



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

1.1.3 Average percentage of Courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years – 89.26 percent

2020-21

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)

2020-2021

1.1.3 List of MOUs having focus on employability/ entrepreneurship/ skill development offered by the institution *for the year 2020-2021*

Sr. No.	Name of Department signing the MOU	Name of Institution/Industry/Corporate House with whom MOU signed	Duration of MOU	Criteria having Original copy of MOU
1	Business Studies	TISS, Mumbai	3 years	C3
2	Psychology	Ashwaas Music Therapy and Wellness Advisory Services LLP	3 years (November 2020-2023)	C3
3	Psychology	Swasthi Institute for Learning and Development Pvt. Ltd. Pune	1 year (September 2020-2021)	C3
4	Psychology	Just Being Center	1 year (August 2020-June 2021)	C3
5	Psychology	Arts sphere	1 year (Aug 2020- Sep21)	C3
6	Accountancy	Krishna Educare	3 years	C3



JK
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

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
28th 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 : 28th August, 2019

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: Center for Social Entrepreneurship, Tata Institute of Social Science, Mumbai (TISS) V N Purav Marg, Deonar, Mumbai 400 088
Contact Details: Ph./Fax: 26124846; Email: miracollege@yahoo.co.in	Contact Details: 022 25525820 Email: SatyajitMajumdar@tiss.edu
Website: https://www.stmirascollegepune.edu.in/	Website: https://www.tiss.edu/



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

Ashwaas Music Therapy & Wellness Advisory Services LLP.

For
Academic collaboration for Post-Graduation Diploma in Clinical Music Therapy

On
11th November, 2020



Description of Memorandum of Understanding: Academic collaboration pertaining to Post-Graduation Diploma in Clinical Music Therapy

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

Second Party: Ashwaas Music Therapy & Wellness Advisory Services LLP.

Signing Date: 11th November, 2020

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: HOP NO 19, 2ND FLOOR PONDA COMMERCE CENTRE, TISK PONDA North, Goa, India, 403401
Contact Details: Ph./Fax: 26124846; Email: miracollege@yahoo.co.in Website: https://www.stmirascollegepune.edu.in/	Contact Details: 9987587054 Email: srimanta.ray@ashwaas.com Website: www.ashwaas.com



Memorandum of Understanding
for
Academic Collaboration



This **Memorandum of Understanding** (the "MoU") is executed on the 11th day of November 2020 at Pune , Maharashtra by and between :

St. Mira's College for Girls [An Autonomous College Affiliated to the Savitribai Phule Pune University], situated at 6 Koregaon Road, Pune, Maharashtra 411001 and hereafter referred to as St. Mira's which expression shall, unless be repugnant to the context or meaning thereof, mean and be deemed to include its successors and assigns.

AND

Ashwaas Music Therapy and Wellness Advisory Services LLP a Limited Liability Partnership incorporated under the Limited Liability Partnership Act , 2008, having its registered office at Shop No. 18 , 2nd Floor , Ponda Commerce Centre , Tisk , Ponda , North Goa , Goa , 403401 , with LLP Identification Number AAS – 4529 and hereafter referred to as Ashwaas which expression shall, unless be repugnant to the context or meaning thereof, mean and be deemed to include its successors and assigns.

Each of the parties mentioned above are hereinafter collectively referred to as the "**Parties**" and individually as a "**Party**"

WHEREAS

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

And

Ashwaas Music Therapy and Wellness Advisory Services LLP with a mission to provide quality evidenced-based clinical music therapy services that promote mental health



wellness, provide opportunities for personal growth, and increase physical wellbeing. Advocacy and Education are the two most important pillars for Ashwaas to achieve this mission .

MoU contains finally agreed terms, conditions, and supersedes all previous agreements, arrangements, letters of intent, writings, understandings etc., in respect of this transaction, except to the extent expressly set out herein below. The term of this MoU will be for three (3) years from the date of signing the MoU.

