



महाराष्ट्र MAHARASHTRA

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प्रधान मुद्रांक कार्यालय, मुंबई
प.म वि क ८.००००९०
10 FEB 2022
सक्षम अधिकारी ✓

श्री. दि. क. गवई

MEMORANDUM OF UNDERSTANDING

For Certificate Course in Soft Skills - 2021-22

This Memorandum of Understanding is entered into at Vashi, Navi Mumbai on this 28th day of February 2022

Between

KARMAVEER BHURAO PATIL COLLEGE, VASHI (Autonomous) of Rayat Shikshan Sanstha, (herein after referred to as **K.B.P. College**) a Government recognized college affiliated to the University of Mumbai rendering services for the propagators of education in Arts, Commerce and Science etc. in the area/region, through **Dr. Shubhada Nayak**, the Incharge Principal of K.B.P. College, Vashi having address at Sector 15 A, Juhunagar, Vashi, Navi Mumbai- 400 703, **the party of FIRST PART.**

AND

Candid Solutions through **CA. Sushant Parakh**, its founder, having office at 4th Floor, Spectrum Towers, Mindspace, Malad West, Mumbai - 400064 as **the party of the SECOND PART**.

WHEREAS, Candid Solutions is a professional organization in the field of Soft Skills Training.

WHEREAS Candid Solutions approached the College with a proposal to conduct Soft Skills training program to the students in the College.

AND WHEREAS that as per proposal made by **Candid Solutions**, the College has agreed and allowed to conduct Orientation for Soft Skills training program, **WHEREAS** both the parties have agreed to entered into the Memorandum of Understanding on the following terms and conditions.

NOW THIS MEMORANDUM OF UNDERSTANDING WITNESS AS UNDER-

1. This Memorandum of Understanding (hereinafter referred to as the **MOU**) is entered into parties for the academic year 2021-22 only.
 - Conduct Orientations for the Students.
 - Soft Skills training program in classes for the students of BBI/BMS/BAF/BA/BCOM/BSC.
 - Providing Certified training Professionals
 - Providing Course Structure and Material
 - Providing Certificates.
 - 80 % partnership over total revenue generated will be rendered to the firm as per the payment terms
 - The entire structure & syllabus of the 30 hours Course. [Refer Annexure 1 for details]

2. That it is hereby agreed by the party of the **FIRST PART K.B.P. COLLEGE, VASHI** to deliver the party of the **SECOND PART Candid Solutions**.
The following-
 - Marketing activities in and around the College Campus.
 - Safety assurance for the training professionals while they are inside the college premises.
 - A classroom where the trainer can conduct the classes.
 - Support from the higher authorities to motivate students to learn.
 - Permission to conduct the orientations and related activities for the students of **Karmaveer Bhaurao Patil College, Vashi**.

3. That it is hereby agreed by the party of the **FIRST PART K.B.P. COLLEGE, VASHI** to deliver to the party of the **SECOND PART Candid Solutions**.
Remuneration as per the following schedule-

Fees

College share (20%)	Candid Solutions share (80%)	Total Fees
Rs. 400/-	Rs. 1600/-	Rs. 2000/- per student

- After **completing 6 lectures** 50 % payment
 - After **completion Course/Syllabus** 25 % payment
 - After conducting **Online Test and Submitting copies of Certificate** 25 % payment.
 - Soft copies of the certificate shall be sent within a week of declaring results.
 - Invoice will be raised to KBP College for each of the instalments or combined invoice.
 - The cheque/online NEFT payment may be made in favour of **Candid Solutions**.
 - GST as per prevailing rates (presently 18%) shall be payable by the college over and above the fees.
4. That it is hereby agreed by the party of the **SECOND PART Candid Solutions**, that the College disciplinary rules will be followed by them and all the necessary and need care for not causing any type of nuisance or acts prejudicial to the norms of decency of college will be taken. It is also agreed by the party of the **SECOND PART Candid Solutions**, that, the cleanliness of college campus and classroom will be maintain by them.
 5. That the Party of the **FIRST PART, K.B.P. College, Vashi** may renew this MOU for further period if the College satisfies with discipline maintained by the **Candid Solutions**. The term of such agreement will be as decided by the parties thereon.
 6. That if the party of the **SECOND PART Candid Solutions**, is found to be guilty of not following the disciplinary rule of college then the MOU will stand cancelled.
 7. That it is also agreed between both the parties that if on any reason if either of the party wants to cancel the Agreement they should give 1 month notice to the other party in writing regarding the same.

