



SADHU VASWANI MISSION'S
St. Mira's College For Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)
Re Accredited by NAAC- A Grade, cycle 3
[ARTS, COMMERCE, SCIENCE ,BSc(Computer Science), BBA, BBA(CA)]
6,Koregaon Road,Pune-411001. [INDIA]
Ph./Fax: 26124846; Email: office@stmirascollegepune.edu.in

PU/PN/AC/015/(1962)
College Code:- 013

3.7.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses

❖ 2019-20 :- 5



Jayesh
Principal Incharge

St. Mira's College for Girls



KINDLE THE LIGHT

SADHU VASWANI MISSION'S
ST. MIRA'S COLLEGE FOR GIRLS
[An Autonomous College Affiliated to the Savitribai Phule Pune University]

[ARTS, COMMERCE, SCIENCE, BBA, BCA]

6, Koregaon Road, Pune - 411001.[INDIA]
Ph./Fax : 26124846 E-mail : mira_college@yahoo.co.in

Dr. G. H. GIDWANI
Principal

PU/PN/AC/015/(1962)
College Code No. : 013

MEMORANDUM OF UNDERSTANDING

Between

Sadhu Vaswani Mission's
St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)

And

Center for Social Entrepreneurship, Tata Institute of Social Sciences(TISS), Mumbai

For
Incubation Center

On
28th August, 2019



Description of Memorandum of Understanding:

Objective

Both TISS and Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune are working towards supporting startup social ventures/enterprises in India and hence agree to collaborate in a mutually satisfactory form and manner in order to support the creation of a vibrant ecosystem to foster entrepreneurship in the social enterprises space.

First Party: St. Mira's College for Girls, Pune.

Second Party:Center for Social Entrepreneurship,TISS Mumbai

Signing Date : 28th August, 2019

Details of the Institution	Details of the Second party
Address: Autonomous (Affiliated to SavitribaiPhule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: Center for Social Entrepreneurship, Tata Institute of Social Science, Mumbai (TISS) V N Purav Marg, Deonar, Mumbai 400 088
Contact Details: Ph./Fax: 26124846;	Contact Details: 022 25525820
Email: miracollege@yahoo.co.in	Email:SatyajitMajumdar< satyajit@tiss.edu
Website: https://www.stmiracollegepune.edu.in/	Website: https://www.tiss.edu/



Memorandum of Understanding

1. Parties

This Memorandum of Understanding (“MOU”) is made and entered into by and between **Centre for Women Entrepreneurship (CWE), St.Mira’s College for Girls, 6, Koregaon Road, Pune-411001** and Center for Social Entrepreneurship, Tata Institute of Social Science, Mumbai (herein referred to as “TISS”), which is located at V N PuravMarg, Deonar, Mumbai 400 088.

CWE, St. Mira’s College for Girls and TISS are referred collectively as the “Parties” and individually as the “Party”

2. Objective

Both TISS and **Centre for Women Entrepreneurship(CWE)St.Mira’s College for Girls, Pune** are working towards supporting startup social ventures/enterprises in India and hence agree to collaborate in a mutually satisfactory form and manner in order to support the creation of a vibrant ecosystem to foster entrepreneurship in the social enterprises space.

3. Scope

Centre for Women Entrepreneurship(CWE) St.Mira’s College for Girls, Pune endorses and agrees to partner with TISS, and TISS agrees to accept **Centre for Women Entrepreneurship(CWE) St.Mira’s College for Girls, Pune** as a partner. Both parties, subject to fulfillment of the conditions of incubation, agree to:

3.1 Refer ventures/enterprises to each other for incubation/mentorship support as and when applicable

3.2 Send announcements to one’s network to help promote the Business Plan competitions and other events conducted by the other party and allow the other party to put its logo on the website and any other relevant communication material (after seeking necessary approvals), as a knowledge partners to one another

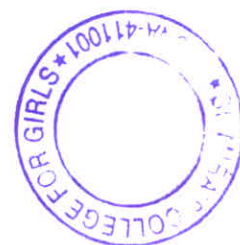
3.3 Help each other by referring speakers for the social entrepreneurship related awareness/ promotion/ discussion sessions (seminars, roundtables), as and when necessary

3.4 TISS agrees to:

3.4.1 Provide training and guidance on Venture planning, creation including problem articulation, social innovation, social change and social value

3.4.2 Support in monitoring and documentation of the good practices and challenges from this venture.

3.4.3 Provide access to current social ventures at various locations in India



3.4.4 Provide access to the partner NGOs for exposure and guidance

3.4.5 Provide access to the funding agencies from our network to the social ventures / enterprises incubated at **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune**

3.4.6 The Agreement would facilitate cooperation in the transfer and exchange of knowledge and expertise, sharing of resources, capacity building and training of personnel.