NOW THEREFORE in consideration of the promises and covenants herein set forth the Parties mutually agree as follows:

1. Scope of the Project:

The MoU aims to accomplish the following:

- 1) Advocacy on Clinical Music Therapy and Mental Health.
- 2) Support and Promote Educational Programme on Music Therapy and allied subjects
- 3) Launch and execute educational programmes on Clinical Music Therapy including
 - PG Diploma Programme in Clinical Music Therapy
 - Short Term Courses and Skill Sharing Programmes in Music Therapy and Mental Health.
- 4) Research on Clinical Music Therapy
- 5) Webinars and Workshops
- 6) Collaborations relevant for United Nations programmes.
- 7) Working with global professional organisations and educational institutions in the field of Creative and Performing Arts Therapy.



2. a. Roles, Responsibilities and Obligations of St. Mira's:

The primary role of St. Mira's will be support Ashwaas in designing appropriate course curriculum and maintaining evaluation standards for the courses.

St. Mira's will also work in close collaboration with Ashwaas to guide the process of the recognition of courses by the relevant authorities like the University Grants Commission and others organisations as appropriate from time to time.

2. b. Roles, Responsibilities and obligations of Ashwaas :

The primary role of Ashwaas is to act as a subject matter expert on Music Therapy and work in close collaboration with St. Mira's to design educational programmes including vocation and skill sharing modules as per needs of the students and professionals in this and allied fields.

Both the Parties hereby agree that, a major project when undertaken will be governed by a specific MOU relevant to that programme and accordingly detailed roles and responsibilities of each will be mutually agreed.

3. Term: This agreement is valid for a period of Three (3) year/s and is effective from the date of its execution.

4. Investments, Expenditure and Revenue Sharing:

A separate definitive agreement will be signed between the two parties for the investments, expenditure and revenue sharing of the joint activities.



5. Notices

All notices under this MoU will be given in writing, e-mail, postage prepaid, by certified or registered mail, return receipt requested, by personal delivery or by reputable national overnight courier, at the addresses listed below.

**St. Mira's College for Girls,
6 , Koregaon Road , Pune
Maharashtra – 411001**

And

Ashwaas Music Therapy and Wellness Advisory Services LLP

Shop No. 18 , 2nd Floor , Ponda Commerce Centre , Tisk , Ponda , North Goa , Goa , 403401

Any Party may change its notice address from time to time by delivering notice thereof to the other Parties in accordance with this Clause.

6. Intellectual Property Rights

1. This is a memorandum of understanding, and does not imply any transfer in intellectual or tangible property.
2. All materials including logos and intellectual property symbols continue to remain the property of the original owners. All temporarily assigned rights including the rights to use or market such intellectual property will cease upon the termination of said agreement.
3. In case of joint development of any product, the Intellectual property would be jointly owned by both the parties.

7. Dispute resolution

- a. In case of a dispute arising from the implementation of this Memorandum of Understanding, the Parties shall exhaust the alternative dispute resolution models of negotiation or mediation before opting for arbitration. It is only after these models fail that the court will go for adjudication.

11/11/20



- b. Parties shall act in good faith to resolve the dispute. In the case of a dispute arising regarding the proper management of Intellectual Property, the dispute shall be resolved as per the Indian Intellectual Property Laws.
- c. In case the parties opt for arbitration, they shall mutually appoint a sole arbitrator. The arbitral proceedings will be governed by the Arbitration and Conciliation Act, 1996 (hence, 'Act'). The language will be English, the proceedings subject to jurisdiction of Indian law and the place of arbitration is at Pune.

8. Amendments

Amendments to this Memorandum of Understanding must be in writing and signed by authorized representatives of St. Mira's and Ashwaas

IN WITNESS, WHEREOF the Parties have set their respective hands to this MoU on the day, month and year first above mentioned.

