Mira's College for Girls, Pune.
- Agree that participants of the course will not approach St. Mira's College for Girls directly for any grievance or dispute. Any dispute or grievance arising out of conduction and completion of course will be addressed by TMTT.
- Agree that this MoU is not exclusive and each party may work with NGOs outside the context of this MOU with respect to the themes arising with various projects.

### *TMTT will:*

- Support successful delivery of training programme content.
- Assist with operational tasks, including but not limited to, basic functions necessary for the implementation of the programme.
- Ensure that one main responsible point of contact has been assigned to tend to all needs of the course.
- Take necessary measures including social media and print media to spread this message on mental well-being to generate as many participants and donor leads as possible.
- Will ensure delivery of the wellness learning activity through experienced faculty with content support.
- Will share the evaluation outcomes of the course with St. Mira's College for Girls, before the certification.
- Will deal with escalations of logistical issues, if any, faced by the participants in the programme.
- Share on a regular basis the updated list of the enquiries .



gH



- Provide administrative manpower support throughout the duration of the programme such as IT, security, facility mgmt., etc.
- TMTT shall make the necessary physical area available for classroom sessions during dates fixed according to the following course schedule.

**Course Schedule for 2018/2019**

**Term 1:** Start Date: November 13th 2018

Christmas Break: December 23rd 2018

Week 7 Start Date: January 8th 2019

End of Term Break: 17th February 2019

**Term 2:** Week 1 Start Date: 5th March 2019

Reading Week: 16th April 2019

Week 7 Start Date: 23rd April 2019

End of Term Break: 2nd June 2019

**Term 3:** Week 1 Start Date: 25th June 2019

Reading Week: 6th August 2019

Week 7 Start Date: 20th August 2019

Exams Period: 1st October 2019

- Make a program contribution to St. Mira's College for Girls, Pune to meet its charges for the academic collaboration and certification (₹10,000 per admission). This agreement will stand for the first year of the running of the course (2018-19) and from the following year will be revised to 5 % of the fees of the course.
- Cover the travel and lodging costs for the Course coordinator (St. Mira's college for Girls, Pune) to conduct regular evaluation of the delivery of the course objectives by TMTT. These visits will not exceed 5 visits in a single academic year.
- In case of discontinuation of the course in the middle of the academic term by TMTT, the liability of St. Mira's College for girls will be limited to the program contribution made by the TMTT to St. Mira's College for Girls per admission.

**St. Mira's College for Girls, Pune will:**

- Promote the learning activity in their educational institution so as to ensure maximum participation of members who can benefit from such wellness learning drive etc.
- Work as a bridge between TMTT and potential members to handle their questions or doubts as they may arise before or during continuation of the activity.
- Provide access to digital library for reference of any material related to the course. The participants will have to become members of the library for the same.
- Grant certificates (subject to receiving the letter of acknowledgement from SPPU, Pune), in collaboration with TMTT, to participating members of the Post Graduate Diploma (PGD) in Clinical Music Therapy who complete the same successfully.



## Dispute Settlement

All terms and conditions to remain confidential

Should there be any disagreement between the signatories to this agreement the matter will be escalated to the next level of management and ultimately would be put in front of the executive teams of TMTT and St.Mira's College for Girls,Pune to be resolved through negotiation.

## Terms of Understanding

This MOU shall remain in force from the date of sign off by all partners till the conclusion of the programme.

## Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organisation I represent, I wish to sign this MOU and contribute to its further development.

### The Music Therapy Trust (TMTT)

Name: M. RASKARAN

Title: TRUSTEE

Organisation: THE MUSIC THERAPY TRUST  
DEC 11

Date:

Mr. M.  
5/10/18

### St. Mira's College for Girls, Pune

Name: Dr. G.H. Gidwani

Title: Principal

Organisation: St. Mira's College for Girls,  
Pune - 1

Date:

G.H. Gidwani

**Principal**  
**St. Mira's College for Girls, Pune**



Mr. M.