3.5 Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune agrees to:

3.5.1 Provide training and guidance on business and organizational aspects of the venture such as marketing, branding, financial management, human resource management etc to the Incubatee ventures through its master trainers/mentors

3.5.2 Facilitate funding to the social ventures/enterprises (that fulfil incubation conditions) through its investor network on a case to case basis

3.5.3 Provide TISS access to the data, reports etc pertaining to the ventures incubated under this agreement.

3.5.4 Allow TISS to visit and study the ventures as the case may be for knowledge creation and dissemination purpose and publish the findings thereof. TISS will keep **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** informed about any such publication.

3.5.5 Agrees to take care of travel, stay, food etc for the resource persons as per the TISS travel policies.

3.5.6 Allow TISS to report the ventures incubated as part of this joint programme in their database as co-incubatees

3.5.7 Support/work jointly in conducting research and impact assessment studies.

3.5.8 Work jointly in promoting courses in entrepreneurship, social entrepreneurship or any topic as decided mutually.

3.5.9 Work jointly in student exchange, faculty exchange, FDP's etc. programs.

4. Public Relations

TISS grants **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** the right to disclose its name on **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** website, to present and prospective members, including but not limited to **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** partners and investee enterprises where it is necessary to disclose and vice versa. Any such communication before release will have to be approved by TISS.

5. Confidentiality

Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune and TISS agree not to disclose any information of a confidential nature received from the other party, including but



not limited to the names/particulars/data of enterprises with which TISS or **Centre for Women Entrepreneurship(CWE) St.Mira's College for Girls, Pune** may be working, business plans and other competitively sensitive information.

6. General provisions

6.1 . Amendments

Either party may request changes to this MOU. Any modifications, revisions or amendments to this MOU which are mutually agreed upon by both parties shall be incorporated by written instrument, and effective when executed and signed by both the parties to this MOU.

6.2. Duration

This MOU shall be valid for three years from the date of signature of both parties and shall continue in force till the end of third year unless terminated by either party upon 30 days written notice to the other party. This MOU can be renewed and the period can be extended by both the parties at the end of the validity period of this MOU.

6.3. Governing Law & Dispute Resolution

This MOU shall be governed by the laws of India.

6.4. The Parties shall comply with all applicable state laws and regulations and local ordinances in the performance of the Contract.

6.5. The agency shall adhere to Environmental Protection Act and rules and co-operate with the organization.

6.6. The Parties will provide all possible assistance to each other in optimizing the scope of various avenues that they have agreed to work upon in all the circumstances.

6.7. The Parties will work together to accomplish the objectives, partners will be informed about all the developments for the purposes of program planning and monitoring and evaluating outcomes to ensure the outcome of the programs be effective and for the common good of people.

7. Confidential and Non-Disclosure

In carrying out the terms of this MOU, it may be necessary for the parties to provide proprietary data of information to one another. To the extent that such data or information so identified in writing by the disclosing party at the time of the exchange, the receiving party agrees to hold such proprietary information in the strictest confidence for a period of three (3) years from the date of this MOU, and further agrees that, within that period of time, it will not use any such proprietary data or information.



except in connection with this MOU, and will not disclose any such proprietary data or information to any third party, unless authorized in writing by the disclosing party.

The standard of care imposed on the receiving party for such proprietary data or information will consist of a least the same level of effort the receiving party employs to avoid unauthorized use, disclosure or dissemination of its own proprietary matters of similar value and sensitivity. The receiving party shall not be liable for the inadvertent or accidental disclosure of proprietary information, if such disclosure occurs despite the exercise of the same degree of care as such party normally takes to preserve its own proprietary data or information.

8. Signatories

Agreed to and accepted by:

For and on behalf of, Tata Institute of Social Sciences (TISS), Mumbai



Signature: **MP Balamurugan**
Name: **Acting Registrar**
Designation: **Tata Institute of Social Sciences**
Date: **Registrar**
Mumbai Road,
Deonar, Mumbai 400088.
Tel (O) : 022 2552 5254

For, and behalf of, Centre for Women Entrepreneurship (CWE), St. Mira's College for Girls



Signature:

Name: Dr. Gulshan H Gidwani

Designation: Principal and Head of Centre for Women Entrepreneurship (CWE)

Date: 28/8/19





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Dr. G. H. GIDWANI
Principal

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College Code No. : 013

MEMORANDUM OF UNDERSTANDING

Between



Sadhu Vaswani Mission's
St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)

And

Ekansh Trust

For
Academic Collaboration for Certificate course in Disability: Awareness & Inclusion

In
December, 2019



Description of Memorandum of Understanding: Academic collaboration pertaining to certificate course in Disability: Awareness & Inclusion




First Party: St. Mira's College for Girls, Pune.