SIGNED SEALED AND DELIVERED

by the above named **St. Mira's College for Girls, Pune**

Represented by it's Principal

DR G H GIDWANI

in the presence of

G.H. Gidwani

Principal

SIGNED SEALED AND DELIVERED



by the above named **Ashwaas Music Therapy and Wellness Advisory Services LLP**

Represented by it's Designated Partner

SRIMANTA RAY

Srimanta Ray
Ashwaas Music Therapy and
Wellness Advisory Services LLP

Srimanta Ray

In the presence of

Designated Partner





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

Between



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

And

Swasti Institute of Learning and Development

For

Academic collaboration for Certificate Course in Organizational Development and Change Management

On
22nd September, 2020



Description of Memorandum of Understanding: Academic collaboration pertaining to Certificate Course in Organizational Development and Change Management

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

Second Party:Swasti Institute of Learning and Development

Signing Date:22nd September, 2020

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:S No, The West Wing, A-204, 44/2/1, Pashan - Sus Rd, Pune, Maharashtra 411045
Contact Details: Ph./Fax: 26124846; Email: miracollege@yahoo.co.in Website: https://www.stmirascollegepune.edu.in	Contact Details: Email: swastiinstitute01@gmail.com Website: www.swastivishwa.com





KINDLE THE LIGHT

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

[ARTS, COMMERCE, SCIENCE, BBA, BCA]

6, Koregaon Road, Pune - 411001.[INDIA]
Ph./Fax : 26124846 E-mail : mira_college@yahoo.co.in

Dr. G. H. GIDWANI
Principal

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

Memorandum of Understanding (MoU)

Between St Mira's College for Girls, Pune

&

Swasti Institute for Learning and Development Pvt Ltd, Pune

For

Certificate Course in Organizational Development and Change Management



Introduction

Swasti Institute for Learning and Development Pvt Ltd - Pune (hereinafter referred as 'Swasti Institute') with registered office A-204, The West Wing, S No 44/2/1, Sus-Pashan Road, Pune 411045, Maharashtra, is a private company registered under the Indian Companies Act 2013. Swasti Institute is collaborating with **St. Mira's College for Girls (Autonomous- Affiliated to Savitribai Phule Pune University, Pune)**, Pune is at 6, Koregaon Road, Near Hotel Blue Diamond, Pune, Maharashtra411001.

St. Mira's College for Girls (Autonomous- Affiliated to Savitribai Phule 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.

Swasti Institute has been started with a vision and mission to provide education and training opportunities to individuals, organizations and communities, to help them transform and grow. Swasti Institute is partnering with professional associations, educational institutes, both national and international to bring educational opportunities to the target populations.

Making world class education available and affordable is one of the missions of the company. Some of the areas where Swasti Institute brings expertise is in enhancing the competencies in the domain of applied psychology, HR Management and leadership. As organizations face changes and challenges in the context of Industry 4.0 and the global pandemic that is creating changes in broad areas of organizational and work contexts, it is essential that organizational leaders, HR managers, consultants and relevant professionals and students are equipped with the skills to manage this change and lead organizational development (OD) interventions.

Aligning to the objectives of the **Certificate Course in Organizational Development and Change Management**, Swasti Institute is collaborating with St. Mira's College for Girls, Pune in the delivery and certification of the said course. It is anticipated there may be areas where a formal understanding (MOU) between Swasti Institute 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 Swasti Institute and St. Mira's College for Girls, Pune for the Course in Organizational Development and Change Management.

The benefit of the MOU is that Swasti Institute, and St. Mira's College for Girls, Pune have a clear framework within which they can support and enhance the competencies for the participants of this course and contribute to the growth of education and application in this field.

Both the organisations are working together to ensure that there are Win-Win propositions not only for the two organizations but for the participants of the program, who will benefit from the program.

