



**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](mailto: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**

❖ 2020-21 :-5



*Jayab*  
**Principal Incharge**

**St. Mira's College for Girls**



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

### Letter of Understanding (LOU)

Between

**CSRBOX**

And

**St. Mira's college for girls**

This Letter of Understanding (LOU) is effective from

\_\_\_December2020 (5/12/2020)– December 2021(5/12/2021)

**CSRBOX (Renalysis Consultants Pvt. Ltd.)** having its corporate office at 401-402, Binori Bsquare I, Near Landmark Hotel, Ambli-Bopal Road, Ahmedabad, Gujarat, India 380051.

(Hereinafter referred to as "IBM SkillsBuild Country Partner-CSRBOX")

And

**St. Mira's college for girls** having its address as office at 6, Koregaon Park, Pune

(Hereinafter referred to as "St. Mira's college for girls").

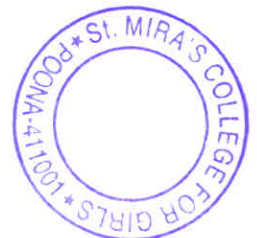
#### Recitals

- I. Whereas, IBM Skills Build represented by its country partner for India-CSRBOX, is skill building & learning digital platform where users can achieve industry relevant skills, get IBM certified badges & seek employment opportunities for Free.
- II. Where as **St. Mira's college for girls** is an Autonomous college affiliated to SPPU, Pune with a NAAC grade A.

#### Objectives

The objective of this LOU is to mutually complement both of the above parties' energies, outreach and efforts to curate opportunities of collaborations, sharing of knowledge resources and jointly work on building capacities of the users through the IBM Skills Build Platform.

Please visit: [www.dadavaswanibooks.org](http://www.dadavaswanibooks.org)



## Duration

This LOU is initially for one year duration w.e.f. \_\_\_ December, 2020.

## Operational Aspects

Where IBM Skills Build will on-board **St. Mira's college for girls** as the 'Partner' for IBM Skills Build platform, and work closely with **St. Mira's college for girls'** Team to leverage their student/learner base and other important stakeholders to build industry relevant skillset & enhance employability prospect of students/ learners by providing market-linked skills. IBM SkillsBuild Country Partner-CSRBOX will facilitate the on-boarding of learners (students) on the platform while **St. Mira's college for girls** name will help in encouraging students to leverage the platform for better learning opportunities.

In order to carry out and fulfill the aims of this agreement, each party will appoint an appropriate person(s) to represent its organization.

In order to maintain the desired level of social media outreach, each party promises to follow the branding guidelines for social media amplification sent as a part of the communication package. With respect to the social media outreach, each party will also appoint an appropriate person(s) to represent the its organization.

## Termination and Extension of LOU

The partnership covered by this LOU shall terminate upon completion of the agreed upon period.

In the event of non-compliance or breach by one of the parties of the obligations binding upon it, the other party may terminate the agreement with immediate effect, if there is no resolution available for the breach. This LOU can be extended further as per the mutual agreement between the parties.

## Financial Aspects

This LOU is of non-financial in nature where there is no financial transaction or provisioning involved.

The terms and provisions in this LOU also apply to any subsequent Addendum to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this LOU on the day \_\_\_ of 1/12/2020.

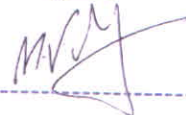


Dr. Gulshan H. Gidwani

Principal

St. Mira's college for girls

6. Koregaon Park, Pune



Manoviraj Singh

Project Manager

For IBM Skills Build (CSRBOX)

401-402, Binori Bsquare I,

Ambli-Bopal Road, Ahmedabad

Gujarat, India 380051



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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

Ashwaas Music Therapy & Wellness Advisory Services LLP.

For  
Academic collaboration for Post-Graduation Diploma in Clinical Music Therapy

On  
11<sup>th</sup> November, 2020



**Description of Memorandum of Understanding: Academic collaboration pertaining to Post-Graduation Diploma in Clinical Music Therapy**

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

**Second Party: Ashwaas Music Therapy & Wellness Advisory Services LLP.**

**Signing Date: 11<sup>th</sup> November, 2020**

<b>Details of the Institution</b>	<b>Details of the Second party</b>
Address: Autonomous (Affiliated to Savitribai Phule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: HOP NO 19, 2ND FLOOR PONDA COMMERCE CENTRE, TISK PONDA North, Goa, Goa, India, 403401
Contact Details: Ph./Fax: 26124846;	Contact Details: 9987587054
Email: miracollege@yahoo.co.in	Email: srimanta.ray@ashwaas.com
Website: <a href="https://www.stmiracollegepune.edu.in/">https://www.stmiracollegepune.edu.in/</a>	Website: <a href="http://www.ashwaas.com">www.ashwaas.com</a>