IN WITNESS the parties here to have set and subscribed their respective hands and seals on
28th day of February 2022 as herein above mentioned.


SIGNED, SEALED AND DELIVERED

By the parties within named

Karmaveer Bhaurao Patil College, Vashi of Rayat Shikshan Sanstha.

Through **Dr. SHUBHADA NAYAK.**

Principal Incharge of K.B.P. College, Vashi



1/C PRINCIPAL
KARMAVEER BHAURAO PATIL COLLEGE
VASHI, NAVI MUMBAI - 400 783.

IN WITNESS-

1) **Ms. ARCHANA SALUNKHE**

Head, Department of B.Com. Banking and Insurance (BBI).



SIGNED, SEALED AND DELIVERED

By the parties within named

Candid Solutions



CA. Sushant Parakh, Founder

IN WITNESS-

1) **Ms. Namrata Mehta**

Consultant & Trainer, Candid Solutions



Annexure - 1

DETAILS ABOUT THE COURSE

Department of B. Com. Banking & Insurance (BBI)
Skill-based course: **Soft Skills**

2021-22

Eligibility	Pursuing UG/PG
Duration	30 hrs (Online/Offline as per situation)
Intake capacity	30 per batch
Theory & Practical	30 hrs (20 + 10)

Course Objectives:

To impart training in personal development and professional skills for value addition of employability and industry placement.

Learning Outcomes:

By end of the course students will be able to,

1. Develop work life and social skills as well as personal an emotional well being
2. Demonstrating clear briefing and listing skills
3. Develop effective writing and communications skills
4. Know realistic perspective of work and work expectations
5. Formulate problem solving skills in making appropriate and responsible decisions

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Goal Setting	03 session
2	Public Speaking	03 session
3	Self Confidence Development	03 session
4	Time Management	03 session

5	Fear and Stress Management	03 session
6	Social Manners	03 session
7	Effective Presentation Skill	03 session
8	Resume writing	03 session
9	Interview skill	03 session
10	Finishing skill	03 session

Sr. No.	Modules / Units
1	Goal Setting
	Introduction, basic principle, steps for drafting a goal, exercise & assignment.
2	Public Speaking
	How to present ideas, opening & closing of talk & how to make it interesting, E-concept, How to overcome barriers for non-performance & role plays.
3	Self-Confidence Development
	Game and exercise, anchoring, basic changes for positive body language SWOT analysis, building positive attitude, view problems as opportunities, types of motivation & its relevance & assignment.
4	Time Management
	Time as a resource, identification of time wasters, time management styles and techniques and assignment.
5	Fear and Stress Management
	Introduction, impact, how to manage stress and overcome fear.
6	Social Manners
	Introduction, how to listen effectively, value of win-win situation, golden principles of human relations, emptying technique & assignment.
7	Effective Presentation Skills
	How to prepare ppt, how to use tools, conduct of ppt in smooth manner, optimum utilization of time in presentation. & Role plays

8	Resume Writing
	Drafting of resume, official letters, reports, crisp writing & assignment
9	Interview Skills
	How to prepare for interview ,how to answer the questions raised by interviewer. How to negotiate with interviewer? & Role plays
10	Finishing Skills
	Etiquettes, table manners, grooming, skincare, power dressing & role plays

Scheme of Evaluation

Evaluation Scheme:

Evaluation System	Particular	Marks
Term end Assessment	Written Test / Online Test	30 Marks
Internal Evaluation	Group discussion/ Role Plays/ Management Games/ Case Studies	20 marks
	Total	50 Marks

Signed, sealed and delivered by:

CA. Sushant Parakh

Dr. Shubhada Nayak

Founder,
Candid Solutions, Mumbai



CA
T/C PRINCIPAL
KARMAVEER BHAURAO PATIL COLLEGE
VASHI, NAVI MUMBAI - 400 703.

Principal,
KBP College, Vashi, Navi Mumbai

In witness:

Namrata
Ms. Namrata Mehta

Archana
Ms. Archana Salunkhe