SADHU VASWANI MISSION'S  
**ST. MIRA'S COLLEGE FOR GIRLS**  
[An Autonomous College Affiliated to the Savitribai Phule Pune University]  
[ARTS, COMMERCE, SCIENCE, BBA, BCA]  
6, Koregaon Road, Pune - 411001.[INDIA]  
Ph./Fax : 26124846 E-mail : [mira\\_college@yahoo.co.in](mailto:mira_college@yahoo.co.in)

Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No. : 013

## MEMORANDUM OF UNDERSTANDING

Between

Sadhu Vaswani Mission's  
St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)

And

KrishnaEducare,  
Sole Proprietorship Concern,  
24/4, Floor 4, 78 SagarKunj, LaxmibaiJagmohandasMarg, Malabar Hill,  
Mumbai-400006

For  
(Collaboration for spreading investor awareness at community and student level)

On  
(Date of MoU Signing– 01<sup>st</sup> February, 2019)



**Description of Memorandum of Understanding: Collaboration for spreading investor awareness at community and student level.**

**First Party: St. Mira's College for Girls, Pune**

**Second Party: Krisha Educare**

**Signing Date :01<sup>st</sup> February, 2019**

<b>Details of the Institution</b>	<b>Details of the Second party</b>
Address:St. Mira's College for Girls, Pune Autonomous (Affiliated to Savitribai Phule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: Krisha Educare, Sole Proprietorship Concern, 24/4, Floor 4, 78 Sagar Kunj, Laxmibai Jagmohandas Marg, Malabar Hill, Mumbai-400006.
Contact Details: Ph./Fax: 26124846;	Contact Details: 7977301481/9323837799
Email:miracollege@yahoo.co.in	Email:Viraj Singal<founder@biap.in
Website: <a href="https://www.stmirascollegepune.edu.in/">https://www.stmirascollegepune.edu.in/</a>	Website:-----





## BUSINESS ASSOCIATE AGREEMENT

### FOR INVESTOR AWARENESS PROGRAMS

#### **Memorandum of Understanding**

The Memorandum of Understanding (MoU) is entered between the following entities:

**KE**, a capacity building service provider & leading name in Investor Education and organizing and conducting Investor Awareness Programs (IAP's), Skill Development & Content Management a Sole Proprietorship Concern having its office at 24/4, Floor 4, 78 Sagar Kunj, Laxmibai Jagmohandas Marg, Malabar Hill, Mumbai 400006, and its communication address being 1203, Sun Tower, GD Ambekar Marg, Bhoiwada Naka, Above Karad Co-operative Bank, Parel, Mumbai 400012. *hereafter referred to as "KE"*

**AND**

**St. Mira's College for Girls, Pune, Educational Institution, 6, Koregaon Road, Near Hotel Blue Diamond, Pune 411001.** Ms. Meenakshi S. Wagh (Associate Professor) Department of Accountancy. *St. Mira's College for Girls, Pune* *hereafter referred to as "Trainer"*

KE and **St. Mira's College for Girls, Pune** shall hereinafter also be individually referred to as the "Party" and jointly as the "Parties".

**Signed on behalf of**

**Krishna Educare**

For KRISHA EDUCARE  
  
Sole Proprietor / Authorized Signatory

Mr. Viraj Singal  
Director  
Investor Awareness

For KRISHA EDUCARE  
  
Sole Proprietor / Authorized Signatory

**Signed on behalf of**

**St. Mira's College for Girls, Pune**

  
Dr. G.H. Gidwani

Principal  
St. Mira's College for Girls, Pune





KE :

Authorised Signatory :

For KRISHA EDUCARE  
Viraj Singal  
Sole Proprietor / Authorized Signatory

Name & Title : Mr. Viraj Singal ,  
Director, Investor Awareness  
Address : 24/4, Floor4, 78, Sagar Kunj,  
& Telephone(s) LaxmibhaiJagmohandasMarg, Malabar Hill, Mumbai  
400006.  
Communication :  
Address 1203, Sun Tower, GD Ambekar Marg, Above Karad Co-  
operative Bank, Bhoiwada Naka, Parel, Mumbai 400012.  
Mobile: +91 7977301481  
Mobile: +91 9323837799

Trainer:

Authorised Signatory : MSWagh

Name & Title : Ms. Meenakshi S. Wagh (Associate Professor)  
Department of Accountancy.  
Address & : St. Mira's College for Girls  
Telephone(s) 6, Koregaon Road, Near Hotel Blue Daimond, Pune  
411001

1 | 2 | 2019 - 3 years

## **1. Background:**

1.1. KE has been mandated to implement awareness programs across districts/locations. The objective is to engage with as many investors through the use of different touch points and media. The IAPs are sponsored by AMCs/Stock Exchanges /Regulators/ Depositories /Institutions etc. across India and are free to the investors.

1.2. KE will provide various materials to reach investors and use presentations for face-to-face interaction. There is a standard presentation of One Hour duration followed by question and answer session to be delivered through planned meeting sessions to an audience of at least 35 participants. KE may also provide booklets with information enabling action.

## **2. Approach:**

2.1. KE has identified local trainers ('the trainer', whether acting individually or through his or her associate trainers) to reach out to local populations.

