



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made on the 14<sup>th</sup> day of December 2020 between

**MENTORMIND EDUTECH PVT. LTD** - a company duly registered under the Companies Act, 1956 and having its registered office at Flat, 302, Nirmal Sadan, Road No. 3, Mallikarjuna Colony, Old Bowenpally, Secunderabad, Telangana, India – 500011 (hereinafter referred to as “MentorMind”, which expression shall unless it is repugnant to the context or meaning thereof shall deem to mean and include its successors and assignees) as party of the FIRST PART.

AND

**SAROJINI NAIDU VANITA MAHAVIDYALAYA**, a college accredited to NAAC with B grade and having its registered address as Exhibition grounds, Nampally, Hyderabad, Telangana - 500001 (hereinafter referred to as “SNVM”), which expression shall, unless repugnant to or inconsistent with the context or meaning thereof, mean and include its successor and permitted assigns), as party of the SECOND PART.

NOW, THEREFORE, in consideration of the mutual MOU hereinafter set forth, both parties hereby agree as follows

1. **EFFECTIVE DATE:** The parties hereby agree that the effective date of the MOU shall be the date on which the MOU is signed and sealed.
2. **PERIOD OF MOU:** This MOU shall be valid for a period of 365 days from the start date of the program and may be renewed on agreed terms and conditions in view of best prevailing practices with mutual consultations of both parties.
3. **SCOPE OF ENGAGEMENT:** The role and Responsibilities of the both parties are described in detail in Annexure - A (“Scope of Services”)

---

Registered Address:  
302, Nirmal Sadan, Road no.3, Mallikarjuna Colony, Old  
Bowenpally, Secunderabad, Telangana, India - 500011

Corporate Office:  
Fl, Sri Sai Sudha Sadan, Plot 215, Kavuri Hills, Jubilee  
Hills, Hyderabad, Telangana, India - 500033



4. **RELATIONSHIP OF THE PARTIES:** Nothing contained in this MOU is intended to create, nor shall it be construed to create, a relationship between the parties other than that of independent parties contracting with each other solely for the purpose of effectuating the provisions of this MOU.
5. **AMENDMENT:** Except as otherwise provided herein, any variation or amendment or addition of/to this MOU shall not be effective until and unless mutually agreed to in writing and executed by or on behalf of each of the parties.
6. **NON - SOLICITATION:** The parties to the MOU shall not solicit each other's clients (Unless agreed upon mutually), business partners or business prospects during the validity period of this MOU.
7. **CONFIDENTIALITY:** Confidential Information shall include but not be restricted to the intellectual property rights, customer information, markets or the business information of either Party or that of their respective customers and the provisions and terms of this MOU, during the term of the MOU and any extensions provided that the obligation of the party receiving confidential information shall not apply to information that:
  - (a) Is already in the recipient party's possession at the time of the disclosure thereof;
  - (b) Is or later becomes publicly known or part of the public domain through no fault of the recipient party, its agents or employees;
  - (c) Is received from a third party having no obligations of confidentiality to the disclosure party;
  - (d) Is independently developed by the recipient party without access to the information;  
or
  - (e) Is required by law or regulations to be disclosed.





8. **PAYMENTS TERMS:** Students will make direct payment of INR 2650 inclusive of taxes to Mentormind using a payment link provided by Mentormind before the commencement of the program. No TDS will be deducted in this case.

9. **INDEMNITY:** Both the Parties agrees to the indemnify and hold harmless each other from any and all actions, claims, suits, losses, damages, costs, expenses (including reasonable legal expenses and attorney fees), penalties arising out of or in relation to

(a) any breach of any of the terms of this MOU and

(b) any failure to comply with any and all applicable laws and statutory obligations.

10. **ARBITRATION:** Each party agrees that any dispute arising between the parties relating to this MOU, including its scope or interpretation will be settled by arbitration of a sole arbitrator appointed by the both parties. All disputes or differences whatsoever arising between the parties out of or relating to the construction meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties.