Memorandum of Understanding  
for  
Academic Collaboration



This **Memorandum of Understanding** (the "**MoU**") is executed on the 11<sup>th</sup> day of November 2020 at Pune , Maharashtra by and between :

**St. Mira's College for Girls** [ An Autonomous College Affiliated to the Savitribai Phule Pune University], situated at 6 Koregaon Road, Pune, Maharashtra 411001 and hereafter referred to as St. Mira's which expression shall, unless be repugnant to the context or meaning thereof, mean and be deemed to include its successors and assigns.

**AND**

**Ashwaas Music Therapy and Wellness Advisory Services LLP** a Limited Liability Partnership incorporated under the Limited Liability Partnership Act , 2008, having its registered office at Shop No. 18 , 2<sup>nd</sup> Floor , Ponda Commerce Centre , Tisk , Ponda , North Goa , Goa , 403401 , with LLP Identification Number AAS – 4529 and hereafter referred to as Ashwaas which expression shall, unless be repugnant to the context or meaning thereof, mean and be deemed to include its successors and assigns.

Each of the parties mentioned above are hereinafter collectively referred to as the "**Parties**" and individually as a "**Party**"

**WHEREAS**

**St. Mira's College for Girls, Pune** (Autonomous- Affiliated to Savitribai Phule Pune University} is a part of the "Mira Movement in Education". The college is a well-acclaimed autonomous institution for degree courses in Arts, Commerce and Science with an outstanding record of high academic results, well-placed alumni, accountability, well-established self-correcting mechanisms and healthy practices.

And

Ashwaas Music Therapy and Wellness Advisory Services LLP with a mission to provide quality evidenced-based clinical music therapy services that promote mental health



wellness, provide opportunities for personal growth, and increase physical wellbeing. Advocacy and Education are the two most important pillars for Ashwaas to achieve this mission .

MoU contains finally agreed terms, conditions, and supersedes all previous agreements, arrangements, letters of intent, writings, understandings etc., in respect of this transaction, except to the extent expressly set out herein below. The term of this MoU will be for three ( 3 ) years from the date of signing the MoU.

**NOW THEREFORE** in consideration of the promises and covenants herein set forth the Parties mutually agree as follows:

**1. Scope of the Project:**

The MoU aims to accomplish the following:

- 1) Advocacy on Clinical Music Therapy and Mental Health.
- 2) Support and Promote Educational Programme on Music Therapy and allied subjects
- 3) Launch and execute educational programmes on Clinical Music Therapy including
  - PG Diploma Programme in Clinical Music Therapy
  - Short Term Courses and Skill Sharing Programmes in Music Therapy and Mental Health.
- 4) Research on Clinical Music Therapy
- 5) Webinars and Workshops
- 6) Collaborations relevant for United Nations programmes.
- 7) Working with global professional organisations and educational institutions in the field of Creative and Performing Arts Therapy.





## **2. a. Roles, Responsibilities and Obligations of St. Mira's:**

The primary role of St. Mira's will be support Ashwaas in designing appropriate course curriculum and maintaining evaluation standards for the courses.

St. Mira's will also work in close collaboration with Ashwaas to guide the process of the recognition of courses by the relevant authorities like the University Grants Commission and others organisations as appropriate from time to time.

## **2. b. Roles, Responsibilities and obligations of Ashwaas :**

The primary role of Ashwaas is to act as a subject matter expert on Music Therapy and work in close collaboration with St. Mira's to design educational programmes including vocation and skill sharing modules as per needs of the students and professionals in this and allied fields.

Both the Parties hereby agree that, a major project when undertaken will be governed by a specific MOU relevant to that programme and accordingly detailed roles and responsibilities of each will be mutually agreed.

**3.Term:** This agreement is valid for a period of Three (3) year/s and is effective from the date of its execution.

## **4. Investments, Expenditure and Revenue Sharing:**

A separate definitive agreement will be signed between the two parties for the investments, expenditure and revenue sharing of the joint activities.



## 5. Notices

All notices under this MoU will be given in writing, e-mail, postage prepaid, by certified or registered mail, return receipt requested, by personal delivery or by reputable national overnight courier, at the addresses listed below.

**St. Mira's College for Girls,  
6 , Koregaon Road , Pune  
Maharashtra – 411001**

And

**Ashwaas Music Therapy and Wellness Advisory Services LLP**

Shop No. 18 , 2<sup>nd</sup> Floor , Ponda Commerce Centre , Tisk , Ponda , North Goa , Goa ,  
403401

Any Party may change its notice address from time to time by delivering notice thereof to the other Parties in accordance with this Clause.

