

MEMORANDUM OF AGREEMENT

(for HR and Digital Marketing Courses & Certification)

Between



**International Skill Development Centre (ISDC)
Shobhit Institute of Engineering and Technology
(Deemed To-Be University)
Meerut**

&



**M/s Husys Consulting Limited
ISO 9001:2015 Certified Company
(www.husys.com)**

30 October 2020

MEMORANDUM OF AGREEMENT
Between
International Skill Development Centre (ISDC)
Shobhit Institute of Engineering and Technology, Meerut
(Deemed To Be University)
&
M/s Husys Consulting Limited, Hyderabad

This Agreement is signed on 30th October 2020.

PREAMBLE

This Memorandum of Agreement (MOA), together with its schedules, hereinafter referred to as "Agreement" is between International Skill Development Centre (ISDC) Shobhit Institute of Engineering and Technology Meerut, hereinafter referred to as "ISDC", and M/s Husys Consulting Limited, Husys House, # 1-8-505/E/D/A, Prakash Nagar, Begumpet, Hyderabad – 500 016, Telangana, India, hereinafter referred to as "Husys". Both ISDC and Husys are referred to each as a "Party" and together the "Parties" to this Agreement.

International Skill Development Centre (ISDC)

Shobhit Institute of Engineering and Technology Meerut (A NAAC Accredited Deemed To-Be University), hereafter called "University" is a research-intensive university that shares the values of high-quality teaching within an environment of internationally competitive research. The University seeks to provide a creative and supportive environment in which ideas are generated and flourish. The Week-Hansa Survey-2017 ranks the University as one among the top twenty-five universities of India in multi-disciplinary non-government category. It has recently been conferred Nation's Best Institution Award for Promoting Industry-Academia Interface by The Associated Chambers of Commerce of India (ASSOCHAM).

International Skill Development Centre (ISDC) of the University, is committed to providing a variety of capacity building and competency development programs in "skills and entrepreneurship Development" for Youth, Managers and Executives from Corporate, both National and International Level in accordance with National Education Policy 2020. Some of the programs offered by ISDC are: Transportation and Logistics, Construction and Building Technology, Manufacturing and Engineering Technology, Information and Communication Technology (ICT), Creative Arts and Fashion, Hospitality and Personal Care Skills, Geriatrics - Health and Care of Senior Citizen, Interpersonal and Behavioural Skills etc.

ISDC has a wide range of courses designed to suit Customer's specific requirements. "All Solutions under One Roof" is the principle on which ISDC works. ISDC does not only rekindle the spirit of innovation voluntarism and enterprise in Youth, but also provides much needed entrepreneurial zeal and productivity to the society at large by harnessing the Youth potential for the Nation. Its motto is "Skill development through Education. Education through Skill Development".

M/s Husys Consulting Ltd

Husys - a Human Resource Management Company (NSE Ticker: HUSYSLTD) has been in the industry since 2002. Husys has offices spread across Hyderabad, Bangalore, Pune, Jamnagar, Rajkot, Delhi, and USA. Husys has served 1800+ mandated Clients engagement across 15 industry segments. Husys, a Human Resource Management Company, is the first HR company listed on National Stock Exchange (NSE). Their offices are located at Bangalore, Delhi, Hyderabad, Pune, Jamnagar, Rajkot and USA.

Husys is in a service of enabling businesses through strategic HR and operationalizing the transactional HR through Technology, catering to various industries and introducing best and contemporary HR practices: -

- HR Consulting
- HR Operations
- HR Technology
- Cloud based HR Software, SaaS Product

Husys aims to ensure that business processes are run optimally. while building and managing people related initiatives. Husys brings in-depth understanding of business operations and expertise to delivery. Some of their Clients are listed below: -



A handwritten signature in black ink is located at the bottom right of the page.



AGREEMENT

WHEREAS the Parties intend to set forth the terms of reference relating to providing Training, Consulting, Outbound Training, Assessment and Campus to Corporate services through its Training and Content Resources, hereinafter referred to as "Services", to identified persons, on mutually pre identified topics, and to begin with, HR Certification to eligible candidates in Human Resources Management. The HR Certification aims to provide insights on basic trends and make the enrolled candidates aware of the industry expectations.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained in this Agreement and other good and valuable consideration, the Parties hereby agree on the following: -

SCOPE OF AGREEMENT

1. The Parties have agreed to roll out Services effectively as per mutually agreed upon "best practices and

approach”.