11. **TERMINATION:** During the validity of the MOU, both the parties shall be entitled to terminate the same at any time, with assigning proper reason, after giving notice of three months to either side. Notwithstanding such termination, each party shall fulfill all obligations accrued under the MOU prior to the time the termination becomes effective.

12. **NOTICES:** All notices or other communication required or permitted to be given under this MOU shall be in writing and shall be construed as effectively given if

(i) delivered personally,

(ii) sent by prepaid courier service or registered mail, in each case to the address set out hereunder or

**If to: MENTORMIND EDUTECH PVT. LTD.**

**MR. SUHAS KAUL**

F1, Sri Sai Sudha Sadan, Plot 215, Kavuri Hills, Jubilee Hills, Hyderabad.

+91 9000607378

[suhas.kaul@mentormind.in](mailto:suhas.kaul@mentormind.in)



If to: **SAROJINI NAIDU VANITA MAHAVIDYALAYA**

**MR. N VINAY KUMAR, Hon. Secretary cum Correspondent**

Exhibition grounds, Nampally, Hyderabad - 500001

[snym1997@gmail.com](mailto:snym1997@gmail.com)

+91 9848288458

13. **FORCE MAJEURE:** Neither Party will be liable for any failure or delay in its performance under this MOU due to causes beyond its reasonable control in the event of Force Majeure, and will be entitled to a reasonable extension of time to remedy any such delay or failure to perform. For purposes of this MOU, Force Majeure shall mean a cause or event that is beyond the reasonable control of the Party seeking protection under this clause, including acts of God, fires, floods, explosions, riots, wars, hurricane, terrorism, restraint of government and governmental acts. The rights of the Parties shall remain suspended during the continuance of the event of Force Majeure. This MOU shall terminate if the event of Force Majeure continues for a consecutive period of more than 120 days.

14. **ASSIGNMENT:** This MOU may not be assigned by either Party hereto without the express written consent of the other Party

15. **JURISDICTION:** The laws of the Republic of India shall govern the validity, construction, interpretation and effect of this MOU without regard to the conflict of laws principles and any dispute in relation to this MOU ("Dispute") not resolved between the parties by means of arbitration shall be subject to the exclusive jurisdiction of the courts in Hyderabad

16. **ENTIRE MOU:** This MOU along with Annexures constitutes the entire MOU between the Parties hereto with respect to the subject matter hereof and may not be amended, modified, waived or cancelled except by a writing signed by each of the Parties or, in case of a waiver, by the Party effecting such waiver.

---

Registered Address:  
302, Nirmal Sadan, Road no.3, Mallikarjuna Colony, Old  
Bowenpally, Secunderabad, Telangana, India - 500011

Corporate Office:  
F1, Sri Sai Sudha Sadan, Plot 215, Kavuri Hills, Jubilee  
Hills, Hyderabad, Telangana, India - 500033



IN WITNESS WHEREOF, the Parties have signed on this date, month and year as above mentioned

MENTORMIND EDUTECH PVT. LTD.

SAROJINI NAIDU VANITA MAHAVIDYALAYA



Name: SUHAS KAUL

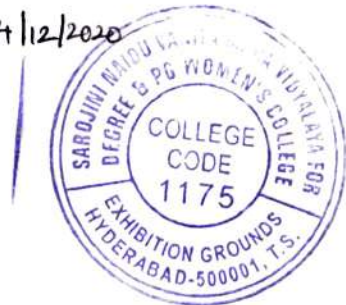
Name: N. VENAY KUMAR

Title: DIRECTOR

Title: HONORARY SECRETARY CUM CORRESPONDENT

Date Signed: 14/12/2020

Date Signed: 14/12/2020



Registered Address:  
302, Nirmal Sadan, Road no.3, Mallikarjuna Colony, Old Bowenpally, Secunderabad, Telangana, India - 500011

Corporate Office:  
F1, Sri Sai Sudha Sadan, Plot 215, Kavuri Hills, Jubilee Hills, Hyderabad, Telangana, India - 500033



## ANNEXURE A

### SCOPE OF SERVICES

The following is the scope of services with respect to the partnership between Sarojini Naidu Vanita Maha Vidyalaya and MentorMind for the year 2020-21.

#### **MentorMind agrees to:**

1. Follow the timeline that shall be shared via email for this partnership
2. Create projects with titles and project documents for students in HR and Finance towards their academic project fulfilment
3. Share the said project titles with the faculty members for the final approval and allocation to students
4. Provide access to each student a project dashboard to perform and submit their work during the timeline mentioned below
5. Provide access to the College Dashboard to the faculty members/SPOC on the MentorMind platform
6. Deliver at least one faculty orientation for the faculty members/SPOC to utilise the above mentioned College Dashboard
7. Follow the flow/format of the project as per the Project Format Template shared via email to guide the students. The flow/format of the project, Project Format Template shared via email, is as per the previous academic project references shared by the college with MentorMind and is as filled by the faculty
8. Conduct an orientation for the students to understand how to use the platform and how to work on their projects on the platform
9. Provide support to the students in completing their project through - **MentorMind Hours, Mentor Support Chatbox & Mentor Calls** (if needed)
10. Conduct weekly **MentorMind hours** during the course of the program to mentor the students towards successful completion of their projects.  
MentorMind:
  - a. Shall decide the MentorMind hours for the students as per the academic schedule

- b. Shall conduct the MentorMind hours for the students in batches that will be divided based on our discretion. The MentorMind hours can be physical or virtual depending on commencement of the classes and the safety requirements of both parties
  - c. Shall conduct one session of physical MentorMind hours, if required, per week per domain while the rest shall be held virtually. Higher preference shall be given to virtual sessions as a precautionary measure of the current COVID 19 pandemic
  - d. Shall discuss the details and the timelines of the sessions and share the same with the faculty members
  - e. Within these MentorMind hours, two sessions for all students shall be conducted on basic statistical tools
11. Provide online mentor support via the **Mentor Support Chat Box** on the website for the students from Monday to Friday, from 12 noon to 8 pm and on Saturday from 12 noon to 6 pm. The students may use the mentor support chatbox to ask the MentorMind team any questions they may have regarding their projects
  12. Conduct the final evaluation of the project only with respect to the content presented in the project report and not the format of the project itself
  13. Share the certificates of the students with the faculty members, post the final evaluation and check. The format of the certificate has been attached in Annexure B

**Sarojini Naidu Vanita Maha Vidyalaya agrees to:**

1. Provide the required work setup/logistics for the students to work their projects, such as computers/laptops, internet, etc.
2. Follow the timeline that is shared via the email for this partnership
3. Purview the project titles shared by MentorMind and approve the same in the mutually agreed-upon timeline
4. Assign the projects to the students, post which the list shall be shared with the MentorMind team
5. Note that post assignment of projects to the students, there shall be no edit/change/replacement of the titles or the projects
6. Communicate any changes or updates about the project format with MentorMind to maintain consistency in the instruction provided to the students
7. Utilise only the College Dashboard on the website to view and evaluate students' work
8. Include extensive details of the format of the project such as the order of items, the number of pages per item, the number of visual aids allowed in the project, etc., while filling the Project Format Template shared via email



9. Be responsible for the theoretical knowledge of required concepts of the students'
10. Conduct the final evaluation of the projects with respect to the format followed by students in their project reports
11. Intimate the MentorMind team if there are any changes in the mentors allotted for the projects of the students

#### **Role of Faculty:**

1. The single point of contact, SPOC of the college would be **Mrs Veena** only. Any communication with respect to any changes, additions or approvals shall be discussed solely with the SPOC
2. Only the faculty and the individual mentors of the projects of the students shall be responsible for the format of the project, edits/changes in the format of the project, communicating any changes in the format of the project to the students and addressing queries of the students about the format of the project
3. To ensure consistency and avoid any miscommunication, the faculty and the individual mentors of the projects of the students shall keep the MentorMind team informed of any changes in the format of the project prior to the beginning of the project
4. Faculty and the individual mentors of the projects of the students shall communicate and convey any expectations or questions with respect to the content of the project, directly with the MentorMind team prior to the beginning of the project

#### **MentorMind is not responsible for:**

1. Any changes to the timelines due to a delay from students working on the projects
2. The number of pages a student produces under each part of the project or the format of the final project
3. Any plagiarism in the project reports submitted by the students
4. Providing the required setup, such as a laptop or a computer, to the students for working on their projects.