Responsibilities

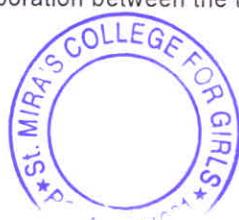
Appointment of Coordinators

- Each party will appoint a person to serve as the official contact and coordinate the activities of each organization to carry out this MOU
- The organizations agree to the tasks described below for this MOU.

Actions

Swasti Institute and St. Mira's College for Girls, Pune will Jointly:

- Agree that all activities governed by this MOU are to be set out in a 'Work Plan' developed by co-coordinators.
- 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 realized.
- Work together where doing so will have a positive impact on long term collaboration between the two organizations



- Agree that parameters for evaluation of delivery of course content and assessment will be jointly developed by Swasti Institute and St.Mira's College for Girls.
- Any dispute or grievance arising out of conduction and completion of course will be addressed by Swasti Institute and St Mira's College for Girls jointly.
- Share with each other the inquiries and any specific communications to media or social media about the course
- Agree that this MoU is for this topic only, and each party may work with other organizations outside this MOU for other projects that each organization may take up separately
- Copyrights on the contents of this course belong to Swasti Institute and this program cannot be run by St Mira's College for Girls as a separate course without the involvement of Swasti Institute outside this MOU either independently or with partners.
- Schedule the course as per the mutual calendars of the two organizations
- Provide certificates to the participants on completion of the course with the names of both organizations on the certificate and signed by authorities of both organizations
- St Mira's will bear the taxes on the income from this course and Swasti Institute will bear the taxes on the income from this course. Each organization is liable to pay the taxes on the income from this course independently.

Swasti Institute 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 one main responsible point of contact has been assigned to tend to all needs of the event over the course of activity.
- Take necessary measures including social media and print media to market the course
- Ensure the availability of competent faculty to teach the course
- Swasti Institute will make available Zoom or WebEx platforms to deliver the course.
- Swasti Institute will provide the recordings of the sessions for the course for a period of three weeks after each session for the participants to view the course after each session
- Swasti Institute will create the assessment rubric for the students and provide the syllabus for the course
- Will share the evaluation outcomes of the course with St. Mira's College for Girls, at the end of the course
- Admit participants into the course
- Administer the course. Participants will get an option of making a one-time payment or payment in two installments of the fees for the course. Swasti Institute and St Mira's will determine the instalment amounts.
- Make monthly payments to faculty, designers and other vendors against invoices raised by the parties
- Share 50% of the profits from the course at the end of the course after all costs are removed. (Costs include facilitator charges, coordination costs, design costs, administration costs and overheads). The expense sheets will be shared with St Mira's.

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

- Promote the course through their educational institution to ensure maximum participation of members who can benefit from such wellness learning drive etc.
- Market the course on their website, brochures, social media and flyers outside the college
- 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.
- Take decisions as per college policies in terms of any participant issues of non-attendance, misbehaviors, plagiarism and such other issues by the students of the course.



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 Swasti Institute and St. Mira's College for Girls, Pune to be resolved through negotiation.

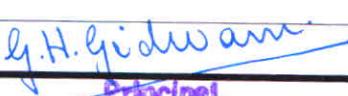
Terms of Understanding

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 organization I represent, I wish to sign this MOU and contribute to its further development.

Swasti Institute for Learning and Development Pvt Ltd		
Name: Dr Swati Karve		
Title: Founder Director		
Organization: Swasti Institute for Learning and Development Pvt Ltd		
	Date:	September 22, 2020
St. Mira's College for Girls, Pune		
Name: Dr. G. H. Gidwani		
Title: Principal		
Organization: St. Mira's College for Girls		
	Date:	September 22, 2020



Point of contact for the course from Swasti Institute (course coordinator)		Point of contact for the course from St Mira's College for Girls	
Name	Soniya Kakatkar	Name	Sharmin Palsetia
Email	Swastiinstitute01@gmail.com	Email	sharmin.palsetia@stmirascollegepune.edu.in
Phone Number	91-87746773	Phone Number	91-9765257504