Second Party: Ekansh Trust

Signing Date: December, 2019

Approved and accepted for

Approved and accepted for

For St. Mira's College for Girls, Pune	Ekansh Trust, Pune
  Principal St. Mira's College for Girls The Principal	 ----- Authorized Signatory

Details of the Institution	Details of the Second party
Address: Autonomous (Affiliated to Savitribai Phule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: B T Kawade Road, 109 GRAN EXITO, above Axis Bank, Pune, Maharashtra 411001
Contact Details: Ph./Fax: 26124846;	Contact Details: 9503715015
Email: miracollege@yahoo.co.in	Email: info@ekansh.org
Website: https://www.stmiracollegepune.edu.in/	Website: www.ekansh.org/



Memorandum of Understanding for the course: **Disability: Awareness to Inclusion**

EKansh Trust and St. Mira's College [Autonomous – affiliated to SPPU] agree to collaboratively run the course in January – February 2020, on the following understanding.

- The course will be co-ordinated and run by EKansh Trust in collaboration with St. Mira's College as the certifying body.
- This collaboration is valid for one whole academic year – one batch per term.
- The course is for 30 hours and will be offered for credits to the college students and as a certificate course to students from outside.
- This will be a self-sustaining, no profit, no loss venture.
- If there are profits after all expenses and fees, they will be shared equally by the two entities.
- The course content will be developed by EKansh Trust. St. Mira's College will be consulted for approval before delivery of the course.
- The course will be open to students from different streams and backgrounds including UPSC, MBA, Law, MSW, Education, Journalism, etc.
- The course run with St. Mira's College will be open to female students only .

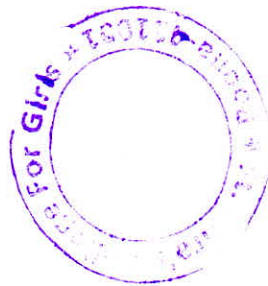
Signatures



Dr. Gulshan Gidwani
Principal
St. Mira's College for Girls



Ms. Anita Narayan
Founder and Mg. Trustee
EKansh Trust, Pune





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SADHU VASWANI MISSION'S
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Dr. G. H. GIDWANI
Principal

PU/PN/AC/015/(1962)
College Code No. : 013

MEMORANDUM OF UNDERSTANDING

Between



KINDLE THE LIGHT

JUST BEING
be still. know. love

Sadhu Vaswani Mission's
St. Mira's College for Girls, Pune
Autonomous (Affiliated to SavitribaiPhule Pune University)

And

Just Being Centre, Pune

For

Academic collaboration for Certificate Course in Mindfulness Based Counseling: Listening with Embodied Presence

**In
July, 2019**



Description of Memorandum of Understanding: Academic collaboration pertaining to Certificate Course in Mindfulness Based Counseling: Listening with Embodied Presence

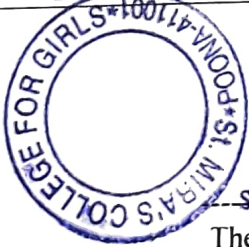
First Party: St. Mira's College for Girls, Pune.

Second Party: Just Being Centre, Pune

Signing Date: 2019

Approved and accepted for

Approved and accepted for

For St. Mira's College for Girls, Pune	Just Being Centre, Pune
 <p><i>G. H. Fidevane</i> Principal St. Mira's College for Girls The Principal</p>	<p>For JUST BEING CENTER FOR MINDFULNESS AND PRESENCE LLP</p> <p><i>Andrade</i> DESIGNATED PARTNER Authorized Signatory</p>

Details of the Institution	Details of the Second party
Address: Autonomous (Affiliated to Savitribai Phule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: B-14, Castellino Co-op Society Pudemjee Park Society Lane No.1 Near Isha, Prema Niketan, Opp Bhavani Peth Police Colony, New Nana Peth, Pune, Maharashtra 411001
Contact Details: Ph./Fax: 26124846;	Contact Details: 090110 36828
Email: miracollege@yahoo.co.in	Email: justbeingcentre@gmail.com
Website: https://www.stmiracollegepune.edu.in/	Website: www.justbeingcenter.com/





KINDLE THE LIGHT

SADHU VASWANI MISSION'S
ST. MIRA'S COLLEGE FOR GIRLS

[ARTS, COMMERCE, SCIENCE, BBA, BCA]

6, Koregaon Road, Pune - 411001.[INDIA]
Ph./Fax : 26124846 E-mail : mira_college@yahoo.co.in

Dr. G. H. GIDWANI
Principal


PU/PN/AC/015/(1962)
College Code No. : 013


Memorandum Of Understanding

For the course **Mindfulness Based Counselling- Listening with Embodied Presence**

The course in Mindfulness Based Counselling: listening with Embodied Presence is a nine month course and is proposed as collaboration with Just Being and St. Mira's College, Pune. Just Being Center and St. Mira's College (Autonomous – Affiliated to Savitribai Phule Pune University) agree to collaboratively run the course in the Academic year 2019-2020, on the following understanding:

- The course will be co-ordinated and run by Just Being Center in collaboration with St.Mira's College as the certifying body.
- This collaboration is valid for one whole academic year.
- The course is for 420 hours and 16 credits and will be offered as a certificate course to students.
- This will be a self-sustaining, no profit, no loss venture.
- If there are profits after all expenses and fees, they will be shared equally by the two entities.
- The course content will be developed by Just Being Center, St. Mira's College will be consulted for approval before delivery of the course.
- The course is open to people from all walks of life who wish to offer a listening space to others.


