

**MEMORANDUM OF UNDERSTANDING (MOU)**

This Agreement is prepared and entered on this 30<sup>th</sup> day of March 2021 between

**1st Party**

**UNIQUE MANAGEMENT TRAINING SOLUTIONS (UMTS)**

Near Kottapuram Over Bridge,  
M.G. Road, Thrissur - 680004,  
Kerala,

**2nd Party**

**Mar Thoma College for Women**

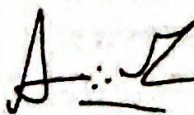
Perumbavoor,  
Kerala - 683542  
India

**Sub: - The Memorandum of Understanding (MOU) between above mentioned parties to provide online add on course/training agreed, and conduct certification exams through online mode.**

First party has been fixing the standards in the mode of teaching by its ATC and according the same skilled nurturing the students and granting certificates to the students who successfully complete the online courses/training & online Exam from ATC.

**1st Party- CHAIRMAN**

**2nd Party- Principal /Course Coordinator**

  
UMTS



**Mar Thoma College for Women**



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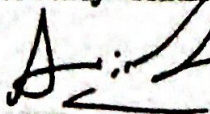
### Agreement for Add on courses @ Mar Thoma College for Women

1. The first party is fully responsible for the online classes/training and conduct online examinations for the students who has been successfully trained under the ATC. The 1<sup>st</sup> party is not responsible for the fees collection from students and the 1<sup>st</sup> party have no right to involve in the fees additionally collected by the 2<sup>nd</sup> party from students in the name of add on courses. It is specially mentioned that after course completion the right to conduct the examination is vested only on the 1<sup>st</sup> party and the 2<sup>nd</sup> party must arrange all the facilities to conduct the examinations in 2<sup>nd</sup> party's online / premises. Students who have completed the course in regular basis are only liable for appearing the exam conduct by the 1<sup>st</sup> party.
2. Training cost, Registration, Boucher/ Application, Exam fees, Certification, facility for online examination, extra invigilators and other related expenses should bear by the 1<sup>st</sup> party and the online examination will be conducted by 1<sup>st</sup> party in the institute/college where MOU signed.
3. The collection of tuition/course/training fees from students shall be the full responsibility of the 2<sup>nd</sup> party and final certificate will be issued by the 1<sup>st</sup> party only after getting the NO DUES letter from the 2<sup>nd</sup> party.
4. The courses shall not be stopped midway by any of the party. If happens concern party should make alternative arrangement for the completion of course.
5. Medium of instruction may be in English & students mother language.
6. The course concerned certificates to the student shall be issued by the 1<sup>st</sup> party on the completion of training and exams. The students securing less than 80% attendance shall not be eligible to appear for final examination.
7. All admission/registration/examination documents collected from the students registered under UMTS will be kept safely/confidentially by 2<sup>nd</sup> party and arrange all the relevant documents to 1<sup>st</sup> party on time.
8. Payment - mar thoma college shall pay the course fee to UMTS in 2 instalments and 50% at the time commencement of training and 50 % before exam.
9. Students can register & select for an internship with us in reputed companies once after the degree completed and in return companies will issue them an experience letter.
10. 1<sup>st</sup> party need 6 full days for Training and 1 day for Exam or 30 hrs in 3 months. 2<sup>nd</sup> party can split the class schedules as per their convenience but need to take schedule 1 week before the Training. 2<sup>nd</sup> party promised of 50 students for DIIFA.



