



தமிழ்நாடு தமில்நாடு TAMILNADU

BZ 882161

Finteam's Academic and
Accounting Services Pvt Ltd

Parimala

Rs. 100/-

Sl. No. —

Date 11/6/2020

N.B. PARIMALA,
Stamp Vendor
L.No. 5/2008.KGI.HOBBURTM

Hosur

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (herein after referred to as MoU) is entered into on the 6th day of July, 2020 between St Francis de Sales College herein referred to as "the College", and Finteam's Academic and Accounting Services Private Limited, hereinafter referred to as "F.A" located at 3rd Floor, GKV Towers, Denkanikottai Road, Hosur. The scope of the MoU, the roles and responsibilities of the parties of the MoU are given below:

Alliance Objective

This MoU is an enabler for "F.A", to provide coaching for finance professional courses and allied skills for the students of "the College". Such coaching shall be provided in the College campus, during the allotted time. The courses are mentioned in the annexure.

For Finteam's Academic and Accounting Services P. Ltd.,

Onphang
Director

Page 1 of 9

Principa
PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bengaluru - 560 100

NOW THIS MoU WITNESSETH AS FOLLOWS:

1. Definitions

- a. **Attempt:** This is applicable in the case of finance professional courses and it refers to the month and year of exams for which the students are being coached.
- b. **Batch:** A group of students taking up a similar program of learning.
- c. **Coaching:** Preparing the students of a batch for taking up the exams of a course through physical lectures, on line lectures, videos, tests etc.
- d. **College:** St Francis de Sales College (SFS College)
- e. **Courses:** It includes finance professional courses like Chartered Accountancy etc., as mentioned in the annexure.
- f. **F.A.:** It means the Finance Academy, the academic division of FINTEAMS Academic and Accounting Services P Ltd., Hosur.
- g. **Programs:** It means a particular level of a Course for which coaching is offered and it may be conducted through one or more batches. For example: CA-Foundation, July 2020.
- h. **Second Coaching:** It refers to the coaching requested by students who had failed in their first attempt for any finance professional course. However, if a student has not taken his first coaching with F.A but joins F.A classes then the same shall not be considered as Second Coaching.
- i. **Skills:** These include skills which are ancillary to the finance professional courses or any stream of commerce education. It also includes skills which are essentially required for students of any stream of education like soft skills. For the purpose of this MoU, the skills offered are mentioned in the annexure.

2. Roles and Responsibilities of "the College":

- a. To provide Class Room Space sufficient for conducting the coaching classes inside the college campus.
- b. To provide other utilities for efficient conduct of the classes like furniture, projector etc.

For Finteam Academic and Accounting Services P. Ltd.,


Director


PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bengaluru - 560 100

- c. The program details sent by F.A., will be shared with the students during the admission process. Students are free to enroll in any program that interests them.
- d. The College will not guarantee any number of students for the training program. However, F.A., can advertise their courses using standees, banners, etc.,
- e. To allot sufficient time for the coaching enabling the proper completion of the course. Timings shall be from 2.30 pm to 5.30 pm all the days except on Sundays and Public holidays. Sundays and Public holidays timings can be from 10 am to 4 pm.
- f. To make available access to the computer lab for its students whenever it is required to as per the allotted time for F.A.,
- g. Not to engage any other service provider for providing services similar to those provided by F.A., during the currency of this MoU.

3. Roles and Responsibilities of "F.A":

- a. To conduct classes with utmost sincerity, adherence to high level of ethics and standards.
- b. The fees will be collected by F.A., through online/offline payment. The college will not take the responsibility of collecting the fees.
- c. To ensure compliance by students on matters like attendance, discipline etc.
- d. Without the written permission from the Principal of the College, F.A., is not authorized to and shall not accept payments from students other than that is clearly agreed upon and mentioned in this MOU. Students shall make all payments directly to F.A., and F.A., will issue their receipt for all the payment received.
- e. F.A., shall not make any payment to any employ of the College or to anyone for any favours or assistance received in executing this MOU, either in Cash or in kind without the written permission of the Principal.
- f. F.A., should make sure that they employ their personals (or compensate the employees of the college) during their hours of training, fees collection, etc. Any employee of the college can be utilized by F.A., only with the written permission of the Principal.
- g. The College will not be responsible in assuring the number of students enrolling for the program. F.A., can have their staff in our college premises to explain the specialties of the course & counsel the students for the course accordingly.