Dr. G. H. Gidwani
Principal
St. Mira's College for Girls


Ms. Sandy Dias Andrade
Founder-Director
Just Being Center



For JUST BEING CENTER
FOR MINDFULNESS AND PRESENCE LLP

DESIGNATED PARTNER

Please visit: www.dadavaswanisbooks.org



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MEMORANDUM OF UNDERSTANDING

Between



KINDLE THE LIGHT



Sadhu Vaswani Mission's
St. Mira's College for Girls, Pune
Autonomous (Affiliated to SavitribaiPhule Pune University)

Artsphere, Pune

And

Creative Movement Therapy Association of India

For
Academic Collaboration for Post Graduate Diploma in Dance Movement Therapy

On
31st April, 2019



Description of Memorandum of Understanding: Academic collaboration pertaining to Post Graduate Diploma in Dance Movement Therapy

First Party: St. Mira's College for Girls, Pune

Second Party: Artsphere, Pune

Third Party: Creative Movement Therapy Association of India, Delhi

Signing Date: 31st April, 2019

Details of the Institution	Artshpere, Pune	Creative Movement Therapy Association of India, Delhi
Address: Autonomous (Affiliated to Savitribai Phule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: 402, Fourth Floor, North Court Building, North Avenue Road Number 12, Kalyani Nagar, near Jogger's Park, Pune, Maharashtra 411006	Address: Delhi & Bangaluru
Contact Details: Ph./Fax: 26124846;	Contact Details: 095617 20001	Contact Details: 9773905280
Email: miracollege@yahoo.co.in	Email: artsphere.pune@gmail.com	Email: info@cmtai.org
Website: https://www.stmiracollegepune.edu.in/	Website: www.artspherepune.com	Website: www.cmtai.org





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Dr. G. H. GIDWANI
Principal

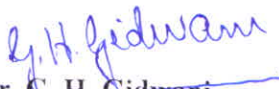
PU/PN/AC/015/(1962)
College Code No. : 013


Memorandum Of Understanding

For the course **Mindfulness Based Counselling- Listening with Embodied Presence**

The course in Mindfulness Based Counselling: listening with Embodied Presence is a nine month course and is proposed as collaboration with Just Being and St. Mira's College, Pune. Just Being Center and St. Mira's College (Autonomous – Affiliated to Savitribai Phule Pune University) agree to collaboratively run the course in the Academic year 2019-2020, on the following understanding:

- The course will be co-ordinated and run by Just Being Center in collaboration with St.Mira's College as the certifying body.
- This collaboration is valid for one whole academic year.
- The course is for 420 hours and 16 credits and will be offered as a certificate course to students.
- This will be a self-sustaining, no profit, no loss venture.
- If there are profits after all expenses and fees, they will be shared equally by the two entities.
- The course content will be developed by Just Being Center, St. Mira's College will be consulted for approval before delivery of the course.
- The course is open to people from all walks of life who wish to offer a listening space to others.


Dr. G. H. Gidwani
Principal
St. Mira's College for Girls


Ms. Sandy Dias Andrade
Founder-Director
Just Being Center



For **JUST BEING CENTER**
FOR **MINDFULNESS AND PRESENCE**

DESIGNATED PARTNER

Please visit: www.dadavaswanisbooks.org



402, 4th Floor,
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Pune - 6

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402, 4th Floor,
North Court Building,
North Avenue Rd. No. 12,
Kalyani Nagar,
Pune - 6

Introduction

Creative Movement Therapy Association of India (hereinafter referred as 'CMTAI') with registered office at 315, 3rd floor, RG-Complex II, DDA Community Center, Sector 14, Rohini, New Delhi – 110085, a charitable not for profit organization, registered under section 80G and 12A of the Indian Income Tax Act, 1961 and Section 8 Company under Indian Companies Act, 2013, recognises the need for organisational co-operation and communication with the St. Mira's College for Girls, Pune at 6, Koregaon Road, Near Hotel Blue Diamond, Pune, Maharashtra 411001, a charitable not for profit organization registered under section 80G and 12A of the Indian Income Tax Act, 1961, and Artsphere Therapy, 402, North Court Building, North Avenue Road Number 12, Near Jogger's Park, Above Cafe Colombia, Kalyani Nagar, Pune, Maharashtra 411006 at Pune.