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Dr. G. H. GIDWANI
Principal

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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 Post Graduate Diploma in Mindfulness Based Counseling:
Listening with Embodied Presence

In
July,2020



Description of Memorandum of Understanding: Academic collaboration pertaining to Post Graduate Diploma 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: 2020

Approved and accepted for

Approved and accepted for

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

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:B-14, Castellino Co-op Society Pudumjee Park Society Lane No.1 Near Isha, PremaNiketan, OppBhavaniPeth Police Colony, New Nana Peth, Pune, Maharashtra 411001
Contact Details: Ph./Fax: 26124846;	Contact Details: 090110 36828
Email: miracollege@yahoo.co.in	Email: justbeingcentre@gmail.com
Website: https://www.stmirascollegepune.edu.in/	Website: www.justbeingcenter.com



KINDLE THE LIGHT

SADHU VASWANI MISSION'S

ST. MIRA'S COLLEGE FOR GIRLS

[ARTS, COMMERCE, SCIENCE, BBA, BCA]

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

Ph./Fax : 26124846 E-mail : mira_college@yahoo.co.in

Dr. G. H. GIDWANI
Principal

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

Memorandum of Understanding

For the One Year Post Graduate Diploma in

Mindfulness Based Counseling: Listening with Embodied Presence

Introduction

Just Being Center for Mindfulness and Presence (hereafter referred as JBCMP) with registered office at B 14 Castellino Co-op Society Pudumjee Park Society Lane No.1, New Nana Peth, Pune, an LLP is registered under Section 12(1) of the Limited Liability Partnership Act, 2008. JBCMP is known for its high-quality programs in the field of mental health that are oriented in mindfulness, presence and deep embodied listening approaches. Programs are both for mental health professionals as well as the community – parents, teachers, non-profit organizations in the social development sector as well as the corporate sector.

St. Mira's College for Girls (Autonomous -Affiliated to Savitribai Phule 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. It places a high value on humanitarian values and service to the community. St Mira's College for Girls is renowned for its psychology courses in design, execution and relevant application to the field.

The one year Post Graduate Diploma (PGD) program in Mindfulness Based Counseling: Listening with Embodied Presence is meant to cater to the need in the country for more listening spaces as well as high quality training is the embodiment of essential counselling attitudes and skills. It also seeks to provide a unique approach that integrates contemporary psychology with contemplative practices focusing on the 'self' of the counsellor or listener, the relational field and the client's or group's innate capacity for growth and healing. The course is for 630 hours with 27 credits. The course is open to people from all walks of life who wish to offer a

Please visit: www.dadavaswanisbooks.org

listening space to others and to mental health professionals who wish to deepen attitudes and skills.

Aligning to the objectives of the Post Graduate Diploma (PGD) in Mindfulness Based Counseling: Listening with Embodied Presence, JBCMP is entering into an academic collaboration with St. Mira's College for Girls, Pune in the delivery and certification of the said course anticipated there maybe areas where a formal understanding (MOU) between JBCMP 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 for the arrangement between JBCMP and St. Mira's College for Girls, Pune that allows for the smooth functioning and execution of the academic collaboration.

The benefit of the MOU is that JBCMP and St. Mira's College for Girls, Pune have a clear framework through which they can support and enhance the training of mental health professionals, psychology students, community social workers, psychiatrists, health workers, coaches, counsellors and support the development of other allied listening spaces in the community and influence the teaching of counselling in psychology. This is towards the goal that quality mental health services grounded in a humane and wholistic approach is available to more members of the society.

Both the organisations are working together to ensure spread of quality trainings and learning environments to students of psychology, community initiatives and mental health professions in order to serve society at large.

