

**MIT Arts, Commerce & Science College, Alandi (D), Pune**

**B Com / BA Department**

**A. Y. 2015-16**

**NOTICE**

Date : 12<sup>th</sup> Dec. 2015

**Soft Skills Training Programme**

In the current global job market, Soft Skills are identified as the most crucial skills. These skills help in learning how to be nice and how to develop social graces. Training in soft skills provides strong practical orientation to the students and help them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team-building, leadership, time management, group discussions, interviews and interpersonal skills. It helps students in career visioning and planning, effective resume writing and dealing with placement consultants.

Considering the need of soft skills, the college has planned Soft Skills Training Programme for the students. This training will be given by **MIGHTY IT & Networking Academy**. Soft Skills training include lectures, projects, role plays and various other participatory sessions. During the training, the students will receive handouts which they can use for future reference. The certificates will be issued to the participants after successful completion of the training.

Details of Soft Skills Training Programme are as follows:

**Duration of the Course** : Two Months

**Training Fee** : Rs. 2700/- per trainee

**Schedule** : Saturday -- at 4pm to 6pm

Sunday at 9am to 11am

Probable date of starting the programme is 19<sup>th</sup> Dec. 2015.

**Admission** : Interested students should confirm their seats by paying fees in the Accounts Department of ACSC on or before 17<sup>th</sup> Dec. 2015.



**Seats Limitation**

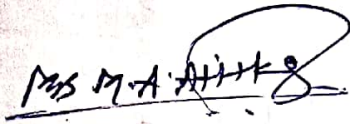
: Maximum up to 40

**Venue**

: MIT Arts, Commerce & Science College, Alandi,  
Pune

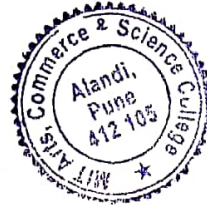
**Course Coordinator**

: BA / B COM - Dr. Padmavati S. Undale  
: BBA & BBA-IB - Prof. Sharad Kadam  
: BCA & MCA (COM) - Prof. Minal Dutta  
: B Sc. (CS) & M Sc. (CS) - Prof. Shital Ghotekar



**HOD**

**Prof. Manasi Atitkar**



  
**Principal**

**Dr. B. B. Waphare**

## Memorandum of Understanding

This memorandum of understanding is made and executed at Pune on 12th day of December, 2015.

### BETWEEN

MIT Arts, Commerce and Science College (MITACSC), Registered address as, MAEER's MIT Arts Commerce & Science College, Dehu Phata, Alandi (D), Tal. Khed, Pune - 412 105, Maharashtra, India, represented by the Prof. Dr. B. B. Waphare which expression shall, unless it be repugnant to the subject or context thereof, include their legal heirs, successors, nominees and permitted assignees and hereinafter called the **Party of the FIRST PART**.

### AND

Mrs. Swati M Bawa, age about 33 years, residing at 'SAMADHAN', 509/Sec-27A, Near Mhalasakant Chowk, Dattawadi, Pradhikaran road, Nigadi, Pune: 411044, which expression shall, unless it be repugnant to the subject or context thereof, include their legal heirs, successors, nominees and permitted assignees and hereinafter called the **Party of the OTHER PART**.



## 1. BACKGROUND

The Party of the **FIRST PART** was established in the year 2007, under the aegis of Maharashtra Academy of Engineering and Educational Research (MAEER) Pune. It is affiliated to the University of Pune and recognized by the Government of Maharashtra.

The Party of the **OTHER PART** is a corporate and academic freelance trainer, who has wide experience in teaching technical and non-technical courses in accordance with professional and competent environment.

## 2. OFFER AND ACCEPTANCE

2.1. The Party of the **OTHER PART** made an offer to the Party of the **FIRST PART** vide its offer letter (Reference no. MIGHTY/MIT/2015/01) dated 28<sup>th</sup> October 2015.

2.2. After having preliminary discussions in this matter and have ascertained areas of broad consensus the Party of the **FIRST PART** has accepted the offer and decided to recognize Party of the **OTHER PART** as an approved Institution to conduct training program on **SOFT SKILLS DEVELOPMENT** at their MIT Arts, Commerce and Science College, Alandi, Pune, campus.



*Swati P*

*[Signature]*

### 3. PURPOSE

The purpose of this Memorandum of Understanding is to establish a framework for co-operation between **Party of the FIRST PART** and **Party of the OTHER PART**. The parties now, have therefore, agreed to enter in writing these areas of consensus, under a Memorandum of Understanding.

### 4. RESPONSIBILITIES

**4.1. Training Program and syllabus:** The **Party of the OTHER PART** shall offer the following training program as approved by the **Party of the FIRST PART**.

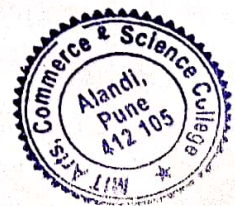
#### i) **Module 1: COMMUNICATION SKILLS**

- (a) What is communication? Global Module of communication
- (b) Types of Communication (verbal, physical, visual)
- (c) Mode of Communication
- (d) Importance should be given to ...
- (e) Presentation Skills
- (f) Body Language
- (g) Interview Skills
- (h) Listening Skills

