

SARANATHAN COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-25)

Venkateswara Nagar, Panjappur, Tiruchirappalli - 620 012, Tamil Nadu.



INDEX

CRITERION: 5.1.3

Capacity building and skills enhancement initiatives taken by the institution include the following

1- Soft skills, 2- Language and communication skills, 3- Life skills (Yoga, physical fitness, health and hygiene), 4- ICT/computing skills

2022 - 2023

S. No.	Description	Page No.
1.	Soft skills	1 - 4

MEMORANDUM OF UNDERSTANDING
BETWEEN
INNATE TALENT and SARANATHAN COLLEGE OF ENGINEERING

1. Scope:

This Memorandum of Understanding ("MOU") is entered into by and between INNATE TALENT, a Soft skills and Technical Skills Training & Development Academy, with its principal address at No.11/1,3rd Floor, Pillayar Kovil Street, Saidapet Chennai -15 (hereinafter called as Innate) and **Saranathan College of Engineering, Trichy.** (hereinafter called as Saranathan)

WHEREAS, this MOU is agreed between Innate and Saranathan, for the Training and Development activities for the engineering batch of 2019-2023 graduating in 2023 in the areas of skill development as agreed in the proposal / statement of work.

2. Statement of work:

Innate Talent agrees to provide the services as described in the Proposal documents with the abstract as below;

Program	Target Students	Dept	Execution Partner
Quantitative aptitude, Speed Maths, Vedic Maths , numerical skills & Reasoning Skills	Third Year- 2023 Batch	BE – All, B.Tech	INNATE TALENT

3. Executive Summary:

Program Highlights and Execution Strategy as Discussed:

- All results to be shared with the College
- Complete Online Testing Support
- Attendance to be tracked for all the sessions
- Have internal audits to improve the Delivery Quality

4. Term of the MOU:

The term of this MOU shall commence on 01-March 2022 or the date on which both parties sign the contract, whichever date is later, and end on 28 February 2023, or until the MOU is terminated pursuant to the terms contained herein, whichever event occurs first.

5. Responsibilities:

Innate agrees to:

1. Offer the training programs and competency development programs as prescribed in the proposals
2. Offer and execute the value additions / Benefits as stated in the Executive summary.
3. Supply the student with course training and evaluation materials.

4. Maintain student records on individuals for a minimum of 2 years or 1 year after the life of the MOU, whichever is greater. As a minimum, these records should contain the following: course title, hours of instruction, location, and dates; instructor(s) name(s), level of instructor certification, trainee details, progress & evaluation.
5. Change/modify the training time/duration to accommodate any changes in academic/college functions, with appropriate written (email) notice of 2 working days in advance in general and in special cases to a mutually agreeable shorter notice.
6. That in case an emergency change is made without prior notice, the right of suspension/re-plan for the cancelled session is at the discretion of Innate and the availability of resources.
7. Provide the college a written notification of course dates, time schedule, location, and lead instructor for all courses. Such notification shall be provided at least seven (7) calendar days in advance of the course starting date. When courses must be scheduled to meet emergency training needs, representatives from college and Innate may waive this seven (7) day notification. Requests for waiver may be made by email.
8. Verify instructor records to ensure that instructors meet or exceed standard qualifications.
9. Assure assessments – Communication & Soft skills are administered properly and reported to the management for discussion.
10. To provide Saranathan with a relationship Officer/manager to handle the issues/escalations/discussions.
11. Any change in program/adjustment of Classroom sessions provided they will be intimated to both the parties (Innate & Saranathan), at appropriate notice in advance.
12. The college providing classroom for all the sessions.
13. Notifying well in advance any requirement of Seminar Halls with projector facility for delivering appropriate content for Soft skills/Industry interface/Guest lectures, preferably at the time of signing the MoU.
14. Saranathan mentioning/using Innate 's name/Logo/Brand as their Training partner in brochures/Bill boards /hoardings/Advertisements/Website.
15. Innate using Saranathan's Brand/Logo in their client List.
16. Drafting separately as warranted a Statement of Work/Proposal for any other associative program envisaged.
17. Providing an option that the contract be renewed every year, upon Mutual Consent after completion of one year and regularised by a new agreement/MOU with satisfactory development in the students' skills, as assessed by a common methodology.

