



महाराष्ट्र MAHARASHTRA

2022

17AA 820102



MEMORANDUM OF UNDERSTANDING

For Certificate Course in Soft Skills

This Memorandum of Understanding is entered into at Vashi, Navi Mumbai on this 14th day of **October, 2022**

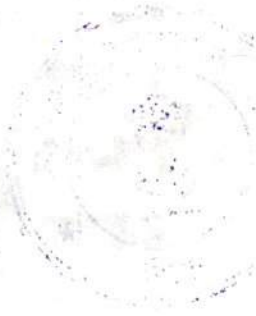
Between

KARMAVEER BHAURAO 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**.

01 AUG 2022

1. मुद्रांक विक्री नोंदवही अनु. क्रमांक/दिनांक	C46852
2. स्त्रावाचा प्रकार/अनुच्छेद क्र.	
3. दस्त नोंदणी करणाऱ्या व्यक्तीचा/होमिनाचा नाव	जोडपत्र-१ Annexure - 1
4. निकटवर्तीचा पत्ता	फक्त प्रतिज्ञापत्रासाठी Only for Affidavit
5. मुद्रांक विक्री करणाऱ्या व्यक्तीचे नाव	VIKRAM .J. PRAJAPTI
6. तसे असल्यास तपोनाम व पदनाम	(B. COM LLB ADVOCATE MUMBAI)
7. दुसऱ्या व्यक्तीचे नाव	B/307, RAM MAHAL,
8. मुद्रांक मुद्रांक क्रमांक	MATUNGA, MUM - 19
<p>9. प्रमाणपत्रासाठी कोठ्याची पत्ती व पत्ता क्र. - ...</p> <p>अथवा मुद्रांक विक्रीसाठी पत्ता क्रमांक</p> <p>के.पी. प्लाझा ऑफिस नं. ११, फ्लॉट नं. १२ लोकर ४, कोपरलैरणे, नवी मुंबई ४००००९</p> <p>ज्या कारणासाठी मुद्रांक खरेदी केला जात आहे त्या कारणासाठी मुद्रांक खरेदी केल्याबाबत (गटित्वात) प्रमाणपत्र</p>	
<p><i>(Signature)</i></p> <p>291050</p>	

01 AUG 2022



- 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

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 years 2022-23, 2023-24 and 2024-25 only.
 - Conduct Orientations for the Students.
 - Soft Skills training program in classes for the students of BBI/ BMS/BAF/BA/BCOM/BSC headed through **B.Com. Banking and Insurance (BBI).**
 - 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.

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 ___th day of _____ 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

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

Manager – Content and Training, Candid Solutions

Namrata

Annexure - 1

DETAILS ABOUT THE COURSE

Department of B. Com. Banking & Insurance (BBI)

Certificate Course in Soft Skills

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

Module	Session Name	Topics to be covered
Introduction To The Programme	Ice Breaking Session	Introduction using ice breaking activities, Personal & Career ambition and goals, Discussion on what are soft skills and their types, Setting the base of the training.
Effective Communication Skills	Concepts of Communication	What is Communication, Communication Process, Importance of Successful Communication, Types of Communication: Verbal - Non Verbal, Written - Oral, Barriers in Communication.

	Acing Oral & Written Communication	Listening Skills, Expressing with Non-verbal skills, Spoken Communication, Telephonic Communication, Written business communication, Drafting E-mails, Drafting Letters, Using Social Media Diligently.
SMART Goal Setting	SMART Goal Setting	S.M.A.R.T Goals, Scientific Goal Setting Process, Time Management Through Effective Goals, Vision – Mission Statements, Prioritization of Goals
Polished Business Etiquettes	Grooming & Business Etiquettes	ABC Of Business Etiquette, Netiquette – Manners In The Online World, Dressing For Success - Grooming And Personal Hygiene, Dining Etiquette, Dealing With Challenges Professionally
Public Speaking & Presentation Skills	Preparing Presentation & Speech	Opening & Closing Of Talk, Effective Speech Preparation, Making Effective PowerPoint Presentations, How to become a better (and less nervous) speaker?
	Delivering Presentation & Speech	Spontaneous Speaking, Group Discussions, Persuasion and influencing skills, Summarisation skills, Maintaining self-confidence, Audience Analysis And Connecting With Them, Using tools for presenting effectively
Leadership & Team Work Skills	Leadership & Team Work Skills	Leadership Theories & Styles, Team Building, Conflict Management, Problem-Solving, Entrepreneurial Mindset
Customer Service Skills	Customer Service Skills	Good Customer Service, Identifying & Addressing Customer Needs, Managing Difficult Customers, Face To Face Customer Service, Over The Phone Customer Service
Self Confidence Development	Self Confidence Development	SWOT Analysis, Identifying Reasons Of Low Self Confidence, Building positive attitude, Confidence Building Tactics, Dealing With Setbacks
Problem Solving Skills	Problem Solving Skills	Define The Problem, Generate Alternative Solutions, Evaluate The Plans, Implementation And Re-Evaluation, Problem Solving Techniques
Time Management	Time Management	The Art of Scheduling, Prioritizing, Managing Distractions, The Multitasking Myth, Time management styles and techniques
Job Interview & Resume Skills	Resume Building & Job Search	Drafting Of Impressive Resume & Cover Letter, Optimum Use Of Job-Search Engines & Websites
	Interview Skills	Preparing for Interview and Group Discussions, Phone Interview and online Interview Tips, Closing the interview & Negotiation
	Mock Interviews	Mock Interviews with feedbacks

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



Founder,

Candid Solutions, Mumbai

Dr. Shubhada Nayak



Principal,

KBP College, Vashi, Navi Mumbai

In witness:

A handwritten signature in blue ink.

Ms. Namrata Mehta

A handwritten signature in blue ink.

Ms. Archana Salunkhe