CMTAI, and Artsphere Therapy work together to perform activities relating to public awareness of preventive health, advancement of spirituality, advancement of skills development relating to physically or mentally abused and traumatized and marginalized persons, provide overall mind/ body health and wellness program as well as fieldwork projects for society as large, training and coaching in recreational activities related to arts including but not limited to body, mind and creative movements to heal, strengthen and find one's inner self. Aligning to these objectives only, in 2018 CMTAI is starting an educational and skills development programme for advancement of objective of mental wellness through dance/movement involving St. Mira's College for Girls, Pune and Artsphere Therapy making a Tripartite arrangement. It is anticipated there may be areas where a formal understanding (MOU) between CMTAI, Artsphere Therapy and St. Mira's College for Girls, Pune would underpin and support the ongoing co-operation and current lines of communication.

Purpose and Scope

The purpose of this MOU is to provide the framework arrangement between CMTAI, Artsphere Therapy and St. Mira's College for Girls, Pune that covers skills development initiatives as enumerated in introduction space as above.

The benefit of the MOU is that CMTAI, Artsphere Therapy, and St. Mira's College for Girls, Pune have a clear framework within which they can support and enhance mental health and well-being through the use of psychotherapeutic body movements for participants to be able to treat mental health issues for various populations including traumatized persons at present or in the future.

These three organisations are working together to ensure spread of such mental wellness techniques through arts to society at large.



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Kalyani Nagar,
Pune - 6

Responsibilities

Appointment of Coordinators

Each party will appoint a person to serve as the official contact and coordinate the activities of each organisation to carry out this MOU

The organisations agree to the tasks described below for this MOU.

Actions

CMTAI, St. Mira's College for Girls, Pune and Artsphere Therapy will:

- Agree that all activities governed by this MOU are to be set out in a 'Work Plan' developed by co-ordinators.
- Ensure that the training programme is equipped with necessary apparatus as per each party's duties & responsibilities to ensure objectives for which the programme is being organized are realised.
- Work together where doing so will have a positive impact on future funding or would better serve other charities and NGOs.
- Agree that this MoU is not exclusive and each party may work with NGOs outside the context of this MOU with respect to the themes arising with various projects.

CMTAI will:

- Support successful delivery of training programme content.
- Assist with operational tasks, including but not limited to, basic functions necessary for the implementation of the programme.
- Make a payment to Artsphere Therapy to meet its sundry expenses for arranging logistic and infrastructure support out of the total contribution received by CMTAI from each participant as CMTAI, Artsphere Therapy, and St. Mira's College for Girls, Pune are collaborators for this program.
- After the admissions are completed, CMTAI will pay Artsphere Therapy charges which includes Admin Cost, as per the following schedule:

Charges for 150 hours to be paid to Artsphere Therapy, at the beginning of the first module by June 2019

Charges for 150 hours to be paid to Artsphere Therapy, at the beginning of the 3rd Module by November 2019



Charges for 113 hours to be paid to Artsphere Therapy, at the beginning of 5th module by 31st March 2020

- **Make a program contribution to Artsphere Therapy for overall execution of the course will be 70%.**
Which shall be paid after deduction of the applicable withholding tax under **section 194I** of the Indian Income tax act, however, if Artsphere Therapy happens to be in possession of the certificate under section 197 of Indian Income Tax for no deduction of TDS then no TDS will be deducted accordingly.
- **CMTAI contribution for successful delivery of the academic course will be 10%**
- Make a program contribution to St. Mira's College for Girls, Pune for providing participant diploma certifications out of the total contribution received by CMTAI from each participant as CMTAI, Artsphere Therapy, and **St. Mira's College for Girls, Pune are collaborators for this program. St. Mira's College for Girls, Pune contribution will be 20%**, which shall be paid after deduction of the applicable withholding tax under section 194J of the Indian Income tax act with regards to TDS on Professional services. However, if St. Mira's College for Girls, Pune happens to be in possession of the certificate under section 197 of Indian Income Tax for no deduction of TDS then no TDS will be deducted accordingly.
- Variable Expenses, to be paid from course fee expenses on ACTUAL basis upon production of original invoice(s) on reimbursable mode through a separate invoice from Artsphere Therapy side, shall include but not be limited to:
 - a) All airline tickets for faculties, at actual along with taxi reimbursement for Airport pickup and drop
 - b) Cost of snacks (Tea/Coffee, Biscuits, and Bananas) during the classroom trainings.
 - c) Stationary expenses as required, within the budget
 - d) Cost of Course Leader Anshuma Kshetrapal.
 - e) Cost of written exam supervision (at St Mira College for Girls) to Dhvani Giri

Artsphere Therapy will:

- Ensure one main responsible point of contact has been assigned to tend to all needs of the event over the course of activity, with the assistance of Artsphere Therapy staff.
- Inform CMTAI prior to any contact being made with any of the above-mentioned funding partners to ascertain if CMTAI has a current active or a dormant relationship.
- Take necessary measures including social media and print media to spread this message on mental well-being to generate as many participants and donor leads as possible.
- Send the training programme details through their mailing list and put up posters and banners across cities.
- Provide necessary infrastructure and provide for its cleaning, gardening, furniture, space, projector, whiteboards, cushions and chairs, sound system, equipment including civil maintenance, repairing, water supply, air conditioning, and electricity which are deemed essential to run such a programme.



