



COLLABURATION

This **Collaboration** is the understanding arrived on this **08th October 2022**

BETWEEN

**Shikshana Prasarak Mandali's , Tilak College Of Education ,1663/2, Sadashiv peth
S. P. Collage campus, Pune -411030, Represented by Principal Dr. Radhika Inamdar**

AND

Agastya International Foundation (AGASTYA), a Trust registered with the sub register office, Shivajinagar, Bangalore with registration number Document # 15 / IV / 1999-2000 dated 10-6-2005 and having its office at #101, Varsav Plaza, 12 Jayamahal Main Road, Bangalore - 560046, hereinafter referred to as "**Agastya**" (which expression shall be deemed to mean and include its successors and permitted assigns) Represented by (**Regional Manager Name-Ramesh Hittnali**)

The Parties to this Collaboration hereinafter shall be jointly referred to as 'the Parties' and individually as 'the Party'.

WHEREAS the **Tilak College Of Education, Pune -411030** is entering into this Collaboration with Agastya International Foundation non-exclusive basis.

1. Objective of Collaboration:

To provide Volunteering opportunities to students of **B.Ed.** as a part of their Academic program which ensures to bring social awareness to the students. AGASTYA is collaborating with **Tilak College Of Education, Pune -411030** as an NPO in the **Agastya Volunteering Program (AVP)**, where students are recruited as Volunteers.

2. Obligations:

Both the organizations acknowledge the fact that no contractual relationship has been created out of this Collaboration and they agree to work in unison towards meeting the goals and

expectations of the "Volunteering Opportunity" offered by AGASTYA to make this collaboration a success and thereby exemplify the spirit of transparency and social responsibility.

3. Cooperation in view of this Collaboration:

The roles for both the parties would be:

a) Role of Agastya International Foundation:

1. Representatives of AGASTYA will visit college or join a webinar to represent & showcase AGASTYA social work being done to encourage students to join for Volunteering.
2. The identified students will be trained & assigned the tasks by AGASTYA based on the Volunteering Opportunity opted for.
3. Volunteers will report to their Supervisor/ Manager/ AGASTYA officials.
4. AGASTYA will encourage Volunteers to submit a report based on their role, for which support will be provided.

(b) CONFIDENTIALITY:

"Agastya confirms that if Agastya International Foundation shall not be liable or responsible in any manner for any act of Agastya and hereby indemnifies and keeps indemnified and holds **Tilak College Of Education, Pune -411030** harmless from and against all or any loss, damage, charges, costs, and expenses that may be incurred or suffered by **Tilak College Of Education, Pune -411030** or by any one of its employees on account of any claim made against **Tilak College Of Education, Pune -411030** by any person directly arising out of Agastya's association with the project."

"All written and oral information, in whatever medium or form, shall be held in strict confidence by all parties and be used only for purposes of this Agreement. Except as required by law; no such information, including the provisions of this Agreement, shall be disclosed by the recipient without the prior written consent of the other party. If either party is required to disclose any confidential information of the other party; the party so required shall notify the other party immediately and shall co-operate in seeking a reasonable protective order."

1. The above said Volunteering would be for a period of 4 to 8 weeks in the months from Jan to Dec. However, the exact dates of the duration would be mutually agreed between both the parties as per the school calendar & availability.
2. AGASTYA shall provide the 'certificate of completion' of the Volunteering Engagement and grades, within two weeks (15 days) upon satisfactory completion & submission of report on Volunteering engagement to the designated AGASTYA coordinator.
3. AGASTYA shall not involve Volunteers in any sort of financial activities (Crowd funding and, or fundraising activities etc.).