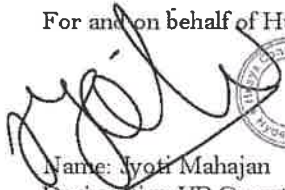
2. **Duration of Agreement** is for a period of 3 years, from date of signing.
3. Service includes **Certification Program** for candidates as per the program structure given at Annexure-A, for about **36 hours spread across 2 months**, as the course may be. The program structured is very intensive and gives an insight on the prerequisites that a candidate needs to have while approaching employers viz., Companies/Industries etc.
4. **Certification Programme Details** (course wise) are given at Annexure-A.
Fees: All invoicing shall be done by the Common Secretariat to be established by the Parties and remitted to the University account in Meerut, and the Finance Department shall maintain a separate head in their books, which will be reconciled by the bank. The share of M/s Husys Consulting Limited shall be released to them on their Invoice after deducting of TDS.
 - a. HR Certification Program: Rs 4000/- per candidate
 - b. Digital Marketing: Rs 6000/- per candidate
 - c. HRIS Cloud Program: Fee: Rs 4500/- per candidate
5. **Billing Party: Shobhit University (ISDC) shall be the billing party and deduct all statutory taxes at source and credit to statutory authorities in prescribed times and returns filled in accordance with GST schedules.**
6. **Payment:** As soon as the batch of 20 candidates (minimum batch size) is launched, Husys shall raise 40% advance invoice, 50% shall be charged on completion, and the remaining 10% after the issue of Certification.
7. **Profit Sharing:** Revenue Sharing will be based on mutual understanding between the University and Husys. Normally it will be on 75 %: 25 % Basis of Total Fees Collected for each course. 25 % will accrue to Shobhit University (ISDC) 75 % will accrue to Husys, given that all IPR and Physical Human Resources.
8. **Co-branded Training materials** related to training shall be made on soft / hard copy and provided to participants. The printing of hard copy will be undertaken by ISDC at an advantageous cost.
9. **General Terms**
 - a. Both the ISDC of the University and the Husys Faculties shall be responsible and conducting the entire curriculum. Sharing of Responsibilities by Faculties to conduct the course shall be decided on case-to-case basis.
 - b. Online Training will be given by experienced Husys employees having rich knowledge in their respective areas. Industry experts will be handling the mentoring session for the enrolled candidates for the Certification Programme.
10. **Formation and coordination of the Batch** is the responsibility of the University. Minimum qualification of candidate shall be Graduate or Post Graduate (in any recognized discipline from an UGC recognized University).
Minimum Batch Size: The minimum batch size should be 20 candidates. 5 Batches can be launched at a time simultaneously.
11. **Examination:** Husys shall conduct the online examinations as per the format given by the University. ISDC shall facilitate Husys in this regard.
12. **Certificates** will be co-branded (ISDC and Husys) and shall be issued by the University to the Participants. Certificates shall have security features and shall be stored at the University Digilocker for references and verification in future by recruiting agencies etc., who shall pay the prescribed transaction fee online to the University.
13. **Advertisement:** Both ISDC and Husys shall advertise and promote on their websites as well as on other social media platforms, about the courses.
14. **Candidates** for the Courses shall be from outside the campus and from the Open Market in general.
15. **Warranty:** Services shall be rendered by the Parties with due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices.
16. **Confidentiality and Non-Disclosure:** The Parties shall not, at any time, without prior written consent of each other, communicate or disclose to anyone, person or entity, any confidential information acquired in the course of, or as a result of these Services. For purpose of this section “Confidential Information” means any information or knowledge acquired by the Parties, arising out of, or in connection with, the performance of the services under this MOU, that is not otherwise available to the public. The confidentiality requirements for the purpose of this MOU has been specified in the attached NDA and forms integral part of this MOU.
17. **Flexibility:** Parties shall evaluate the Services and build upon, the Services as deemed suitable, from time to time, through mutual consultation. The Services as elucidated, they stand as an addendum of this Agreement and shall continue to remain so.
18. **Amendment:** During the operation of this Agreement, circumstances may arise which call for alternation or modifications to this Agreement. Such modifications / alterations shall be mutually discussed and agreed



A handwritten signature in blue ink, which appears to be 'Narain', written over a horizontal line.