For Finteam Academic and Accounting Services P. Ltd.,


Director


Page 3 of 9
PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bengaluru - 560 100

- h. To ensure that the students are told clearly about the fees, duration of the course, internship, class timings etc., and fees once paid will not be refunded, even if the student cancels the admission in the College or discontinues from the program. offered by F.A.,
- i. F.A., will ensure payment of the fees by every student depending on the fees mentioned in the annexures. It's recommended that only after collecting the entire course fees to admit the students to a particular program.
- j. To conduct classes in the College campus on such dates and for such duration as may be declared in the MoU or as mutually agreed upon by both parties.
- k. Where it is required for any reason it may communicate to the college, may conduct classes online. Online class will be held only on such unavoidable situations where regular classes cannot be held. For online classes college premises will not be used. Not more than 10% of the classes should be conducted as online.
- l. F.A., agrees that it will submit copies of all materials, written or electronically made (such as, but not limited to, videos, tapes, Internet home-pages etc.) that represent the College or bear the College's name or logo to the College's approved representative.
- m. Once the classes/training begin, a report of the enrolment of students for each course, fee payment, attendance, assessment, internship, placement, etc., must be submitted to the Principal by 28th of every month. A copy of the same mail can be sent to the Placement Cell of the College for reference and follow up.
- n. Any requirements of F.A., from the part of the College, financial deals, etc., must be brought to the notice of the Principal for approval.
- o. To Conduct classes on one or more of the programs mentioned in the annexure as may be directed by the College
- p. F.A., will ensure to keep the infrastructure, computers, lab equipments, facilities, etc., provided by the College intact, in case of any loss to the above mentioned – compensation will be made by F.A., accordingly.
- q. The course fees mentioned in MoU cannot be changed by F.A., without the written permission of the Principal.

For Finteam Academic and Accounting Services P. Ltd.,


Director


PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bengaluru - 560 100

- r. To deploy appropriate faculty on the scheduled dates and ensure proper completion of the course in line with the Schedule.
- s. To ensure that there is minimal downtime in terms of cancellation, deferment etc of classes.

4. Scope of Services:

4.1 F. A shall-

- a. Provide coaching for any one or more of the finance professional programs mentioned in the Annexure-1 or any one or more of the skills mentioned in the Annexure – 2
- b. Provide syllabus and a batch schedule before the commencement of any batch.
- c. Conduct classes following its own methodology and shall include direct and or online lectures, printed or electronic study materials or notes, workshops, computer lab work, short and long tests etc.
- d. Provide uninterrupted faculty time and shall ensure no cancellation of any class except for reasons beyond its control.
- e. Monitor the progress of the students through tests at appropriate levels and frequencies as it may deem fit and the same shall be communicated to the students and the College.
- f. issue a certificate for the students upon completion of the course.

4.2 F.A. will -

- a. Support the students in the process of registration with the respective professional institutes through its office. However, F.A will not represent any student with respect to the admission process in the respective professional institutes.
- b. Support students in completing any interim program required by the respective professional courses (like admission to Orientation classes, IT Training classes etc.)
- c. Support in identifying the sources for the students to pursue internships as required by the respective professional courses.
- d. Help in identifying placement opportunities for the students post completion of the course.
- e. Pay the College service fee @ 15 % of the fees actually received from the students within one month of the commencement of the program.

5. Period and Validity of this MoU:

This MoU shall be valid for a period of THREE YEARS from the date of its execution.

6. Refunds:

Fees once received shall not be refunded except as permitted under the refund policy of F.A. According to the policy, refunds will be allowed only under the following circumstances and after forfeiting Rs.2,000 towards administrative charges:

- a. When a batch is cancelled for want of admissions
- b. When a student withdraws before the start of a batch
- c. If the MoU is terminated, before completing a particular course, the entire amount collected from students should be refunded to students within 15 days of the termination of the MoU

7. Regulatory Compliance:

Both the parties are responsible for all compliances with respect to any law in force as may be binding their organization and its activities.

8. Modification & Termination

The terms of this MoU may be added or deleted or modified at any time during the currency of this MoU by mutual consent.