(c) **Role of Shikshana Prasarak Mandali's , Tilak College Of Education ,1663/2, Sadashiv peth S P Collage campus, Pune -411030 :**

- i. Enrolled minimum 100 student for each year and as student will conduct a 12 hours classroom session of 30 student following AVP processor
- ii. shall facilitate & ensure that the students complete the initial formalities & the required registration processes before starting the engagement.
- iii. **Tilak College Of Education, Pune -411030** shall depute a dedicated Coordinator for this engagement & he/she will be the SPOC (single point of contact).
- iv. **Tilak College Of Education, Pune -411030** shall ensure that the students who sign-up the volunteering engagement will complete the assignment & not leave in the mid-way.
- v. **Tilak College Of Education, Pune -411030** & the students involved in the engagement shall ensure the safety of themselves during the period of engagement.
- vi. AGASTYA will ensure that the policies related to prevention of Sexual Harassment or Discrimination that are applicable to their employees as per "Law of the Land" will be applicable to the **Tilak College Of Education, Pune -411030** students.
- vii. **Tilak College Of Education, Pune -411030** & the students shall adhere to the guidelines prescribed by the school authorities & AGASTYA.
- viii. Encourage students to join AGASTYA and give them permission to attend events and classes during the week days.
- ix. **Tilak College Of Education, Pune -411030** shall provide platforms for AGASTYA to organize various sensitization activities for students of **Tilak College Of Education, Pune -411030** University/ Educational Institution

- x. **Tilak College Of Education, Pune -411030** & the students shall bear the expenses for their travel, food, etc to the designated locations of engagement.
- xi. **Tilak College Of Education, Pune -411030** & the students shall bear the expenses related to the stationeries to be procured for making low-cost model making, etc required for engaging with school children.
- xii. **Tilak College Of Education, Pune -411030** is responsible for its own costs & expenses involved in fulfilling the requirement of “Volunteering Opportunity” assigned to each student & obligations under this Collaboration.
- xiii. These expenses would be met from any third party student support agency but not directly from the student fees.

“Agastya Volunteering Program Procedures ”

Kindly follow the below steps to complete Agastya Volunteering Program

Step-1: Volunteer Registration

The process starts with registration. Agastya provides volunteering opportunity in both teaching and non-teaching. Registration link for both teaching and non-teaching opportunities will be shared based on your interest. Teaching opportunity is all about teaching Science/Maths/Digital literacy from 6th to 9th grade for min. 12 hrs. and non-teaching opportunities are ecology activities, writing case stories, support for finance/accounts team etc.

Kindly use below registration link for teaching opportunity

<https://forms.gle/TDpmBe2CyrNw9de9>

Step-2: Call from RVCs

Those who registered will get call from RVC from Agastya to brief about process followed in Agastya volunteering program.

Step-3: Completing the Procedure

Volunteers will get link from Agastya to complete the procedure i.e., volunteers need to go through Dos & Don'ts & POSII/POCSO details, clicking on the checkbox as an acceptance from volunteers to follow the same.

Step-4: Access to Agastya Resources

After completing the procedure, volunteers shall be advised to visit Agastya's LMS (Learning Management system) platform at Infosys Springboard website to get familiarize with modules from 6th to 9th grade. These content modules are written in simple English to help volunteer to get the necessary skills & confidence to engage with school children & teach the concepts. RVC will coordinate in helping all volunteers to get the access to Agastya resources. Please find the link below to visit Agastya's Volunteer Program channel at Infosys springboard website.

https://infosyspringboard.onwingspan.com/web/en/author/viewer/channel/lex_auth_013514010738450432288

Volunteers need to choose any one grade (from 6th to 9th grade) and need to go through the session plans available and prepare models/arrange materials as per the instructions given in each session plan. Volunteers need to spend about Rs.200-300/- from their pocket for procuring the related materials/stationeries to organize & manage the class room session. Towards the end, volunteers will donate all the materials/models to school. Teachers from school will take the ownership of those models and continue the hands-on teaching in the classroom.

Step-5: Identify nearby Schools

Identify nearby Govt. schools/aided schools/low budget private/any school within the radius of 1-2 Km from your college/hostel or home. Visit school, introduce yourself and show the permission letter, (RVC from Agastya will help in providing permission letter from Education department) Brief Headmaster about volunteering program and get the schedule to visit school and engage children through hands on session.

Step-6: Conduct Hands on Sessions at School

Conduct sessions as per the schedule given by HM for certain hrs. of duration. Volunteers are advised to conduct **min. 12 hrs. of engagement** to create impact on children and are eligible to get certificate from Agastya for volunteering activity (Max. hrs. is as per volunteer's interest to continue) and it is also advised to do more and more sessions based on your interest. Volunteers are advised to update exposure i.e., no. of students/ teachers present in the school in Agastya' web app. Link for updating details will be shared with the volunteer on weekly basis. RVC will monitor volunteer's progress based on the information provided.