11. After receiving the original agreement with the 1<sup>st</sup> party, the ATC head has to sign the document and must give back to the 1st party within 7 days of time. The ATC procedures with the 2<sup>nd</sup> party will be done only after receiving the signed original document.
12. College will be affiliated as a training partner and provide with a framed certificate showing MOU with UMTS.
13. The name of the training centre under the 1<sup>st</sup> party should be suffixed with academy/ institute/college/school/centre. 1<sup>st</sup> party is not charging any deposit and franchise/license fee from the 2<sup>nd</sup> party to become our designated ATC.
14. ATC is non-transferable and non-exclusive. The 2<sup>nd</sup> party should not sub-license the ATC to any other institutions/colleges.
15. 1st party may choose 3 institutions from the 2<sup>nd</sup> parties for giving best performance award, "An award to best performing ATC" The award criteria may be depends upon the strength of an academic year of a training centre. The award category will be on three levels 5star, 4star & 3star.
16. 2<sup>nd</sup> party required to mention the number of admissions for add on course in an academic year before the class commence.
17. The 2<sup>nd</sup> party shall not be disclose the business secrets in any manner to any third party.
18. 2<sup>nd</sup> party doesn't have the right to make changes in the course title/content/duration/direction of the course agreed between both parties at the time of MOU.
19. Request for transfer to another course must be made in writing before the commencement of the course and is subjected to the approval of the 1<sup>st</sup> party.
20. 1<sup>st</sup> party have right to give MOU approvals for new colleges in a particular distance/ area under certain circumstances without any prior notice and franchise have no right to question.
21. 2<sup>nd</sup> Party Can use UMTS logo, trademark etc. in their certificates, brochures, notice, posters, advertisements, marketing materials, letter heads, visiting card, name board or any other printable items etc... Showing sub institution as "Authorised Training Centre of UMTS" during sub tenure/MOU.
22. We only issue the NEFT/Providers merit/course completion certificates to the students those who have registered and passed the examination conducted by UMTS/Providers and we assure that we will not issue duplicate Certificate in any manner to anybody.

1st Party- CHAIRMAN



UMTS



2nd Party- Principal /Course Coordinator

Mar Thoma College for Women



23. UMTS will assist students in higher admissions/ Interviews/ placement through various Career guidance /interview training / placement assistance cell.
24. 2<sup>nd</sup> party has the right to take feedback from any students about the courses / training at any time.
25. We promise our full-fledged support with utmost quality throughout the training days. We can also provide career guidance and motivation classes to students, if necessary.
26. FEES- 1<sup>st</sup> party and 2<sup>nd</sup> party mutually agreed to conduct online classes for DIIFA (Diploma in Indian & International Finance and Accounts) for the students and the rate is fixed as Rs. 2700/- (inclusive everything) and 1<sup>st</sup> party assured that there is no further collection from 2<sup>nd</sup> party or students.
27. 1<sup>st</sup> party will not collect any additional type of charges/additional fees for any reason in the name of UMTS/Providers in any manner from the candidates in addition to fees agreed B/W UMTS & MAR THOMA COLLEGE.
28. TERM - Terms of MOU shall be for the course of 1 year and the MOU can be renewed on terms agreed by the Parties at that time.

**Highlights of DIIFA (Diploma in International Finance & Accounts)**

- DIIFA certificate from NEFT council.
- College will be affiliated as training partner and provide with a framed certificate showing MOU.
- Certificates are affiliated by National/ International bodies.
- 6 Months class on weekends/weekdays (30 hrs.)

**FEES STRUCTURE**

INR. 2700/- per student (Inclusive of Registration Fees, Boucher/ Application, Exam fees, Certification, 6 months Class & all Taxes/charges)

**PAYMENTS**

- |   |   |   |
|---|---|---|
| 1.) 1 <sup>st</sup> Instalment - INR 1350/- | } | Total - INR 2700/- (Inclusive everything) |
| 2.) 2 <sup>nd</sup> Instalment - INR 1350/- |   |   |

1st Party- CHAIRMAN

2nd Party- Principal / Course Coordinator

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Mar Thoma College for Women



**UMTS - BANK DETAILS**

NAME	UNIQUE MANAGEMENT TRAINING SOLUTIONS
BANK	FEDERAL BANK
A/C NO	10030200027725
IFSC CODE	FDR0001003

**DECLARATION**

We read and understood and accept the conditions, rules and regulations mentioned in this deed thoroughly and agree to go ahead with add on course as per the mentioned schedules/fees. In case of default of any of the conditions of this agreement, the defaulting party is liable to compensate the aggrieved party with cost for any loss resulted thereby.


1<sup>st</sup> Party: - Name / Sign / seal: -

On behalf of

UNIQUE MANAGEMENT TRAINING SOLUTIONS (UMTS)

*[Handwritten Signature]*

*[Handwritten Signature]*



2<sup>nd</sup> Party: - Name / Sign / seal: -

On behalf of

Mar Thoma College for Women

Witness: - Name / Sign / Address: - Jibin Shibu Sam *[Signature]*

DATE: - 30/3/2021

PLACE: - Perumbavoor