Responsibilities

- Appointment of Coordinators
- Each party will appoint a person to serve as the official contact and coordinate the activities of the individual organization to carry out this MOU

For JBCMP:

Program Coordinator: Sarah Mehdi

For St. Mira's College for Girls, Pune

Program Coordinator: Ms. Sharmin Palsetia




Principal
St. Mira's College for Girls

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

Actions

- JBCMP and St. Mira's College for Girls, Pune will:
- Agree that the course will be coordinated and run by Just Being Center in academic collaboration with St. Mira's College as the certifying body.
- Agree that all activities governed by this MOU are to be set out in a 'Work Plan' developed by the coordinators.
- Ensure that the training programme is equipped with necessary wherewithal as per each party roles & responsibilities to ensure objectives for which the programme is being organized are met.
- Agree that all course content remains the intellectual property of JBCMP.
- Agree that parameters for evaluation of learning objectives and assessment will be jointly developed by JBCMP and St. Mira's College for Girls.
- Agree to work together where doing so will have a positive impact on meeting the needs for training counsellors and mental health professionals.
- Agree that fees will be collected by JBCMP and
- Agree that participants of the course will not approach St. Mira's College for Girls directly for grievance or dispute. Any dispute or grievance arising out of conduction and completion of the program will be addressed by JBCMP.

JBCMP will:

- Support successful delivery and further development of training programme content.
- Assist with operational tasks, including but not limited to, basic functions necessary for the implementation of the programme.
- Ensure one main responsible point of contact has been assigned to tend to all needs of the program over the course of activity.
- Take necessary measures including social media and print media to spread this message and to generate as many participants and sponsorships as possible.
- JBCMP shall make the necessary physical space (if applicable) available for classroom sessions as well as the online teaching and learning management systems required for effective delivery fixed according to the following course schedule.

Course Schedule for 2020-2021

Module 1- August 7 to 9, 2020

Module 2 - September 4 to 6, 2020

Module 3 - October 9 to 11, 2020

Supervision - November 7, 8, 2020



A handwritten signature in blue ink, appearing to read "g H G".

Principal

St. Mira's College for Girls

Module 4 - December 4 to 6, 2020

Supervision - January 2, 3, 2021

Module 5 - February 5 to 7, 2021

Supervision - March 6, 7, 2021

Module 6 - April 2 to 4, 2021

Evaluation - June, 2021

- Will ensure delivery of experiential, academic and reflexive learning opportunities through experienced faculty.
- Will share the evaluation outcomes of the course with St. Mira's College for Girls, before the completion of certification.
- Will deal with escalations of logistical issues, if any, faced by the participants in the program.
- Provide administrative manpower support throughout the duration of the programme.
- Make a program contribution to St. Mira's College for Girls to meet its certification charges and provide participants the Post Graduate Diploma certifications (10% of the course fees).
- In case of discontinuation of the course in the middle of the academic term by JBCMP, the liability on St. Mira's College for girls will be limited to the program contribution made by the JBCMP to St. Mira's College for Girls per admission.

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

- Promote the learning activity throughout their educational institution as well as to their database of student to ensure maximum participation of members who can benefit from such a program
- Work as a bridge between JBCMP and potential members to handle their questions or doubts may arise before or during continuation of the activity.
- Provide support for collaborative partnerships by way required letters or permissions for required internships and support the learning of students on the program.
- Grant certificates to participating members of the Post Graduate Diploma (PGD) in Mindfulness Based Counseling: Listening with Embodied Presence 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 brought to the next level of management and ultimately would be put




Principal
St. Mira's College for Girls

in front of the executive teams of JBCMP and St. Mira's College for Girls, Pune to be resolved through negotiation.