This MoU shall be terminated-

- a) Upon the expiry of the validity period when it may be renewed for a further period upon further conditions as may be agreed mutually.
- b) Prior to the expiry of the validity period, by giving SIX Months' notice by either party.

For Finteam Academic and Accounting Services P. Ltd.,


Director


PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bengaluru - 560 100
Page 9 of 9

9. Disputes and Settlements:

- a. The laws of the Republic of India shall govern this MoU.
- b. Any dispute shall be subject to the courts of Hosur.
- c. If it is decided to refer the matters of dispute to any arbitrator, then the decision of such arbitrator shall be final and binding on both the parties.

Signature: _____

R. Srinivasa Raghavan

Director

Finteam Academic and Accounting Services P Ltd

Signature: _____

Authorized Signatory

For Finteam Academic and Accounting Services P. Ltd.,


Director

ANNEXURE 1
LIST OF FINANCE PROFESSIONAL COURSES AND PROGRAMS

| Sno | Course | Program | No of Papers | No of Subjects | Duration (Hours)* | Registration & Allied fees** | Fees |
|-----|---|----------------------------|--------------|----------------|-------------------|---|--------|
| 1 | Chartered Accountancy – CA | CA – Foundation | 4 | 8 | 335 | 9,200 | 25,000 |
| 2 | Chartered Accountancy – CA | CA – Intermediate Group 1 | 4 | 6 | 330 | 18,000 | 30,000 |
| 3 | Chartered Accountancy – CA | CA – Intermediate Group 2 | 4 | 6 | 330 | Included above | 30,000 |
| 4 | Cost and Management Accountancy – CMA | CMA – Foundation | 4 | 4 | 250 | 4,000 | 25,000 |
| 5 | Cost and Management Accountancy – CMA | CMA – Intermediate Group 1 | 4 | 4 | 300 | 20,000 | 30,000 |
| 6 | Cost and Management Accountancy – CMA | CMA – Intermediate Group 2 | 4 | 4 | 300 | Included above | 30,000 |
| 7 | Company Secretaryship - CS | CS – Foundation | 4 | 4 | 150 | 5,100 | 15,000 |
| 8 | Company Secretaryship – CS | CS – Intermediate Group 1 | 4 | 4 | 300 | 9,500 | 30,000 |
| 9 | Company Secretaryship – CS | CS – Intermediate Group 2 | 3 | 3 | 210 | Included above | 25,000 |
| 10 | Association of Chartered Certified Accountants – ACCA | ACCA – Knowledge level | 3 | 3 | 210 | Will vary from batch to batch. Will be provided on demand | 30,000 |
| 11 | Association of Chartered Certified Accountants – ACCA | ACCA – Knowledge level | 6 | 6 | 360 | Will vary from batch to batch. Will be provided on demand | 90,000 |

*Total hours are maximum planned for a batch and it includes tests and workshops. However, F.A is at liberty to vary the same suitably. ** The registration and allied fees are charged by the respective professional course institutes and are therefore liable to change. Students will be advised by the student support cell of F.A on the latest price at the time of registration.

For Finteam Academic and Accounting Services P. Ltd.,


Director


PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bengaluru - 560 100

ANNEXURE 2
LIST OF ANCILLIARY SKILLS

| Sno | Course | Program | Duration (Hours) |
|-----|--------------------------------|---|----------------------------|
| 1 | Microsoft Office Specialist | Excel | 30 |
| 2 | Microsoft Office Specialist | Word | 30 |
| 3 | Microsoft Office Specialist | PowerPoint | 30 |
| 4 | Microsoft Office Master Course | MS Office with all the above and either Outlook or Access | 120 |
| 5 | SAP -FICO | Finance and Control Module Functional consultant | Will be provided on demand |
| 6 | Tally ERP | Full Module | 90 |
| 7 | GST | GST Practitioner | 150 |

ANNEXURE 3
TABLE OF CONCESSION IN FEES FOR SECOND COACHING

| Sno | Condition | Waiver % |
|-----|--|----------|
| 1 | Failure due to long absence for genuine reasons in the first coaching and where the original fees was not refunded | 90% |
| 2 | Success in individual papers but failed to clear the group | 75% |
| 3 | Failed in one or more of individual papers | 50% |

For Finteam Academic and Accounting Services P. Ltd.,


Director


PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bengaluru - 560 100