

**Draft Memorandum of Understanding (MOU)**

(Applicable for Individuals desirous of working as Activity Partner -Vyaktitva Vikas Margdarshak (VVM) for conducting and managing Prayas Foundation Course of Prayas Vyaktitva Vikas Seva (P) Ltd.) and assisting them in other activities.)

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 ----- designated as Activity Partner-Vyaktitva Vikas Margdarshak (hereafter mentioned as 'VVM' in this MOU) for organizing, conducting and managing 'Prayas Foundation Course' (hereafter mentioned as 'PFC') along with all activities allied to it and assisting 'Prayas' in their other activities signed on -----Day of -----(month) -----(year)

The duties & responsibility of parties to this MOU for organizing, conducting and managing PFC along with all activities allied to it and providing assistance in other activities of 'Prayas', are as under

**A: Duties & Responsibilities of Activity Partner -VVM**

VVM agrees out of his or her freewill to abide by following terms & conditions pertaining to organization, conduct and management of PFC along with all activities allied to it and assisting 'Prayas' in other activities.

1. VVM would register him/her with Prayas by depositing nominal one time registration fee of Rs. 100 (One Hundred only) through digitally through the payment link provided for this purpose.
2. VVM will own and continue to own a smart mobile phone with internet/ data communications facility and a email ID.
3. PFC would be organized, conducted and managed by VVM only for students of 8<sup>th</sup> standards and above and other adult individuals as the case may be.
4. While making a group or a batch of children/students for PFC, care will be taken by him/her to ensure that age differential in participants to be included in one batch or group does not exceed 1 years. However for adults separate groups will be formed for participants aged 25 to 60 years, above 60 years to 75 years and above 75 years.
5. The normal duration of PFC will be 6 months on the presumption that one brainstorming session of 90 minutes duration would be held 6 days a week. In case the duration and frequency of brainstorming sessions vary, the duration of PFC would also vary accordingly. In such case the duration will be determined by VVM in consultation with 'Prayas'.

6. No new candidate will be inducted into a particular group/batch by VVM once PFC for that group or batch has commenced.
7. Not more than 15 applicants would be inducted by VVM in one group. out of 15 applicants 10 candidates would pay full fee of Rs. 5000 (Five Thousands) to Prayas digitally through the payment link provided for this purpose. Five candidates belonging to economically weaker section will be accommodated by "Prayas" at discount to be decided by "Prayas" depending upon their ability to pay. The fee has to be deposited in two equal installments. First installment of 50% of the fee will be deposited in advance before commencement of the course and the remaining 50% will be deposited in the first week of the third month.
8. VVM would obtain training from 'Prayas' by attending webinars organized from time to time totally free of cost.
9. After successful training he/she would be designated as Activity Partner-Vyaktitva Vikas Margdarshak (VVM) and assigned the duties.
10. VVM would be responsible for using the soft copy of the questions and their answers sent to him/her by 'Prayas' for the purpose of brainstorming as no hard copy would be given. As brainstorming sessions will be held through mobile App, participants would connect to the group sitting at their homes.
11. In case he stops conduct of PFC due to any reason this MOU would get terminated automatically without any action by 'Prayas' if he/she does not re-starts it within one week of issue of notice to him/her from 'Prayas'. Sending email will be considered a reasonable notice for this purpose. Under such situation 'Prayas' would be absolved of all its liabilities related to this course and VVM would be personally responsible so far participants are concerned. However under exceptional circumstances where VVM is helpless due to reasons beyond his or her control, 'Prayas' would provide new VVM to complete the course provided current VVM is ready to share the fee etc with him.
12. Daily before commencement of the brainstorming session, VVM would confirm from each participant of the batch whether he or she has seen or listened to the short duration videos or audios recommended by the Course Director or his representative as part of study material and he or she has loaded one page of written material on any issue or subject of his/her own interest and would commence the brainstorming session of the day only after getting such confirmation.
13. VVM would obtain written feedback of each participant at the end of PFC about the course methodology, contents and utility and email it after consolidation to the Course Director.
14. The queries if any which have remained unresolved will also be emailed to the Course Director on daily basis.
15. Replies to such queries when received from the office of Course Director will be given to concerned participants in next session and confirmation of having done so will be emailed back to Course Director.
16. VVM will be entitled to share 70 % of the course fee and get the credit of same in his bank account each month on or before 10<sup>th</sup> of the following month on pro-rata basis. He will also be entitled for network incentive @ 1% of the gross income generated by his or her down line VVMs. In case number of his or her down line

VVM is 100 ( One Hundreds only) or more , he r she will be entitled for leadership bonus of 1% on the gross income generated by his or her down line VVMs. For the purpose of network incentive or leadership bonus, the VVMs working up to 04 (Four) level below him/her (excluding him/.her) will be considered.

17. Authorized officials of Prayas including would be free to connect digitally to the brainstorming session and see how it is being conducted by the VVM. They may submit their suggestions to VVM and also submit feedback to 'Prayas'.
18. VVM would assist 'Prayas' in other activities related to personality development including sales of literature related to personality development on terms and conditions mutually agreed upon separately.
19. VVM will abide by instructions issued by 'Prayas' from time to time.

#### 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 registration of each participant and receipt of the first installment of course fee. .

1. Register each participant of PFC provisionally after receipt of registration fee of Rs. 100 and would assign him/her a unique roll number to be used for all future references.
2. Train the VVM trough webinar in handling brainstorming sessions.
3. Supply of questions for brainstorming along with model answers to VVM in batch of 10 questions at a time through email. However VVM would demand next set of questions when 5 questions still remain to be discussed. They would be sent through email or Whatsapp. No hard copy will be sent.
4. Suggest links of free videos or audios available free to participants and related to various topics to be brainstormed at least three days in advance of the scheduled date.
5. Regular updating of syllabus of PFC based of mid-term feedbacks from the participants.
6. Preparation of entry and exit profiles of all members of group as well personality development reports through mobile App and email them to participants directly.
7. With completion of this cycle for a particular batch of PFC, the responsibility of 'Prayas' in reference to that particular group of PFC would stand discharged.

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

Signature of VVM and Name,	Signature of Authorized
----------------------------	-------------------------

Father's Name with Full Address Supported by Address Proof Document	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