Terms of Understanding

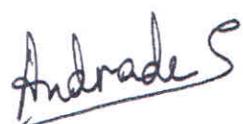
This MOU shall remain in force from the date of sign off by all partners till the conclusion of the program

Authorization

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

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

Just Being Center for Mindfulness and Presence

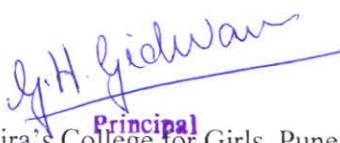


Name: Sandy Dias Andrade

Title: Founder-Director

Organisation: Just Being Center for Mindfulness and Presence, Pune

Date:


St. Mira's College for Girls, Pune

Name: Dr. G. H. Gidwani

Title: Principal

Organisation: St. Mira's College for Girls

Date:





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

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

Artsphere, Pune

For
Academic Collaboration for Post Graduate Diploma in Dance Movement Therapy

On
18th September, 2020



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

Signing Date : 18th September, 2020

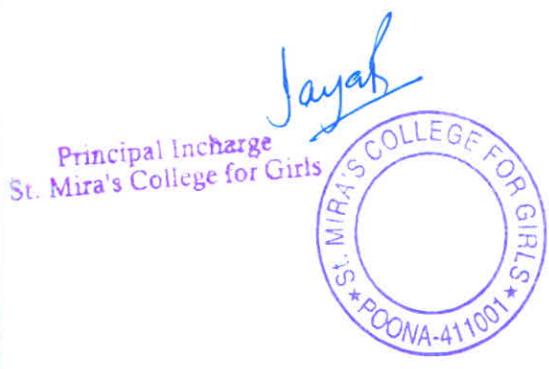
Approved and accepted for

Approved and accepted for

For St. Mira's College for Girls, Pune	Artsphere, Pune
 <i>L. H. Gidwani</i> Principal St. Mira's College for Girls The Principal	For ARTSPHERE  Proprietor Anubha Doshi 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: 402, Fourth Floor, North Court Building, North Avenue Road Number 12, Kalyani Nagar, near Jogger's Park, Pune, Maharashtra 411006
Contact Details: Ph./Fax: 26124846; Email: miracollege@yahoo.co.in	Contact Details: 095617 20001 Email: artsphere.pune@gmail.com
Website: https://www.stmirascollegepune.edu.in/	Website: www.artspherepune.com

Memorandum of Understanding (MoU)



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Principal Incharge
St. Mira's College for Girls

Jayash





Introduction

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, recognises the need for organisational co-operation and communication with The Arts Therapists CoLab (hereinafter referred as (TATC) a Partnership Firm with registered office B8/2, 1st cross St, AGS Colony beach, Kottivakkam Chennai 600041, and 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.

Artsphere Therapy is a liaison partner between TATC and St Mira College for Girls Pune for successful execution of Post Graduate Diploma in Dance Movement Therapy for academic year 2020-2021.

The Arts Therapists CoLab (TATC), and Artsphere Therapy 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 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 the year 2020 Artsphere Therapy 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 TATC making a Tripartite arrangement. It is anticipated there may be areas where a formal understanding (MOU) between The Arts Therapists CoLab (TATC), 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 TATC, 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 TATC, 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.

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

Confidential

Jambika Doshi



[Signature]

Principal Incharge
St. Mira's College for Girls



Jayashri

Actions

Artsphere Therapy, St. Mira's College for Girls, Pune and TATC 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.

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

- Collect fees from student for the course and issue receipts
- Revenue sharing ratio for the PGDMT course will be as mentioned below

40% Artsphere Therapy

40% TATC

20% St. Mira's College for Girls, Pune

Each after deducting taxes as per Income Tax Rules

In case the revenue is below estimates Artsphere Therapy and TATC will bear the loss in equal proportion of 50%

- To make payments to facilitators as per invoice raised
- 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 TATC, 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) Course Design Fees to be paid to TATC
 - e) Exam supervision cost to be paid to course co-ordinator
- Promote the learning activity throughout their educational institution to ensure maximum participation of members who can benefit from such wellness learning drive etc.
- Set-up digital platform for students to enable online learning
- Responsible for providing academic and administrative framework wherever necessary.
- Work as a bridge between Artsphere Therapy and TATC 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.

