



महाराष्ट्र MAHARASHTRA

● 2019 ●

VW 222712

प्रधान मुद्रांक कार्यालय, मुंबई
प.मु.नं. १००००९३
15 OCT 2019
सक्षम अधिकारी

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered on this 23rd day of November 2019.

BETWEEN

Nirmala Memorial Foundation College of Commerce & Science, D.S.Road, Thakur Complex, Kandivali (East) Mumbai 400101 (which expression unless repugnant to the context or meaning thereof shall mean and include its legal representatives, administrators, executors, assignees etc.) hereinafter referred to as the NMFC for the sake of brevity as the Party of the **First Part**.

AND

Careersanta.com, having its office at 4099, Rustomjee Eaze Zone Mall, Goregaon West, Mumbai 400062 (which expression unless repugnant to the context or meaning thereof shall mean and include its legal representatives, administrators, executors, assignees etc.) hereinafter referred to as the Party of the **Second Part**.

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बोधपत्र - १ Annexure - 1

करणेसाठी प्रतिज्ञापत्रासाठी Only for Affidavit

मुद्रांक विषयक वेगळ्याचे नाव _____ **Nirmala Memorial Foundation**
 मुद्रांक विषयक वेगळ्याचे रहिवाशी पत्ता _____ **College of Commerce & Science**
 मुद्रांक विषयक वेगळ्याची नोंद वही अ. क्र. क्रमांक _____ दिनांक _____
 50 Feet Road, Asha Nagar,
 Thakur Complex, Mandivali (East),
 Mumbai-400 101.

मुद्रांक विषयक वेगळ्याची सती परवानकावरून मुद्रांक विक्रीसाठी आहे

परवाना क्रमांक : ८००००१३

मुद्रांक विक्रीचे हेतू/पत्ता : श्री. बनारसीदास खुशिराम अटकन

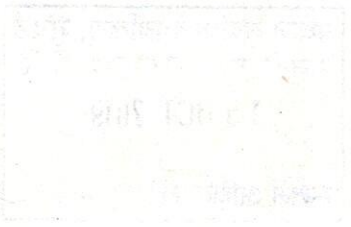
तळ मजला, चोरिपली कोर्ट, चोरिपली (प), मुंबई - ४०० ०१२.

राजस्थान वकालत/व्यावसायिक नोंद प्रतिज्ञापत्र सादर करणेसाठी मुद्रांक कागदाची आवश्यकता नाही. (शासन आदेश दि. ०१/०७/२००४ नुसार)

या करारणासाठी ज्यांनी मुद्रांक करेदी केले त्यांनी त्याच करारणासाठी मुद्रांक करेदी करणेबाबत ६ महिन्यात सरकारचे संबन्धित अहवाल सादर करावे.

17 OCT 2019

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The party of the Second Part is India's first dedicated portal providing jobs, internships and career guidance for the niche segment of commerce professionals being CA, CS, CMA, CFA, MBA, B.Com, B.Com (A&F), B.M.S, B.F.M, etc. The team of party of Second Part comprises of professionals in the same fraternity who are ideally placed to understand the needs of employers and candidates/ students and help with their placements.

The party of the Second Part has proposed to provide or facilitate in providing Jobs and Internship opportunities (including Part-time) to the college students of the party of First Part studying in first year, second year, third year of graduation and post – graduation from time to time, covering domains of Finance, Accounts, Tax, Audit, Admin, Legal, Marketing, Human Resource, CA Articleship, CS Internships, etc.