#### ii) **Module 2: LEADERSHIP SKILLS**

- (a) T.E.A.M.
- (b) TEAM Building
- (c) Decision making
- (d) Managing

*Swati P*



*[Signature]*

- (e) Self Motivation and motivating team members
- (f) Sharing authority and responsibility
- (g) Public Speaking
- (h) Presentation skills, making compelling program

iii) **Module 3: PERSONAL SKILLS**

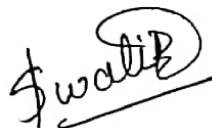
- (a) What is 'Personality'?
- (b) Self Awareness
- (c) Stress Management
- (d) Self Confidence
- (e) Friendliness
- (f) Emotional Intelligence
- (g) Social Etiquette
- (h) Weaknesses, fears, innermost strengths and desires
- (i) Time Management

iv) **Module 4 : PROFESSIONAL SKILLS**

- (a) Professional Imaging
- (b) Business Etiquette

**4.2. Remuneration:**

4.2.1. It has been agreed to the Parties that the Remuneration for the said training program shall be Rs. 2,700/- (Rupees Two thousand and seven hundred only) per Trainee and **Party of the FIRST PART** shall receive such Remuneration from trainee. The **Party of the FIRST PART** shall deduct Rs. 200/- (Rupees Two hundred only) from per remuneration received from every trainee and transfer the remaining remuneration





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i.e. Rs. 2,500/- (Rupees Two thousand and five hundred only) to Party of the **OTHER PART**. The said deduction of Rs. 200/- per trainee remuneration shall be the cost towards the expenses for providing Administrative and Infrastructural support as stated in clause 4.6 hereunder.

4.2.2. The Party of the **FIRST PART** shall make the 50% advance payment of the above said remuneration one week before start of the said training program. Such payment of remuneration shall be made along with the letter of confirmation to start the training program.

4.2.3. The Party of the **FIRST PART** shall pay remaining 45% of the remuneration, two weeks before the completion of the said training program.

4.2.4. The Party of the **FIRST PART** shall pay remaining 5% of the remuneration after completion of training program and upon receipt of feedback by trainees. The Party of the **FIRST PART** will take the feedback of the trainees during the course of the training.

4.3. **Payment Mode:** The payment of remuneration by the Party of the **FIRST PART** to the Party of the **OTHER PART** can be done through cheque/ DD/ RTGS/ NEFT or any other mode which is suitable and mutually decided between the parties.

4.4. **Handouts and Certificates:** The cost of handouts and Certificates to be distributed and given to trainees during training is included in the remuneration as decided in clause 4.2.1. The Party of the **OTHER PART**

*Swati*



*[Signature]*

shall not distribute the Handouts and Certificates without prior permission of the Party of the FIRST PART.

**4.5. Training Schedule and Duration:** The training period shall be 10 weeks maximum, tentative schedule shall be from December 2015 to end of February 2016. The said training shall be conducted on two days of every week and each day session shall be of two hours. However, due to some unavoidable circumstances if there is any change in schedule, prior intimation shall be given by both the parties.

**4.6. Administrative and Infrastructural support:** The Party of the FIRST PART shall provide training room, suitable to the number of trainees to conduct training program along with Projector with screen, Sound system and Stationary for trainees.

**4.7. Local Conveyance:** The Party of the OTHER PART agrees that the local conveyance i.e. from the location of the Party of the OTHER PART to The above mentioned address of the Party of the FIRST PART shall be part of the remuneration decided in clause 4.2.1. No extra payment shall be made by Party of the OTHER PART for the conveyance.

**4.8. Resolution of dispute and jurisdiction:** This memorandum of understanding is governed and construed in all respects in accordance with the laws of India and each party hereby submits to the non exclusive jurisdiction of Pune Courts. In the event of any dispute or difference between The Party of the FIRST PART and the Party of the OTHER PART with regards to any terms of this memorandum of understanding, such dispute/difference shall be referred to mutually decided arbitrator for arbitration. The proceedings shall be held in accordance with the provisions





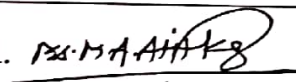

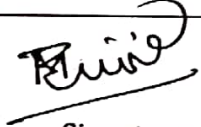






of the Arbitration and Conciliation Act, 1996. In the event of dispute or difference arising out of the above mentioned training program between trainees / any third party and either of the parties to this memorandum of understanding, the other party shall not be made party to such dispute and shall be indemnified from such dispute.

In witness whereof the parties have signed this Memorandum of Understanding of the day, month and year first here in above written.

Signed and delivered	Witness :
 (Dr. B. B. Waphare)  PARTY OF THE FIRST PART	1.  Signature Name: <u>Mrs. Manasi A. Atikar.</u> Address: _____
 (Mrs. Swati M. Bawa) 12th Dec' 2015 Mrs. Swati M Bawa Freelance Trainer PARTY OF THE OTHER PART	2.  Signature Name: <u>Mrs. Swati M Bawa</u> Address: <u>Chinchwad, Pune.</u>





MIT Arts, Commerce & Science College, Alandi(D), Pune

Department of Arts & Commerce

Academic Year 2015-16

Soft-Skills Course Completion Report


Date: 23 June, 2016

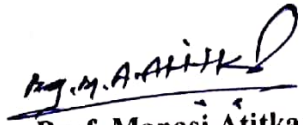
The college signed MOU with MIGHTY IT & NETWORKING ACADEMY for the training of Soft-Skills. The Academy completed Soft-Skill (Add-On) Course from 6 February, 2016 to 23 June, 2016. Total eight students registered for this course and twenty two lectures were engaged. The course covered the following Soft-Skills during training:

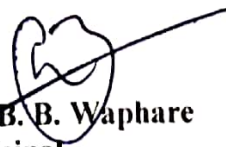
- Communication Skills
- Leadership Skills
- Personal Skills
- Professional Skills

The training was delivered through lectures, projects, role play and various other participatory sessions like mock-interview, demo meetings, interactions, motivational and learning video clips.

The course completed as per the terms and condition mentioned in MOU. Students found training useful and fruitful.

  
Dr. Padmavati S. Undale  
Coordinator

  
Prof. Manasi Atitkar  
HOD BA/BCOM

  
Prof. Dr. B. B. Waphare  
Principal