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Artsphere Therapy shall make the necessary physical area available in the studio for classroom sessions during dates. The sessions constitute 413 hours of training.

- ❖ 1st to 10th June 2019
- ❖ 19th to 28th August 2019
- ❖ 9th to 18th November 2019
- ❖ 11th to 22nd January 2020
- ❖ 31st to 9th April 2020 & 30/31st May 2020

Roles & Responsibilities of Artsphere Therapy Staff

Marketing Team (Team Size 2) (1 Sales Manager & 1 Social Media Manager)

1. Designing the campaign for admissions to academic session
2. Planning the demo workshops and sessions within the town
3. Designing the brochure, planning the content
4. Creating different posters and creative content, video's for social media platform
5. Designing the digital marketing campaign on social media (Face book, Instagram, YouTube)
6. Putting posters in colleges, cafe's, colleges

Administration Team (Team Size 2) (1Studio Manager, 1 Housekeeping/Security)

1. Receiving calls for DMT inquiries.
2. Sending details to all the inquiries on email.
3. Emailing course details to the database of previous batches who enquired but not enrolled
4. Monitoring online application form, checking eligibility of the candidate
5. Talking to the interviewee and confirming his suitable time
6. Talking to the interviewer and confirming his suitable time
7. Arranging interview on agreed time
8. Frequent whats app communication regarding Diploma promotion with many people who follow Artsphere activities regularly
9. Follow-up on cancellation and rescheduling
10. Sending email confirmation to candidate on his first round selection
11. Requesting candidate to send information on second round
12. Post second round, the interviewing team confirms the selection / rejection of candidate
13. Sending email communication to candidate if he/she is selected
14. Sending email communication to candidate if he /she is rejected / waitlisted
15. Helping outstation candidate in accommodation nearby Artsphere
16. Helping them with food arrangements, and also listening to their queries related to any local issues.
17. During course, updating them on timings, sending reminders related to any change in schedule
18. Ensure hygienic WC and packaged drinking water for students



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19. Ensuring enough tea/coffee is made available
20. First aid and medicine kit is made available

Responsibilities of Dhvani Giri (Course Advisor)

1. Co-ordinating with all teacher – Arranging everything requested by them like study materials, printouts/handouts, projector requirements
2. Co-ordinating with Artsphere Therapy admin team and ensuring studio availability, clean toilets, packaged drinking water availability, Tea/Coffee, snacks are available
3. Emails to students related to
 - Guidelines
 - Assignments
 - Webinar updates
 - Instructions
 - Book references, pre-reading
 - Collection and organization of assignments
4. Addressing students query, attendance tracking,
5. Developing assignments
6. Setting up library process for students
7. Co-ordinating with St Mira College for Girls for library queries, exam id card and examinations
8. Compiling hard copies of assignments and submitting to St Mira College for Girls
9. Compiling data on facilitators feedback from student and sharing with facilitator
10. Conveying ethics and boundaries information to students

Finance & Accounts (Team Size 1)

1. Preparing the budget for the course, talking to all involved parties to discuss on nature of expenses
2. Working on cost effective model
3. Drafting the triparty MOU, getting it signed
4. After selection email is sent, follow up with student on payment
5. Resolving their queries, if they show inability to pay the fees, arranging instalment facilities for them, ensuring timely payments are made, dropping their cheques in bank
6. Talking to facilitators, recording their teaching hours
7. Collecting all the travel bills, archiving all the data
8. Preparing payment invoices for Teacher's payment
9. Addressing student and their parents queries on phone
10. In absence of admin staff, be a back-up for the selection process of candidate
11. Making purchases for the course
12. Coordinating and booking hotel for facilitators
13. Working on end to end effective model on student selection criteria
14. Figuring out new payment structure for international students.

St. Mira's College for Girls, Pune will:



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- Promote the learning activity throughout their educational institution so as to ensure maximum participation of members who can benefit from such wellness learning drive etc.
- **Responsible for providing academic and administrative framework wherever necessary.**
- Work as a bridge between Artsphere Therapy and potential members to handle their questions or doubts as they may arise before or during continuation of the activity.
- Grant certificates to participating members of the wellness learning activity who complete the same successfully.

Dispute Settlement

All terms and conditions to remain confidential

Should there be any disagreement between the signatories to this agreement the matter will be escalated to the next level of management and ultimately would be put in front of the executive teams of CMTAI and Artsphere Therapy to be resolved through negotiation.

Terms of Understanding

This MOU shall remain in force from the date of sign off by all partners till the conclusion of the programme.

Privileges and Immunities

Nothing in or relating to this MOU shall be deemed to impinge on or change in any way the current agreements of CMTAI and Artsphere Therapy.

Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organisation I represent, I wish to sign this MOU and contribute to its further development.



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Pune - 6

Creative Movement Therapy Association of India (CMTAI)

Name: TRIPURA KASHYAP

Title: Co Founder

Organisation: CMTAI.