2.2. The trainer will conduct contact programs through a network of societies, colleges, corporates, rotary clubs, associations, government bodies, housing societies and local groups.

2.3. KE has employed a central resource to plan and manage local trainers and to coordinate with venues/ associations/ corporate / individuals and get maximum reach.

## **3. Research:**

3.1. The trainer will map the district/locations in terms of organizations, associations, clubs, advisors, partners, corporate, bank staff, government offices, housing complexes to plan reach.

3.2. The trainer will actively research and pass on information to KE on tie-ups with any such entities having pan-India presence.

## **4. Training Calendar:**

4.1. The trainer must plan and conduct at least 3 events across locations / districts that have been allocated to the trainer during a semester. Semester is an academic semester of three months

The session will be conducted only after office hours i.e. preferably after 3 pm

4.2. Details of events planned should be communicated to KE in the Proforma A and shared at least 7 working days in advance.

## **5. Marketing, Reach and related Compliance:**

- 5.1. Sufficient quantity of booklets will be sent to the trainer sufficiently in advance (depends on KE or the sponsor desires to distribute same during the IAP session).
- 5.2. KE will also provide trainers with AMC standees/banners.
- 5.3. Booklets will be printed in multiple regional languages (if required).

## **5.4. Compliance:**

- 5.4.1. The trainer will be responsible for safe custody of stocks of all collaterals – presentation CD, booklets and standees.
- 5.4.2. Corporate audience location training programs: minimum 30 to 35 attendees per program
- 5.4.3 College Teachers audience: 30-35 teachers/professor/faculty members per program
- 5.4.4 College Students (Degree college students, management students, etc. not below degree college) audience 75-100 per program.
- 5.4.2. The trainer will collect name, email id and telephone/mobile number/Age/ Gender from every investor who is participant in the IAP session to whom the booklet / invite is handed over in the prescribed attendance sheet format. This data is mandatory without which KE may be unable to pay the agreed fees to the trainer for the event.

## **6. Training Content:**

- 6.1. KE will provide the training presentation (with AMC and/or KE branding) for the workshop, to the trainer. The presentation may be sent on a CD, via email.
- 6.2. KE will do a Train The Trainer session with the trainer on the presentation.
- 6.3. The trainer will be responsible for safe custody of the training presentation.



## 7. Event Conduct, Attendance and Compliance

7.1. Event attendance will be subject to strict compliance and audit. The event can be audited without prior intimation by AMC, KE, Stock Exchange, Institution Sponsoring the event & the Trainer should welcome such audits.

7.2. The attendance sheet will contain registration details of investors attending the program with at least name, email id, numbers, Age, Gender, attendee and trainer signatures. An indicative soft copy of attendance sheet format can be shared by KE with the trainer. The trainer will take a printout of the attendance sheet sent by KE before the event.

7.3. The original attendance sheet (copy to be retained by the trainer) will be dispatched to KE using a reliable courier service/Speed Post within 3 days of the event. KE's back-office will capture the participants data and share with the AMC at the end of the event (in excel format).

7.4. Adequate photographs to be taken of the event, of the proceedings of the event some shall be done using a phone/tablet/Camera. One photograph with the AMC banner/ Standee/ presentation in the background and trainer in the front and other with the trainer facing the audience is mandatory. All photographs must be time stamped, i.e. there should be date and time displayed in the photograph. In case trainers are using their smart phone, stamping can be achieved by downloading and using the camera add-on app on your phone (can be downloaded from <https://play.google.com/store/apps/details?id=com.ebizzinfotech.datetimestampphoto>).

7.5. Booklets will be distributed as takeaways for the participants after the event. The booklet will have a feedback form with survey questions on the investor's savings and investment habits and provision for entering other details including name, email id, phone number, age and occupation. This form will be collected from the event participants at the end of the program.

7.6. The trainer will not use the registration data for any purpose other than for the purpose of conduct of the program. The trainer will not contact these investors for any reason or solicit business, after the program without KE's permission. AMCs & KE however, will have the right to communicate in the future with the attendees of the program.

7.7. Trainer may arrange for a 15-minute Q&A at the end of the session, in a structured format.

7.8. The meets will need to have AMC investor education banners / standees at the venue.

7.9. AMC /KrishaEducare's associates/team members may be allowed to attend the event and review the proceedings / contribute in the Q&A sessions if required.



