

Draft Memorandum of Understanding (MOU)

(Applicable for Commercial/Non-commercial organizations desirous of conducting and managing 'Prayas Foundation Course' for their executives and employees as well for nearby community as their responsibility under corporate social responsibility as Activity Partners of Prayas Vyaktitva Vikas Seva (P) Ltd.)

Memorandum of understanding (hereafter mentioned as 'MOU') between M/S Prayas Vyaktitva Vikas Seva (P) Ltd. H-19, Phase IV, Rapti Nagar Gorakhpur 273013 (hereafter mentioned as 'Prayas' in this MOU) and -----
----- (hereafter mentioned as 'Commercial/Non-commercial Organization (in short ORG in this MOU') for organizing, conducting and managing 'Prayas Foundation Course' (hereafter mentioned as 'PFC') for their executives and employees as well for nearby community as their responsibility under corporate social responsibility as Activity Partners of Prayas Vyaktitva Vikas Seva (P) Ltd signed on -----Day of -----(month) -----(year)

The duties & responsibilities of parties to this MOU for organizing, conducting and managing PFC are as under

A: Duties & Responsibilities of the ORG

ORG agrees out of freewill to abide by following terms & conditions pertaining to organization conduct and management of PFC.

- i. ORG would register itself with 'Prayas' by depositing nominal one time registration fee of Rs. 500 (Five Hundred) only for non-profit or non-commercial organizations/Rs. 1000 (One Thousand) only for commercial or for profit organizations.
- ii. PFC would be organized, conducted and managed for its executives and employees and also for local community as part of corporate social responsibility through its own executives duly trained by 'Prayas'.
- iii. The normal duration of PFC is 6 months on the presumption that one brainstorming session of 60 minutes duration would be held on each day 6 days a week. In case the duration and frequency of sessions vary, the duration of PFC would be changed by ORG accordingly in consultation with 'Prayas'.
- iv. No new executive or employee or community member will be inducted into a group/batch once PFC has commenced.
- v. Batches will be formed separately for managers, employees and community members.

- vi. In case of community members the age differential for students or children being included in one batch would not exceed 3 years.
- vii. Not more than 40 executives or employees or community members would be inducted in one group/batch.
- viii. ORG would nominate three of its executives to conduct one group or batch of PFC, including standby executives and send them for training to 'Prayas' at its own cost.
- ix. Although the training itself is free of cost, the expenses related to travelling and staying etc has to be borne by the ORG or the nominated executives themselves.
- x. After completion of training, said executives would be designated as "Vyaktitva Vikas Margdarshak or 'VVM' for the purpose of a particular batch of PFC to be conducted by them.
- xi. VVMs would be responsible for conducting personality profiling tests of each member of their group and submit test sheets to 'Prayas' through institution twice, first within 15 days of commencement of PFC and second 20 days before completion of the course.
- xii. VVM would use soft copy of the questions with their model answers received through email and would take a print out if needed at their own cost.
- xiii. ORG would make arrangement of sufficient number of rooms with round sitting arrangement along with VVMs keeping in view the number of groups or batches being formed.
- xiv. In case any VVM stops conduct of PFC due to any reason ORG would provide his/her replacement out of standby executives already trained by 'Prayas'.
- xv. When asked by 'Prayas', VVM would form small subgroups consisting of members having complementary personality features and give them necessary guidance as per advice of 'Prayas'.
- xvi. VVM would ask each participant to write one page daily on any issue or subject of his/her (participants') own interest and would commence the brainstorming session of the day only after collecting these written sheets from each of the participants and keeping them in folder of concerned participants.
- xvii. VVMs would obtain written feedback of each participant at the end of PFC about the methodology, contents and utility of PFC and keep it in his/her folder.
- xviii. Folders of individual participants would be handed over to 'Prayas' at least 30 days before the end of the course with test sheets to enable them to make Personality Development Reports (PDRs).
- xix. Total fee of PFC per participant is fixed at Rs. 1000 (one thousand) only which is payable by ORG to 'Prayas' for providing academic and technical support including periodical training. However this will be only Rs. 500 (Five Hundred Fifty only) per participant for batches of community members or for social organizations (Non-commercial Organizations or NGOs).
- xx. 'Prayas' would issue receipt in the name of ORG for the amount received.
- xxi. Authorized officials of Prayas including concerned Group Leader, Field Manager and Assistant Manager appointed by them would be free to sit in brainstorming session and see how it is being conducted. They may submit their suggestions to VVMs or the ORG and also submit feedback to Prayas.

B: Duties & Responsibilities of 'Prayas'

Prayas agrees to abide by following terms & conditions about their duties & responsibilities related to organization, conduct and management of PFC out of free will after deposit/ accounts transfer of total fee from ORG.

- i. Register each participant and would assign unique roll number to be recorded on this folder and to be used for future references.
- ii. Open a separate folder for each participant to keep records related to him/her including daily written sheets.
- iii. Train the executives nominated by ORG in handling brainstorming sessions, psychological test administration, daily guidance to subgroups and other activities allied to PFC.
- iv. Supply of questions along with model answers to ORG in batch of 10 questions at a time digitally. However VVM would demand next batch of questions when 5 questions still remain to be discussed.
- v. Regular updating of syllabus of PFC on the basis of feedbacks of participants.
- vi. Preparation of entry and exit profiles as well as the Personality Development Reports (PDRs) after receipt of individual folders and test sheets of entry and exit test to be handed over to the ORG for further distribution to participants.
- vii. Within one month of receipt of test sheets, 'Prayas' would prepare entry profiles and similarly exit profiles of all members of the group after scoring but before 15 days of completion of PFC.
- viii. Concerned Group leader, Field Manager or Assistant Manager or nominated representative of 'Prayas' would keep a watch on the program of group and would ensure that there is no shortage of questions for brainstorming.
- ix. Personality Deployment Report would be prepared before the end of PFC after consulting entry and exit profiles of individual members and would be handed over to ORG for further distribution to participants. With this the responsibility of 'Prayas' in reference to a particular group or batch would stand discharged.

Note: Terms & Conditions mentioned above will apply for each batch and can be modified after discussion and with mutual consent.

Signature and name with fathers' name of the Authorized Representative of ----- ----- with their full address and Name of Institution with Full Address supported by address proof document	Signature of Authorized Representative of Prayas Vyaktitva Vikas Seva (P) Ltd. with Full Address
Signature of Witness with full name & Address	Signature of Witness with full name & Address