Tripura Kashyap

Date :

St. Mira's College for Girls, Pune

Name: DR. G.H. GIJWANI

Title: Principal

Organisation: St. Mira's College for Girls



G.H. Gijwani

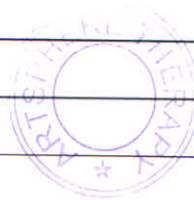
Date: 31/04/2019

Artsphere Therapy

Name: ANUBHA DOSHI

Title: FOUNDER - DIRECTOR

Organisation: Artsphere



Anubha Doshi

Date:





KINDLE THE LIGHT

SADHU VASWANI MISSION'S
ST. MIRA'S COLLEGE FOR GIRLS
[An Autonomous College Affiliated to the Savitribai Phule Pune University]
[ARTS, COMMERCE, SCIENCE, BBA, BCA]
6, Koregaon Road, Pune - 411001.[INDIA]
Ph./Fax : 26124846 E-mail : mira_college@yahoo.co.in

Dr. G. H. GIDWANI
Principal

PU/PN/AC/015/(1962)
College Code No. : 013

MEMORANDUM OF UNDERSTANDING

Between



KINDLE THE LIGHT



Sadhu Vaswani Mission's
St. Mira's College for Girls, Pune
Autonomous (Affiliated to SavitribaiPhule Pune University)

And

Creative Movement Therapy Association of India

For
Collaborative conference and research presentations

On
4th April, 2019



Description of Memorandum of Understanding: Collaboration pertaining to 6th Annual International Dance Movement Therapy Conference titled 'Movement and Other Arts for Well-Being'

First Party: St. Mira's College for Girls, Pune.

Second Party: Creative Movement Therapy Association of India

Signing Date: 4th April, 2019

Details of the Institution	Creative Movement Therapy Association of India
Address: Autonomous (Affiliated to SavitribaiPhule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: Delhi &Bangaluru
Contact Details: Ph./Fax: 26124846;	Contact Details: 9773905280
Email: miracollege@yahoo.co.in	Email:info@cmtai.org
Website: https://www.stmirascollegepune.edu.in/	Website:www.cmtai.org



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Introduction

Creative Movement Therapy Association of India (hereinafter referred as 'CMTAI') with registered office at 50/8, 1st Floor, Tolstoy Lane, Janpath, New Delhi – 110085, a charitable not for profit organization, registered under section 80G and 12A of the Indian Income Tax Act, 1961 and Section 8 Company under Indian Companies Act, 2013, recognises the need for organisational co-operation and communication with St. Mira's College at 6, Koregoan Road, near Hotel Taj Vivanta, Pune 411001, a charitable not for profit organization registered under section 80G and 12A of the Indian Income Tax Act, 1961, and Artsphere, 401, North Court Building, North Avenue road, near Joggers Park, Pune 411006 at Pune.

CMTAI and ARTSPHERE work together to perform activities relating to public awareness of preventive health; advancement of skills development relating to physically or mentally abused and traumatized and marginalized persons; provide overall mind/ body health and wellness programs as well as fieldwork projects for society at large; training and coaching in recreational activities related to arts including but not limited to body, mind, and creative movements to heal, strengthen, and find one's inner self.

Extending this to the people is another aim of these organizations and therefore CMTAI hosts conferences every year for participants of varied backgrounds to come learn about and experience creative movement therapy as a mental health option. CMTAI has hosted five conferences in various cities like Bangalore, Delhi, and Pune. This year will be the 6th Annual International Conference and CMTAI has decided to host it in Pune. CMTAI and Artsphere along with St Mira's College would like to co-host the conference at St. Mira's College, Pune on November 30th and December 1st, 2019. Additionally, a one-day intensive program will be organized on November 29, 2019. Therefore, all three days' events will take place at St. Mira's College, Pune. It is anticipated this MOU will help clarify and support the ongoing cooperation, accountabilities, and communication between CMTAI, Artsphere, and St. Mira's College.

Purpose and Scope

The purpose of this MOU is to provide the framework arrangement between CMTAI, Artsphere, and St. Mira's College that CMTAI's "6th Annual International Conference" will be co-hosted by CMTAI, Artsphere, and St Mira's College on the premises of St. Mira's College at no commercials involved.

The benefit of the MOU is that CMTAI, Artsphere, and St. Mira's College have a clear framework within which they can support and enhance creative movement therapy as a mental health and well-being option and take the knowledge and awareness of this field to the public. These three organisations are working together to address mental health needs by spreading the use of the arts for mental wellness to society at large.

Responsibilities

Appointment of Coordinators

Each party will appoint a person to serve as the official contact and coordinate the activities of each organisation to carry out this MOU.

The organisations agree to the tasks described below for this MOU.