Role of Artsphere Therapy:

- Artsphere Therapy is a liaison partner between TATC and St Mira College for Girls Pune for successful execution of Post Graduate Diploma in Dance Movement Therapy for academic year 2020-2021.
- 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.
- 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.

Studio Support

1. Provide necessary studio space for academic sessions.
2. Ensure that the studio space is clean and hygienic.
3. Provide furniture, projector, white board, sound system for facilitation.
4. Provide air conditioning, clean drinking water and clean washrooms.

Marketing

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

Administration

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. Frequent WhatsApp communication regarding Diploma promotion with many people who follow Artsphere activities regularly
6. Follow-up on cancellation and rescheduling
7. Helping outstation candidate in accommodation nearby Artsphere
8. Helping them with food arrangements, and also listening to their queries related to any local issues.
9. During course, updating them on timings, sending reminders related to any change in schedule
10. Ensure clean washrooms and packaged drinking water for students
11. Ensuring enough tea/coffee is made available
12. First aid and medicine kit are made available

Confidential

Jyoti Doshi



Principal Incharge
St. Mira's College for Girls





The Arts Therapists Colab

Roles & Responsibilities of TATC:



- Academic Advisor for the course
- The course syllabus is the property of TATC and syllabus revision fee will be Rs 25000/- for academic year 2020-2021
- Promote the PG-DMT through different marketing channels
- TATC will be responsible for screening candidates from Eligibility to Selection
- TATC will liaison and co-ordinate with other Faculties and inform in advance related to Teaching Schedule, informing them about syllabus to teach and also confirm availability
- Ensure to review Faculties syllabus progress and also provide feedback to them, in case of student's concern.
- Appointing Supervisor's for the batch and tracking progress of supervision
- End to end academic co-ordination with the selected students
- Addressing student's queries related to syllabus and around overall course structure.
- Scheduling timely assessments, Semester Exam
- Declare grades on or before deadline for Assignments and Class Work
- Declaring grades of final exams on or before deadline

Responsibilities of Course Co-ordinator (Under TATC)

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

Responsibility of TATC, Artsphere Therapy and St. Mira's College for Girls, Pune during COVID 19 situation

As per guidelines and amendment made by State and Central Govt regarding physical assembly to academic sessions TATC and Artsphere Therapy will have regular meetings for defining operations role and responsibilities.

Confidential





The Arts Therapists Colab

Artsphere Therapy Responsibility During Online Sessions



1. Address technical queries raised by students while sessions are conducted.
2. Support the facilitator throughout the sessions also addresses their technical queries.
3. Be available to support in case of any queries.

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 TATC 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 TATC 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.

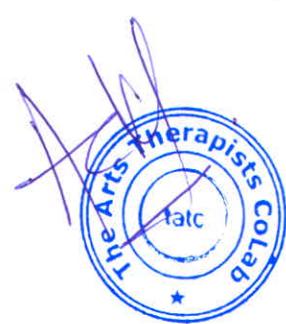
On behalf of the organisation I represent, I wish to sign this MOU and contribute to its further development.

Anubha Doshi



Principal Incharge
St. Mira's College for Girls

Jayash





The Arts Therapists CoLab



The Arts Therapists CoLab (TATC)

Name: Anshuma Kshetrapal

Title: Co-founder

Organisation: The Arts Therapists Co-Lab.



Date :

18/09/21

St. Mira's College for Girls, Pune

Name: Dr. Jaya Rajagopalan

Title: Principal Incharge

Organisation: St. Mira's College for Girls



Jaya

Principal Incharge
St. Mira's College for Girls

Date: 18/09/2021

Artsphere Therapy

Name: Anubha Doshi

Title: Founder Director

Organisation: Artsphere



Date: 18/09/2021



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

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– 01st 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 :01st February, 2019

Details of the Institution	Details of the Second party
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: https://www.stmirascollegepune.edu.in/	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 1st 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 from 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 (1st 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.