## **8. Event Venue**

- 8.1. The trainer will ensure that the hall is comfortable closed area and tea, biscuits and snacks (high tea) served to the participants, IF Needed.
- 8.2. Prior permission will be required for any session proposed to be conducted in open area (only special events approved in open area will be considered)
- 8.3. The program must start and end on time as per the time mentioned in Performa A

## **9. Commercials**

- 9.1. Basis the target audience for an event, KE will pay the trainer the following fees
  - 9.1.1. Rs. 3,000/- per event for student audience (only degree college and above students) (Refer point 5.4.4). Instead of Rs. 3,000/- we have mentioned it as Rs. 4,000/- after discussing with Mr. Viraj Singal. For the pre-event of NSE Fair Pune 2019 he had mentioned a payment of Rs. 4,000/-.
  - 9.1.2. Rs. 5,000/- per event where the event is conducted for captive audience with teachers/faculty / government institution / association /club/ Society audience is invited to attend. (Refer point 5.4.2).
  - 9.1.3. Rs 5,500/- per event where event is conducted for captive audience with corporates. (Refer point 5.4.3).
- 9.2. The event is subject to approval of the fund house & Krisha Educare is not responsible for any event which is not approved.
- 9.3. The above fees are inclusive of getting the audience for the event, training fees, travel, marketing, equipment hire, refreshments, (deleted) photocopying, any other logistic costs incurred and courier cost for sending the documents to KE.
- 9.4. In case KE has organized a session and trainer is just sent to deliver IAP session i.e. training only, KE will pay the trainer a flat fee of Rs. 1500 per session which includes travel and conveyance, courier cost for sending the documents to KE irrespective of the number of participants attending the session, where the trainer does not carry out any marketing for the event. The cost of tea and snacks, if any, will be borne by KE in this case. In case Associate has organized a session and training is done by KE the remuneration for the same will be 1500/- (students), 3000/- (faculties) & 4000/- (corporate & associations).
- 9.5. KE will make the payment within 45 working days of the receipt of the hard copy of the invoice with all supporting documents in hand and soft copy.



9.6. KE believes in efficient reporting and if the reporting is delayed or photographs are not as per point 7.4 or if the attendance sheet does not reach in the stipulated time the event will be termed as cancelled and there will be no remuneration for the same.

#### **10. Service levels for the trainer:**

10.1. Sharing information on a timely basis with KE of any other activity that has been planned for the district in terms of local media/ college/ company talks etc. The Trainer would, identify, communicate and tie up with either a school (only for faculty or teachers), college (Faculty, Teachers, professors, Degree college students, management students, etc. not below degree college) or corporate where the program is to be delivered. The location and time of the presentation will be fixed and communicated to KE co-coordinator by the Business Associate, at-least a week before the session.

10.2. Contact Details of the person at the training location with whom the trainer would coordinate will also be captured and provided.

10.3. The Trainer would ensure there is NO MONETARY TRANSACTION between the trainer and the organization being trained.

10.4. Safe custody of stocks of all collaterals sent by KE to the trainer on a quarterly basis. Collaterals would include the following- booklets, posters and standees. Periodic stock count and reconciliation of materials to be done with KE.

10.5. In case the event has less than the minimum participants as mentioned in point 5, it will not be counted as an event and will not be billed.

10.6. Programs must start and end on time. Tea/Biscuits and one snack should be served. Equipment hiring to be done (if needed) since the presentation would involve both audio and video.

10.6.2. Photographs must be taken of the event. Names, email ids and phone numbers should be captured of the participants.

10.7. Tear away feedback copies or otherwise feedback form sent on email along with the attendance sheet to be couriered to KE will record the feedback comments.

A handwritten signature in blue ink, likely belonging to the author or a representative of KE.

## 11 Code of Conduct

11.1. The trainer needs to be well groomed and appropriately dressed. Men are expected to be formally dressed with a tie or wear a suit. Female trainers can wear formal dressed, western formals or India Saree.

11.2. The Trainer has to welcome and greet the participants and make them seated in a way that the participants don't look very spread out for the picture or taken so the AMC and KE gets an idea of the Number of participants present for the session.

11.3. The trainer has to ask a participant or his/her assistant to click at least 04 photographs of the workshop in a certain fashion

11.3.1 First Photograph with the trainer and the power point slide no 01 which contains the logo of the Mutual Fund house/ Financial institution in the background.

11.3.2 Second photograph during the session with includes the Trainer, PowerPoint slide and the participants

11.3.3 Third Photograph with the power point slide, Trainer, Audience and the standee of the company or our client (e.g. Kotak Mutual Fund, Axis MF, NSE etc.)

11.3.4 Take multiple pictures of 1<sup>st</sup> three points to ensure clarity of images etc. (refer point 7.4)

11.4 Trainer shall be present at the location of training 30 MINUTES prior to the presentation to ensure that the laptop is compatible

11.5 Trainer shall not distribute copy, store, modify nor transmit the training modules in any medium without prior approval.

11.6. Trainer shall not indulge in advisory or selling of the products during the session.

11.7. The Trainer will not combine two separate events at one location in case there are two events with different topics at the same location on the same date. The trainer will seek written permission from KE to conduct such sessions.

11.8. The Trainer has to seek approval and mention clearly if the event is a session as part of a larger conference. KE may request a letter of invitation in the trainer's name from the organizer clearly mentioning that it's an Investor Awareness Program.



11.9. Trainer will have to coordinate with the respective local Relationship Manager form the local sponsored client (Mutual Fund Company / Financial Institution) and ensure smooth coordination for them to attend the session.

## **12. Other Responsibilities**

Each Party to this MOU will have a dedicated, named member of staff to ensure effective communication and rapid resolution of any difficulties between the entities as follows:

KE: Mr. Viraj Singal, Director – Investor Education

Trainer: Ms. Meenakshi S. Wagh (Associate Professor)

Department of Accountancy.

## **13. Validity:**

This MOU shall be in force for two (2) years commencing on the Effective Date (1<sup>st</sup> February 2019), unless terminated under the provisions of Clause on Termination hereof. This MOU shall be automatically renewed unless either Party notifies the other Parties in writing at least three (3) months prior to the expiration date.

## **14. Intellectual Property Rights**

Except as stated in this MOU, nothing contained herein shall be deemed to grant any rights or license in the trademarks/trade names/logos or any other marks owned by KE to the other Parties. Parties shall continue to own their respective Intellectual Property Rights. Each Party shall abide by the other Party's branding and logo usage guidelines and shall use other Party's name and logo only to the extent as specified in this MOU. However, neither Party shall use the other Party's name in any other promotional materials, books, documents or other communications with third parties without such other Party's prior written consent.

Intellectual Property Rights" shall mean any and all (by whatever name or term known or designated) tangible and intangible rights including but not limited to trademark, trade name, logo and all other intellectual property rights including brand name/s etc.

Upon termination/expiry of this MOU for any reason whatsoever, the Parties shall forthwith cease from usage of KE's brand name or logo and desist from any such usage in any of its books, promotional materials, certificates etc.



## **15. Termination:**

This MOU may be terminated immediately; by any of the Parties by giving notice in writing giving reasons for the termination, if the other Party commits a material breach of its obligations under this MOU and such breach is not remedied within 30 working days of written notification of such breach. Such termination shall be without prejudice to any existing obligations, including obligations participants of the session, any payments due and outstanding between the Parties. It is agreed between the Parties that in case of termination of this MOU by KE due to breach by either Trainer or his Associate, KE shall not be liable to make any payment under this MOU and any payment made in advance shall be refunded by Trainer to KE. Termination of this MOU will not affect the accrued rights or remedies of the Parties under the MOU nor will it relieve the Parties from their respective obligations prior to termination.

## **16. Variation**

No addition to, or modification of, any provision of this MOU shall be binding on either Party unless made in writing and signed by duly authorised representatives of all *the Parties*.

## **17. Confidentiality of Information:**

The Parties herewith undertake to treat confidentially all information that they obtain directly or indirectly from each other within the framework of the engagement. Confidential treatment means that the information obtained may not be made available to a third party and that the information may not be used for the parties' economic purposes or for the purposes of a third party. The Parties undertake to use the information obtained solely for the purpose stipulated in this MOU.

## **18. Proper Law and Arbitration**

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

This MOU is the complete agreement on the above-mentioned points between KE and the Trainer. Any amendment to the MOU shall be based on mutual discussions between the Partners and by written agreement signed by the Parties involved. Signatories must be authorized to sign on behalf of the organization and include title and agency name. The MOU is signed in duplicate, so that both Parties can retain one copy each.

A handwritten signature in blue ink, appearing to be a stylized 'W' or 'KE'.

## **19. PAYMENT CLAIM AND SCHEDULE**

Trainer/ Associate Trainer would maintain a log of the schedule of the training programs and role played by him/her in each of them and mail the same along with the report, a photograph of the session being conducted and the database to the coordinator from team KE and claim payments on the basis of these reports sent to KE within 72 hours of the training being completed. All reimbursement will be cleared only with supporting bills and prior approvals beyond the pre-defined scope. All payments would be made by cheque or wire transfer to the accounts of the presenter. TDS if applicable would be deducted.