NOW IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES TO THIS MEMORANDUM OF UNDERSTANDING:

PART A: ANNUAL CAREER FAIR

(1) With respect to the Annual Career Fair (hereinafter referred to as “**Career Fair**”), the party of the Second Part agrees to do the following acts such as -

- Conduct the Career Fair in the campus of the party of the First Part anytime during the period of January to March for the purpose of placement of the students participating in the Career Fair
- Manage the Logistics of the Career Fair
- Invite as many companies as possible to the Career Fair for hiring the students on their own as well as referred by Party of Second Part
- Provide the details of various job & internship openings in different companies confirming to participate in the Career Fair through email and/ or whatsapp on the email ID or whatsapp number respectively as per the instruction of the party of the First Part. The jobs and internships would be relevant to the students of B.Com, B.M.S, B.Com (A&F), B.F.M, B.B.I, M.Com or any other commerce courses.
- Receive the registrations/ applications & resumes of the students for the Career Fair through the website of careersanta.com or any other mode as may be mutually agreed upon.
- Post Career Fair, co-ordinate with the companies and students for further rounds of interview at the office of the companies and do all follow-ups until joining
- Charging the companies fixed registration fee + success fee
- Provide a list of candidates which have been interviewed and selected or rejected at the respective organizations along with the offer letter for selected students.

(2) With respect to the Career Fair, the party of the First Part agrees to do the following acts:

- Publicize about the Career Fair and the various job and internship opportunities provided therein to its students through email, whatsapp, classroom announcement, notice board, banner, registration desk, website, etc and attempt to reach maximum number of current as well as past students.
- Put up notices and posters of Career Fair on the notice board allotted for placements, any other conspicuous place in its campus for information of its students
- Allow party of the Second Part to assist in the publicity of the Career Fair by classroom announcements or conducting counseling seminar
- Invite the past companies who have attended/ shown interest in the Career Fair by way of email and introducing Careersanta in the email and provide the contact details of respective persons in those companies to enable Party of Second Part to co-ordinate with them further
- Provide the database and resumes of students registering for the Career Fair if not available directly to the Party of the First Part

- Allow party of the Second Part to shortlist the students for various openings prior to the Career Fair to streamline the process on the day of the Career Fair, by holding a small event prior to the Career Fair
- Make available the required infrastructure like classrooms, chairs, seminar hall, etc on the day of Annual Career Fair
- Provide around 10 students as volunteers on the day of Annual Career Fair for managing the flow of the Event who will be trained by Party of the Second Part

(3) It is mutually agreed that the fixed registration fees payable by the companies would not be exceeding Rs.1000 and should be paid by the Companies prior to the Career Fair. The success fees and its payment terms would be decided at the discretion of the Party of the Second Part and the same would be intimated to the party of the First Part.

(4) It is further agreed that the Party of Second Part will pay 50% royalty to the party of the First Part on the portion of registration fees paid by the companies invited by the Party of Second Part or the Party of the First Part by way of bank transfer.

(5) The party of the First Part should not invite any companies directly for recruitment purposes for the Job Fair without intimating the party of the Second Part.

PART B: ONGOING PLACEMENTS DURING THE YEAR

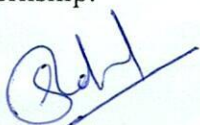
(6) The Party of the First Part and the Party of the Second part will work in coordination with each other in the following manner:

- The Party of Second Part will provide the details of various job & internship openings on a regular basis through email as per the instruction of the party of the First Part.
- The Party of First Part will circulate the various job and internship opportunities to its students through email, classroom announcement, notice board, website etc., and attempt to reach maximum number of current as well as past students as possible
- The Party of First Part will consider forming a whatsapp group of its students registered with the placement cell of the college along with members of Party of Second Part to streamline the recruitment process.
- The Party of Second Part will receive the applications & resumes of the students interested for the respective opening through the website of careersanta.com or any other mode as may be mutually agreed upon
- The Party of Second Part will facilitate the interviews of the candidates, provide a report in excel or email of applications received from the students of the party of the First Part and also the list of candidates which have been interviewed or selected or rejected at respective organizations on a monthly or quarterly basis depending on volume.

(7) The party of the Second Part will inform the party of the First Part about the upcoming Job Fairs conducted by party of the Second Part.

(8) The Parties agree that if any company wishes to visit the campus before or after the Career Fair for mass hiring of students for part time job or internship, a mini recruitment drive can be arranged jointly by both Parties if approved by Party of First Part.