Step-7: Donate Models to School

After completing entire volunteering at school, donate all the models/materials to schools. Teachers will take the ownership of models/materials and use those while teaching, so that students will understand the concept better and teachers will carry forward Agastya's pedagogy.

Step-8: Feedback Submission and Certificate

Volunteers need to submit the feedback for the overall program experience. Links will be shared with volunteers to submit the feedback and finally the appreciation

certificate will be issued to volunteers on successful completion of volunteering engagement at Agastya.

I trust these steps clarify many questions you may have. Kindly follow all the steps mentioned and suggest to complete the volunteering program within 1 or 2 months of time. Try not to skip the schedule while going to school to maintain the quality & momentum of the program.

As mentioned, we are extremely grateful for your time and hope you will find your time with us an enjoyable experience and we look forward to providing you with a positive experience for many years to come.

If you have any further queries, please do reach mh2.vms@agastya.org

4. Financials:

AGASTYA & Shikshana Prasaraka Mandali's , Tilak College Of Education ,1663/2, Sadashiv peth S. P. Collage campus, Pune -411030 shall be responsible for its own costs and expenses involved in its efforts to negotiate, conclude and fulfil its obligations under this Collaboration. Not with standing anything to the contrary contained herein, Shikshana Prasaraka Mandali's , Tilak College Of Education ,1663/2, Sadashiv peth S.P. Collage campus, Pune -411030 shall render entire its services under this Collaboration on pro bono basis i.e., without charging or seeking reimbursement of any payment, fee, charges whatsoever from the AGASTYA.

5. Use of Logo/Name

Permission is given to both the parties to use the official marks of the other party specifically the institutional name and/or institutional logo solely for the purposes of promoting and administering the collaborative activities between the institutions; Provided, that the party using the official marks of the other party shall take all such reasonable degree of care as an institution of good ethical and normal prudence would expect in its own case.

6. IP and Copyright.

The Parties or any of their representatives may not use the name, trademark or logo or any other intellectual property of the other Party without prior written consent of the other Party.

7. Indemnity

Each Party hereby agrees to defend, indemnify, and hold harmless the other Party and/or its affiliates against any liability, losses, damages or costs (including any legal costs) incurred or suffered by a Party as a result of any breach, negligent act or omission, or wilful default on

the part of the other Party and/or its affiliates arising either directly or indirectly from the performance (or non-performance) of this Collaboration.

8. Arbitration and Jurisdiction:

In case of any dispute arising between the parties in respect to any of the terms in this Collaboration, the parties undertake to settle the same by issuing a notice within 15 days from the date of the issue becoming known to either party. In case no such settlement is arrived at after mutual negotiations, the matter may be resolved by arbitration and shall be governed by the provisions of the Arbitration and Conciliation Act 1996 subject to any statutory modification, amendment or re-enactment, from time to time.

9. Collaboration of Effective Date:

This Memorandum of Understanding shall be effective from the date of signing by both parties.

10. Term of Collaboration :

This Collaboration, unless extended by mutual written agreement of the parties, shall expire 2 years after the effective date specified hereinabove. This Collaboration may be amended or terminated earlier by mutual written understanding of the parties at any time. However, no such early termination of this Collaboration, whether mutual or unilateral, shall affect the current obligations of the parties under the Collaboration. Notwithstanding, either party may terminate this Collaboration after giving 90 days written notice to the other party. However, both the Parties shall be at liberty to terminate the Collaboration forthwith in the event of any breach of confidentiality, as contained under clause 3(a).7

**IN WITNESS WHEREOF BOTH THE PARTIES HAVE SIGNED THIS
MEMORANDUM OF UNDERSTANDING ON THE DAY AND DATE FIRST ABOVE
WRITTEN:**

**For Shikshana Prasaraka Mandali's ,
Tilak College Of Education
Pune -411030**

Signature: 

Name: **Dr. Radhika Inamdar**
Designation: Principal

**For Agastya International
Foundation:**

Signature: 

Name: **Ramesh R Hitnalli**

Designation: Regional Manager

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