Actions

CMTAI, ST. MIRA'S COLLEGE, and ARTSPHERE will:

- Agree that all activities governed by this MOU are to be set out in a 'Work Plan' developed by co-ordinators.
- Ensure that the conference is equipped with necessary apparatus as per each party's duties & responsibilities to ensure objectives for which the programme is being organized are realised.
- Work together where doing so will have a positive impact.
- Agree on the conference announcement and presentation as:

“Creative Movement Therapy Association of India (CMTAI)

in association with St. Mira’s College and Artsphere

presents its

6th Annual International Conference...” (Exact conference title/theme will follow)

CMTAI will:

- Assist with operational tasks, including but not limited to, basic functions necessary for the implementation of the programme.
- Coordinate and manage participant registration payments for the conference.
- Promote the conference on various platforms (social media, different venues, print, etc.).
- Make a payment to Artsphere to meet its sundry expenses for arranging logistics.
- Make payments for all the incidental rentals, food, and other logistical requirements.
- Allow St. Mira’s college students to attend the conference at the cost of INR 3000.
- Extend interactions with the facilitators and participants.

Artsphere will:

- Ensure one main responsible point of contact has been assigned to meet all the needs of the event over the course of the conference with the assistance of Artsphere staff.
- Inform CMTAI prior to any contact being made with any of the above-mentioned funding partners to ascertain if CMTAI has a current active or a dormant relationship.
- Take necessary measures including social media and print media to spread this message on mental well-being to generate as many participants for the conference.
- Will make arrangements for drinking water, food, stationery, chairs, sound systems, gathering arrangements as decided by CMTAI and in consent with CMTAI.
- Get all the budgets approved by CMTAI.

- Coordinate with all vendors, CMTAI team, and St. Mira's College team for the conference.
- Track all expenditures with supporting bills and invoices as per the approved budget and policies.
- Extend interactions with the facilitators and participants.
- With the help of St. Mira's College volunteers and CMTAI team, clear the spaces and make them available on November 29th, November 30th and December 1st.

St. Mira's College will:

- Promote the conference throughout their institution so as to ensure maximum participation of members who can benefit from such wellness, learning, etc.
- Provide the auditorium for the opening and the closing ceremony, lunch and refreshments space on the ground floor and terrace or management building for the evening gathering until 10 pm. The following are the 8 spaces provided for the conference sessions:

Space	Equipment Available
Auditorium Stage	Projector and sound system
AV Room	Projector and sound system
Room 210	Projector or smart board
Room 212	Projector or smart board
Room 301	Projector or smart board
Room 303	Projector or smart board
Room 304	Projector or smart board
Room 305	Projector or smart board

All the above spaces and restrooms will be cleaned before 8am and during lunch hours on both the days of the conference and made available only for the conference and not for any other use by St. Mira's College's students/faculty.

- Appoint 15 volunteers to help CMTAI and Artsphere during the conference. 7 of these volunteers will be allowed to attend one introduction session on Day 1 and the remaining will be allowed to attend the introduction session on Day 2 free of cost. These volunteers will participate in a briefing session post college hours on Tuesday 26th November. From the evening of November 28th until December 2nd, volunteers will be around to help CMTAI and Artsphere team with the conference work. These volunteers will be divided into different groups and will be assigned to different tasks like administration, logistics, etc. They will be assigned to sessions to help out as needed as per the schedule. One of the major tasks given to the volunteers would be compiling and inputting data from the session feedback forms post the conference. They will be trained to do the same during the week of interaction.
- Provide the AV room on November 29th for an advanced workshop.
- Provide help to re-arrange the benches, clearing, and making the space fit for the conference.
- All amenities provided are with no commercials involved.

Dispute Settlement

Should there be any disagreement between the signatories to this agreement the matter will be escalated to the next level of management and ultimately would be put in front of the executive teams of CMTAI, Artsphere, and St. Mira's College to be resolved through negotiation.

Terms of Understanding

This MOU shall remain in force from the date of sign off by all partners till the conclusion of the programme.

Privileges and Immunities

Nothing in or relating to this MOU shall be deemed to impinge on or change in any way the current agreements of CMTAI, Artsphere, and St. Mira's College, Pune.

Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organisation I represent, I wish to sign this MOU and contribute to its further development.

Creative Movement Therapy Association of India (CMTAI)

Name: TRIPURA KASHYAP

Tripura Kashyap

Title: Co-founder, CMTAI

Organisation:

Creative Movement Therapy Association of India

For Creative Movement Therapy Association of India

Date: 4/4/2019

Director

St. Mira's College

Name: DR. AULSHAN H. GIDWANANI

A.H. Gidwanani

Principal

St. Mira's College for Girls

PRINCIPAL

Title:

Organisation:

St. MIRA'S COLLEGE FOR GIRLS
6, KOREGAON ROAD,
NEAR HOTEL BLUE DIAMOND,
POONA-411 001.

Date:

04-04-2019

Artsphere

Name:

Anubha Doshi

Anubha Doshi

Title:

Founder-Director

Organisation:

Artsphere

Soulsphere

Date: 4/4/2019