6. Execution:

1. The total training is for 12 days. The training dates would be 16th to 26th March 2022. The schedule has been worked out on the assumption that there would be rescheduling based on Anna University Practical Examinations. Should there be any change in that schedule we may be forced to change above dates.
2. A typical training day will consist of six hours of classroom sessions.
3. The students from each section would be split into multiple groups. The invoicing would be based on actual attendance as enumerated in point 14 below.
4. Logistics -Accommodation / Transportation of the trainers to be taken care of by Innate. Local logistics would be provided by Saranathan.
5. Tea/Coffee, snacks and lunch will be provided as a good will gesture at the campus on the days of training.
6. At the time of signing the MoU Innate to provide Master Plan/Execution Plan (Details of the program).
7. To facilitate and supervise the smooth and hassle-free delivery of the program both the parties will intimate each other the name of the Single Point of Contact (SPoC). Any deviation from the agreed program will have to be based on discussion and agreement between the SPoCs.
8. The batch strength agreed to is 35 students. Minor variations to this number would be accepted. Any other change in class strength has to be based on discussion and mutual agreement between the two SPoCs.
9. A preliminary test will be conducted for the students and classification will made based on their scores. Based on the same the rate of coverage and in depth focus would change, and , it is very important that the syllabus coverage is mandatory for all the batches.
10. For billing purposes, if the class attendance is less than 30 and classes cannot be clubbed/ combined, an average count of 20 will be taken for billing.
11. At the time of signing the MoU, Innate will submit a list of trainers, their resumes highlighting their experience in this field. The trainers are expected to have very high communication skills specially in English.
12. Based on feedback Innate should be capable of replacing a trainer or trainers from one day to the other.
13. Attendance taking is compulsory for every session. A session is defined as that period between two breaks. The attendance details should be available within the first 15 minutes of the session.
14. The number of students for invoicing will be the average number of students who attended the total session. The average will be calculated based on the attendance of every day. This will be compiled and communicated to the vendor.
15. There is no minimum billing figure agreed upon.
16. On the last day of the program there would be a post training on-line test to measure the effectiveness of the program.
17. On the last day all students who have more than 75% attendance in the training program should be given a Certificate of Participation.

7. Compensation

1. In consideration of the services (Training and Development) promises and performance of Innate, Saranathan agrees to pay as detailed in the Proposal, upon actual receipt of proper invoices, including time sheets, compensation upon the completion of each deliverable as specified in proposal. All invoices for the staggered payments would be submitted in any case on or before 15th January 2023.
2. Saranathan agrees to pay in full (less applicable TDS) within 29 days of receipt of invoice for the service rendered by Innate and agrees to compensate Innate on prevailing Interest rate (Bank rate) for any delay in payment.
3. The payment would be staggered –

20% against order on the 1st day of the course,

80% on completion of the course,

The individual amounts would be paid as partial payments and when effecting the final payment the figures will be tallied and the account settled.
4. The amount agreed is Rs 1800/ student for the total 12 days program.
5. The rate is inclusive of applicable taxes if any.
6. The rate is inclusive of handouts and materials (printed or otherwise) that would be required for the proper delivery of the training program.

8. Infrastructure

Saranathan College of Engineering will provide the infrastructures of class rooms, auditoriums, access to playgrounds, projectors and computers as and when required for the training purposes.

9. Rights in data, patents and copyright

Innate reserves all rights and authority for the contents, presentations, materials, preparatory materials, training documents shared/provided during the training programme. Any documents mentioned should not be shared/used/copied/modified for other purposes/ with other parties/ other departments without the written consent from Innate.

10. Amendments or Modification

No amendment or modification to this MOU shall be effective against either party unless such an amendment or modification is set forth in writing and signed by both parties.

11. Notice

Any notice required hereunder shall be made in writing, addressed to the party at the address set forth below

Innate



Prabhakaran.M
Director
Innate Talent.



Saranathan College of Engineering



Dr. D. Valavan
Principal
Venkateswara Nagar, Panjappur
Tiruchirapalli -620 012.

PRINCIPAL
Saranathan College of Engineering
TRICHY - 12.