- upon in writing with date stamping by both the Parties.
19. **Termination:** This Agreement shall stand terminated on the occurrence of any of the following events: -
 - 15.1 Full and final discharge of all obligations as envisaged hereunder or
 - 15.2 Parties are, otherwise, in default of providing services as per terms of this Agreement.
 - 15.3 Either party may terminate this Agreement with a written notice to the other party, three months before termination.
 20. **Arbitration:** Disputes between the Parties, if any, shall be settled between authorized representatives of the Parties. If not settled, decision of the Vice-Chancellor of the University is final.
 21. **Coordinators:** Each Party shall designate coordinators from each side, and every communication will be held only through the coordinators in order to avoid any communication gap or miscommunication.
 22. **Office Set up:** Shall be set up at University Meerut Campus by M/s Husys for which the University shall provide required space, electricity and Campus Wi-Fi Internet Connectivity.

For and on behalf of Husys


 Name: Jyoti Mahajan
 Designation: VP Growth

Place: New Delhi

Date: 30th October 2020

With Seal:

Witnesses:

1. T. PAVANKUMAR 
- 2.

For and on behalf of ISDC



 Name: Devinder Narain
 Designation: Director (Corporate Relations)

Place: New Delhi

Date: 30th October 2020

With Seal:

Witnesses:

1. AKHILESH SINGH 
- 2.

1. HR Certification Program:

Module 1:

- Recruitments
Recruitments: Preparing Job Description, Job Posting, Sourcing, Portal usage, Resume Screening, Coordination for interviews and taking interviews.

Module 2:

- Employee Onboarding and Induction
 - ❖ Joining Formalities and checklist
 - ❖ Onboarding Process
 - ❖ Induction Process

Module 3:

- Payroll Management
 - ❖ What is CTC and Standard Payroll Process
 - ❖ Salary Structure & components.
- Basic
- HRA
- Special Allowance
- Deductions
- Employer Contribution
- Employee Contribution
- Gross Salary,
- Net Salary
- Statutory Compliance's (ESI/ EPF/ PT) & Taxation

Module 4:

- HRIS (ApHusys Cloud based HR Software)
 - ❖ Introduction & Usage of Cloud HR Software for payroll
 - ❖ Live Practice – Employee record creation, standard leave structure allocation, standard structure, pay sheet & Pay slip generation
 - ❖ Usage of Cloud HR Software for managing employee life cycle

Module 5:

- Exit Process and Interview Tips
 - ❖ Exit Formalities
 - ❖ Ways of Separations
 - ❖ Role of HR during Exit of Employee
 - ❖ Exit process to be followed
- Tips on how to face interviews and how to take interviews as an HR

Added Features:

- Live Assignments
- HRIS Live (ApHusys Cloud HR Software login will be provided for candidates to practice and gain confidence)
- Internship options on merit basis

Tenure: 2 Months- 5 hours per week

Practical: On-the Training Tasks

2. DIGITAL MARKETING- Certificate

- Focus on Digital Marketing Basics –Campaign Execution
- Target right audience
- Social Media Marketing
- Facebook Marketing, YouTube Marketing, Email & Mobile Marketing
- Marketing Automation
- SEO- Search Engine Optimization - Learn how to build, run and optimize digital marketing campaigns
- Content Marketing- Basics

Tenure: 2 Months- 5 hours per week

Practical: On-the Training Tasks

HRIS CLOUD BASED – Certification

Role of Cloud HRIS in Organizations and sharing of few insights



[Handwritten signature]

- (data security, accessibility)
- Employee Data
(Personal details updating, on boarding, employee creation, maintaining & managing employee details etc.)
 - Attendance Management
(Tracking & marking attendance on behalf of employee)
 - Leave Management
(Configuring leave structure, view/track/correction of employee leave balance and applying, leave approval process)
 - Payroll Management
(Configuring salary structures, payroll processing, maintain fixed and variable entries, statutory components adherence, tax statement and updating tax declarations etc.)
 - Recruitment and Performance Management
(performing all operations and configuration of all modules)
 - Good exposure and Landon cloud based HR Software
 - A real time experience to perform given tasks in the Application
 - Complete training and assessment

Tenure: 1.5 Month- 4 hours per week

Practical: On-the Training Tasks



Handwritten signature