

Draft Memorandum of Understanding (MOU)

(Applicable for Government Organizations or PSUs or Local Bodies desirous of conducting and managing 'Prayas Foundation Course' for their officers, managers and employees)

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 'Government Institution or in short GI in this MOU') for organizing, conducting and managing ' Prayas Foundation Course' (hereafter mentioned as 'PFC') signed on -----Day of -----
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(month) -----(year)

A: Duties & Responsibilities of AI

GI agrees out of its own freewill to abide by following terms & conditions pertaining to organization and management of PFC and assisting 'Prayas' in their other activities..

- i. GI would register itself with 'Prayas' by depositing nominal one time registration fee of Rs. 500 (Rs. Five Hundred Only) digitally through the payment link provided for this purpose
- ii. PFC would be organized, conducted and managed for its officers and employees.
- iii. The normal duration of PFC is 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 sessions vary, the duration of PFC would be changed accordingly. The probable duration will be planned in advance in consultation with 'Prayas' through concerned field manager.
- iv. No new candidate will be inducted into a particular group/batch once PFC of that batch has commenced.
- v. Not more than 15 participants would be inducted in one batch.
- vi. GI would nominate its three officers to conduct one batch of PFC, including standby officers and send their full particulars to 'Prayas' for training through webinars totally free of cost.
- vii. After training the officers so trained would be designated as "Vyaktitva Vikas Margdarshak or VVM'
- viii. They will conduct this course through a mobile App and participants can connect and participate in the course sitting at their home.
- ix. In case any VVM stops conduct of PFC due to any reason AI would provide his/her replacement out of standby officer already trained by 'Prayas'..
- x. VVM would use soft copy of the questions and model answers emailed by 'Prayas'.

- xi. Before commencement of the brainstorming session on a particular topic, VVM will confirm from each participant whether he or she has listened or seen the related audios or videos suggested by the course director and has loaded one page on any issue or subject of his/her own interest and would commence the brainstorming session of the day only after such confirmation.
- xii. VVMs would obtain written feedback of each participant of a batch at the end of PFC about the methodology, contents and utility of PFC and email its summary to the Course Director.
- xiii. The total fee of PFC is fixed at Rs. 5000 (Five Thousands). 30% of the fee is payable by Institution to 'Prayas' in two installments for providing academic and technical support including periodical training and personality testing profiling of the participants. AI would determine the usage of remaining 70% of the fee including payment of honorarium to the teacher conducting the course after obtaining training from 'Prayas'. The first installment will be paid digitally through payment link provided for this purpose before commencement of the training of teachers and the course thereafter. The second installment will have to be paid in the same mode on or before 10th of the third month.
- xiv. GI would issue acknowledge receipt of fees to the participants in its own name and 'Prayas' would only issue receipt in the name of Institution for the amount within three working days of the receipt.
- xv. Authorized officials of Prayas would be free to connect with the brainstorming session and see how it is being conducted. They may submit their suggestions to VVMs or GI and also submit feedback to Prayas.
 - a. GI would facilitate sale of various publications related to personality development published by 'Prayas' in its execution and employees.

B: Duties & Responsibilities of 'Prayas'

'Prayas' would abide by following terms & conditions about their duties & responsibilities related to organization, conduct and management of PFC out of free will after receipt of the registration fee of Rs. 100 (One Hundred) from each student or adult or an equal consolidated amount from AI and 50% of the Course fee in advance.

1. Register each participant and would assign unique roll number to be used for future references.
2. Train the officers nominated by Institution through webinars in handling brainstorming sessions and activities allied to PFC.
3. Supply of questions along with model answers to institution in batch of 10 questions at a time. However concerned VVM would demand next set of questions when 5 questions still remain to be discussed. Transmission will be digital.
4. Regular updating of syllabus of PFC.
5. Preparation of entry and exit profile as well as the Personality Development Report (PDR) based on the results of two tests held through mobile App first before commencement of the course and formation of the batch and second one week before its conclusion.

6. 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.
7. With this the responsibility of 'Prayas' in reference to a particular group would stand discharged.

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

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| Signature of Authorized Representative of AG and Name of GI with Full Address supported by proof of address. | 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 |