

CareerPREP

MEMORANDUM OF UNDERSTANDING (MoU)

between

CAREERPREP - SKILL LAB (WDAC)

AND SAMRIDDHI COLLEGE

This MoU is entered into and states the agreed-upon responsibilities and expectations between **CareerPREP- Skill Lab** (initiative of "WDAC") and **Samriddhi College** (hereinafter referred to as "SC") for the CareerPREP: Skill Lab (hereinafter referred to as "Skill Lab"), under WDAC. CareerPREP – Skill Lab is partnering with Samriddhi College to run a yearlong collaboration on soft skills and its significance. CareerPREP-Skill Lab seeks to bridge the gap existing between the industry and academic institutions through Project based method of learning.

RESPONSIBILITIES AND EXPECTATIONS

For this project Skill Lab serves as the "lead" institution. As the lead institution, **Skill Lab** agrees to the following:

- For the year, 2019-2020, carry out CareerPREP-Skill Lab among 120 students of SC
- Conduct an orientation session for the students identified in 4 different groups throughout the year.
- Conduct a total of 40 facilitated hours on 10 different skill sets through Project Based Learning among the 120 students (4 groups).
- Divide the students in different groups post identification of their learning needs for the project work.
- Carry out a 3 month project based method of learning among students to amplify the applicability of learning within college students, and provide internal marks for students in terms of attendance, participation and performance in 4 different groups throughout the year.
- Connect the students with Industry Mentors and Speakers for the students initiated Projects through organization visits, guest speakers, and project based mentoring twice every month of the Skill Lab program period.
- Conduct Guest Speaker series for the participants of CareerPREP-Skill Lab to enhance the connection with the industry.

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- Include SC in all marketing and branding efforts in relation to Skill Lab including social media, print flyers, presentations, and information sessions and symposium.
- Create access and opportunities for the college students to participate in the events, forums, conferences, incubation and industry programs to strengthen students learning.
- Keep partner institution engaged during the planning and implementation of Skill Lab, and provide a semester-end report including impact and learning for each student group.
- On-board the students in Google Classroom to enhance their learning through assignments, peer feedback and team feedback.
- Conduct a reflection session for the students at the end of formal sessions.

Under this Agreement, SC agrees to:

- Provide logistical support and allot a scheduled day and time in the college's academic calendar in conducting Skill Lab Sessions. Provide the details of student's participating in CareerPREP – Skill Lab.
- Nominate focal person from the administration and provide their contact details to enhance communication and smooth transitioning of the program.
- Consistent coordination with the lead organization in terms of communication and scheduling. Pre information of holidays and college activities that affect the student's participation in Skill Lab session is to be pre informed by the focal person.
- Assign internal marking to the project designed by the students in different teams.
- Participate in allocating marks to the group upon evaluating their performance.
- Provide a sum NPR. 350000, exclusive of TDS as an investment towards the students participating in Skill Lab for the year 2019-2020. The amount to be transferred to the lead organization will be a total of NPR 350000 in cash.
- Provide feedback to the lead organization by constantly following up with the participating students during and after the Skill Lab program period.

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TERMS OF PAYMENT:

As against the deliverables provided by Skill Lab, *SC agrees to pay a total amount of NPR 350000 exclusive of TDS applicable in three installments to carry out Skill Lab in the following order:*

- The first installment amounts to 40% of the total commitment (NPR 140,000). The payment is to be made within the first week upon signing the MoU.
- The second installment amounts to 30% of the total commitment (NPR 105,000). The payment is to be made within the second week of the second month of Skill Lab.
- The third and final installment amounts to the remaining 30% of the total commitment (NPR 105,000). The payment is to be made upon the completion of Skill Lab's post evaluation session.

VALIDITY

This MoU entered into upon by Skill Lab and SC, is valid for the duration of a year from August 2019 – August 2020.

This MOU may be modified by the mutual consent of the parties to this MoU. This agreement shall become effective on the date of signing (2019-8-21) and shall remain valid thereafter until a year after which time the agreement will be reviewed; however, if either institution desires, it may be terminated at any time by giving prior notice of two months to the other party.

IN WITNESS WHEREOF, the parties have signed this MoU as of the Effective Date set forth above, and each signatory warrants that he or she has the full authority to sign and enter into this MoU on behalf of the organization or unit he or she purports to represent.

Accepted by:

Name: Nanda Kishor Mandal

Designation: Founder/ Director

Affiliation: CareerPREP - Skill Lab

Date:

Accepted by:

Name: Sandeep Shrestha

Designation: Principal

Affiliation: Samriddhi College

Date:

