TNS INDIA FOUNDATION
Partners In Economic Transformation

This document constitutes a **Memorandum of Understanding** (MoU) between

TNS India Foundation (TNSIF)

and

Nirmala Memorial Foundation

This MoU is effective from December 2022 - March 2024, hereinafter mentioned as **"Effective Date"** by and between Nirmala Memorial Foundation College of Commerce & Science, managed under the Nirmala Memorial Foundation , affiliated to the University of Mumbai, Maharashtra, registered under **The Maharashtra Public Trust Act, 1950** and hereinafter referred to as **"The College"**, having PAN AAATN2249L, represented by its Principal, Ms. Swiddle D'Cunha.

AND

TNS India Foundation, a charitable organization registered under section 25 of the Companies Act 1956 and having its registered office at 302- Wellington Business Park – 2, Andheri-Kurla Road, Andheri East, Mumbai – 400069, hereinafter referred as **"TNSIF"**, having PAN AAECT4021D represented by its Managing Director, **Rupa Bohra**.

Background

TNS India Foundation (TNSIF), a section 25 Company incorporated under the provisions of the Companies Act, 1956 is conducting the **"Campus to Corporate Careers (C2C) Program"** for the enhancement of employability and workplace skills for deserving youth.

In this connection, TNSIF intends to be associated and work closely with the College to conduct employability training, career counselling sessions and job placements for final year college students.

Detailed features of the program are as follows:

1. 80 – 100 hours of training program including Personal and Professional Effectiveness (how to choose right career option, how to apply for job, tools-CVs, cover letter- etc.), Business communication (effective communication with co-workers and customers), Career Readiness (orienting students to jobs matching their skill sets and exposure to a career path) and Work Readiness (Professionalism, Work Ethics, Email Etiquettes, Workplace dynamics – etc.)
2. The training will be delivered in an in-person, online or hybrid learning approach as applicable.
3. Each training batch size will be between 30-50 students. Sessions of duration 1 - 2.5 hours' duration will be conducted 5 days a week over a 2 – 2.5-month period at a time.
4. The program also includes individual student counselling, parent engagement sessions, booster sessions as well as post training, pre-placement and post placement counselling.
5. Career fairs or individual placement drives will be conducted to place trained students in formal sector jobs.

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6. **The above mentioned training and placement is free of cost for both the students and college.**

Based on the above, this MOU lays out the below responsibilities for both parties:

TNSIF agrees to –

1. Engage with the college, given the following conditions:
   a. In consultation and agreement with the designated college point of contact.
   b. Not charge the college or students for any part of the program.
   c. Provide reports to the college on the training and placement status of students.
2. Mobilize the college students. This involves the following:
   a. Conduct Orientation sessions to make students aware about the program and to register their interest.
   b. Screen the students based on their interest and background and interview them to determine enrolment in the program.
3. Train selected students. This involves the following:
   a. Form batches with selected students and conduct the Campus to Corporate Careers Training Program with them.
   b. Provide individual career-counselling support to in-training students.
   c. Engage with parents of the students to make them aware of the program and to counsel them about their wards.
   d. Provide certificates to trained students on successful completion of the training with an attendance criterion of 80%.
4. Place trained students. This involves the following:
   a. Facilitate placement linkages with formal sector employers for interested students.
   b. Arrange for career drives and fairs to place interested students.
   c. Provide post-placement support to students to facilitate joining and on-boarding.

The College agrees to –

1. Engage with TNSIF staff, given the following conditions:
   a. Providing one point of contact to coordinate all TNSIF C2C activities.
   b. Not charge TNSIF or students for any part of the program.
   c. Communicate openly with the TNSIF point of contact for any deliverables or feedback.
2. Facilitate student engagement. This involves the following:
   a. Assistance in student mobilization through dissemination of information on student what's app groups and other seminars.
   b. Attending orientation sessions organized by TNSIF to encourage student participation.
3. Support training activities. This involves the following:
   a. Support allocation of batches for optimum utilization of resources and training effectiveness.
   b. Assist in scheduling batches keeping in mind college lecture timings.
   c. Make classrooms available for in-person training sessions.
   d. Allow use of online medium to reach and train students.

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e. Assist in conducting parent engagement sessions.

4. Support placement activities. This involves the following:
   a. Assist in mobilizing students to counsel regarding placement opportunities
   b. Provide infrastructure assistance – classrooms, auditorium, computer laboratory etc. in conducting on-ground career fests.
   c. Allow use of online medium to place students.
   d. Not hold TNSIF C2C staff responsible for any miscommunication with the corporate HRs.

5. This MOU is neither a contract nor is it legally binding in any way. It does not commit any financial expenditure from or for either party.

6. The MoU will be effective for a period of **one year** from the date on which both the parties have signed this MOU.

Rupa Bohra

TNS INDIA FOUNDATION

Name: Rupa Bohra

Managing Director,

TNS India Foundation

22/03/2023

Name: Ms. Swiddle D'Cunha

Principal,

Nirmala Memorial Foundation College of Commerce & Science

22/03/2023

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