### Proposed Timeline\*

|  |  |
|--|--|
| Project titles sent to college for approval  | 18th December 2020                     |
| Projects allocated to students (By College)<br>(Any edits or changes to the titles must be done and the final projects must be allocated by this date) | 22nd December 2020                     |
| Project details shared with students (By MentorMind)   | 28th December 2020                     |
| Hosting of project dashboards for students (By MentorMind)   | 28th December 2020                     |
| Faculty orientation 1<br>(By MentorMind - College Dashboard, Project Flow, Steps Ahead)  | 12th December 2020                     |
| Student orientation (By MentorMind)  | 29th December 2020                     |
| Start date of students working on their projects**<br>(1st MentorMind Hour)  | 29th December 2020                     |
| Faculty orientation 2<br>(By MentorMind - Refresher of Dashboard, Project Flow, Steps Ahead, Accessing the students' work)**                           | TBD                                    |
| Submission of synopsis   | 2nd week of January 2021 (7th Jan)     |
| Completion of component 1**<br><i>(Tentative)</i>  | 4th week of January 2021               |
| Completion of component 2** <i>(Tentative)</i>   | 3rd week of February 2021              |
| Completion of component 3**<br><i>(Tentative)</i>  | 1st week of March 2021                 |
| Completion check/feedback**, Certificates shared with college**  | 2 weeks from completion of component 3 |
| Final submission of students post working on feedback**  | 3 weeks from completion of component 3 |

Registered Address:  
302, Nirmal Sadan, Road no.3, Mallikarjuna Colony, Old Bowenpally, Secunderabad, Telangana, India - 500011

Corporate Office:  
F1, Sri Sai Sudha Sadan, Plot 215, Kavuri Hills, Jubilee Hills, Hyderabad, Telangana, India - 500033



STAY AHEAD.

*\*Timeline post 29th December shall be flexible based on the commencement of classes, public holidays, examinations, etc.*

*\*\*These shall be considered a part of the 45-60 days for completion of their projects from the start date, i.e., 29th December*

### Annexure B

*Sample Project Completion Certificate (The following is the format of the certificate that shall be issued to the students post successful completion of the projects)*

|  |   |
|--|---|
|  |   |
| Certifying Company   | STAY AHEAD.   |
| To Whom It May Concern   |   |
| Date: <Date>   |   |
| <p>This is to validate that <b>Ms &lt;Name of the student&gt;</b> (Roll No. &lt;Roll Number&gt;), an MBA student of &lt;College Name&gt;, has completed a &lt;human resource/finance&gt; project titled '&lt;Project Title&gt;' by <b>Communitatus&lt;Certifying Company Name&gt;</b>, in collaboration with MentorMind, towards fulfilling academic requirements.</p> |   |
|  |   |
| <p>Name: Luvieen Alva<br/>Title: CEO, Co-Founder<br/>Date Signed:</p>  |   |
| <p>Registered Address:<br/>302, Nirmal Sadan, Road no.3, Mallikarjuna Colony, Old Bowenpally, Secunderabad, Telangana, India - 500011</p>  | <p>Corporate Office:<br/>F1, Sri Sai Sudha Sadan, Plot 215, Kavuri Hills, Jubilee Hills, Hyderabad, Telangana, India - 500033</p> |
| Website <a href="http://www.mentormind.in">www.mentormind.in</a>   Email: <a href="mailto:contact@mentormind.in">contact@mentormind.in</a>   Phone: +91 9000607378   |   |

Registered Address:  
302, Nirmal Sadan, Road no.3, Mallikarjuna Colony, Old Bowenpally, Secunderabad, Telangana, India - 500011

Corporate Office:  
F1, Sri Sai Sudha Sadan, Plot 215, Kavuri Hills, Jubilee Hills, Hyderabad, Telangana, India - 500033