(9) The party of the Second Part will ensure that the company which hires the students of the party of the First Part provides stipend and/or certificate to the students on completion of internship as per the terms of internship.





(10) The party of the First Part may contact Companies directly for recruitment purposes but will intimate the party of the Second Part regarding the same. Similarly in case any Company directly contacts the party of the First Part for any recruitment purpose, they shall intimate the same to the party of the Second Part.

c) JOB PLACEMENT TRAININGS

(11) The Party of the First Part will allow the party of the Second Part to conduct trainings in their college premises and allow the students to attend the said trainings in their college

(12) The Party of the Second Part will conduct one free workshop of up to 3 hours on any above topics stated in 13 (a)

(13) The Party of the Second Part will provide the following comprehensive job placement training to the students of the party of the First Part on chargeable basis, fees to be mutually agreed between the parties. The charges for the said training will be paid by the students of the First Part themselves.

(a) Training 1 – Get Corporate Ready (CORE): Basic (16 hours)

The said training will comprise of below -

- i. Professional resume making
- ii. Interview preparation for HR round
- iii. Enhancing student confidence levels
- iv. Cover email draft
- v. Profile creation on 2 job portals and LinkedIn
- vi. Mock interviews
- vii. One-on-one coaching facilities with industry experts
- viii. Interview Question Bank
- ix. Designing interview answers customized exactly for your profile.
- x. Email etiquettes

(b) Training 2 - Corporate Ready (CORE): Advanced (30 hours)

- i. Professional resume making
- ii. Interview preparation for HR round
- iii. Enhancing student confidence levels
- iv. Cover email draft
- v. Profile creation on 2 job portals and LinkedIn
- vi. Mock interviews
- vii. One-on-one coaching facilities with industry experts
- viii. Interview Question Bank
- ix. Designing interview answers customized exactly for your profile
- x. Email etiquettes
- xi. Live Projects & Practical Training on using MS Word
- xii. Live Projects & Practical Training Live Projects on using MS Excel
- xiii. Live Projects & Practical Training on MS Power Point
- xiv. Live Projects & Practical Training on Accounting concepts including Tally
- xv. Live Projects on various tax compliances like TDS, GST, return filing, etc
- xvi. Online Test on all of the above

(13) The Party of the First Part shall publicize about the aforesaid Trainings through email, classroom announcement, notice board, banner, registration desk, website etc. and attempt to reach maximum number of students as possible.



(14) It is agreed that in order to conduct the trainings, the minimum number of students who should enroll for the same should be 15. In the event, the number of students enrolled is less than 15, the Party of Second Part will have the discretion to conduct the training or not or conduct the same at the premises of Party of the Second Part.

(15) It is further agreed that the Party of Second Part will pay 20% royalty to the party of the First Part on the training fees paid by the students to the Party of the First Part for making available infrastructure by way of classroom, seminar hall and/ or computer lab.

GENERAL

(16) It is hereby agreed between the party of the First Part and Second Part that no modification or alterations of any deliverables or terms and conditions of this MOU shall be effective unless made with prior consent of the parties mentioned herein above.

(17) Both parties shall endeavor to start the process of placements within a reasonable time i.e. one week after signing the MOU

This Memorandum of Understanding is made in two original copies, one original copy shall remain in the custody of the Part of First Part, whereas second original copy shall be in the custody of the Second Part.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE SIGNED THIS MOU ON THE DAY AND THE YEAR FIRST MENTIONED HEREIN ABOVE

Signed and Delivered the

Ms. Swiddle D'Cunha
In-charge Principal
(Party of the First Part)

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Witness:

1. Prof. Sangeetha Shyam Sundar
Convener of Placement Committee of the Party
of the First Part

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3. Dr. Neha Goel
Member of Placement Committee of the Party
of the First Part

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Signed and Delivered the

Ms. Namita Agarwal,
CEO and Founder
(Party of the Second Part)

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Witness:

1. Ms. Kavitha Ramanathan
HR Executive of the Party of the Second Part

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