## 6. Intellectual Property Rights

1. This is a memorandum of understanding, and does not imply any transfer in intellectual or tangible property.

2. All materials including logos and intellectual property symbols continue to remain the property of the original owners. All temporarily assigned rights including the rights to use or market such intellectual property will cease upon the termination of said agreement.

3. In case of joint development of any product, the Intellectual property would be jointly owned by both the parties.

## 7. Dispute resolution

a. In case of a dispute arising from the implementation of this Memorandum of Understanding, the Parties shall exhaust the alternative dispute resolution models of negotiation or mediation before opting for arbitration. It is only after these models fail that the court will go for adjudication.

11/11/20



- b. Parties shall act in good faith to resolve the dispute. In the case of a dispute arising regarding the proper management of Intellectual Property, the dispute shall be resolved as per the Indian Intellectual Property Laws.
- c. In case the parties opt for arbitration, they shall mutually appoint a sole arbitrator. The arbitral proceedings will be governed by the **Arbitration and Conciliation Act, 1996** (hence, 'Act'). The language will be English, the proceedings subject to jurisdiction of Indian law and the place of arbitration is at Pune.

**8. Amendments**

Amendments to this Memorandum of Understanding must be in writing and signed by authorized representatives of St. Mira's and Ashwaas

**IN WITNESS, WHEREOF** the Parties have set their respective hands to this MoU on the day, month and year first above mentioned.

SIGNED SEALED AND DELIVERED

by the above named **St. Mira's College for Girls, Pune**

Represented by it's Principal

DR G H GIDWANI

in the presence of

*G.H. Gidwan*

Principal

SIGNED SEALED AND DELIVERED

by the above named **Ashwaas Music Therapy and Wellness Advisory Services LLP**

Represented by it's Designated Partner

SRIMANTA RAY

*Srimanta Ray*  
Ashwaas Music Therapy and  
Wellness Advisory Services LLP

*Srimanta Ray*

In the presence of

Designated Partner





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

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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)

And

Swasti Institute of Learning and Development

For

Academic collaboration for Certificate Course in Organizational Development and Change Management

On

22<sup>nd</sup> September, 2020



**Description of Memorandum of Understanding: Academic collaboration pertaining to Certificate Course in Organizational Development and Change Management**

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

**Second Party: Swasti Institute of Learning and Development**

**Signing Date: 22<sup>nd</sup> September, 2020**

<b>Details of the Institution</b>	<b>Details of the Second party</b>
Address: Autonomous (Affiliated to Savitribai Phule Pune University)[ARTS, COMMERCE, SCIENCE, B.Sc.(Computer Science), BBA, BBA(CA)]	Address: S No, The West Wing, A-204, 44/2/1, Pashan - Sus Rd, Pune, Maharashtra 411045
Contact Details: Ph./Fax: 26124846;	Contact Details:
Email: miracollege@yahoo.co.in	Email: swastiinstitute01@gmail.com
Website: <a href="https://www.stmiracollegepune.edu.in">https://www.stmiracollegepune.edu.in</a>	Website: <a href="http://www.swastivishwa.com">www.swastivishwa.com</a>





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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 (MoU)

Between St Mira's College for Girls, Pune

&

Swasti Institute for Learning and Development Pvt Ltd, Pune

For

Certificate Course in Organizational Development and Change Management



## Introduction

**Swasti Institute for Learning and Development Pvt Ltd - Pune** (hereinafter referred as 'Swasti Institute') with registered office A-204, The West Wing, S No 44/2/1, Sus-Pashan Road, Pune 411045, Maharashtra, is a private company registered under the Indian Companies Act 2013. Swasti Institute is collaborating with **St. Mira's College for Girls (Autonomous- Affiliated to Savitribai Phule Pune University, Pune)**, Pune is at 6, Koregaon Road, Near Hotel Blue Diamond, Pune, Maharashtra 411001.

St. Mira's College for Girls (Autonomous- Affiliated to Savitribai Phule Pune University) is a part of the "Mira Movement in Education". The college is a well-acclaimed autonomous institution for degree courses in Arts, Commerce and Science with an outstanding record of high academic results, well-placed alumni, accountability, well-established self-correcting mechanisms and healthy practices.

Swasti Institute has been started with a vision and mission to provide education and training opportunities to individuals, organizations and communities, to help them transform and grow. Swasti Institute is partnering with professional associations, educational institutes, both national and international to bring educational opportunities to the target populations.

Making world class education available and affordable is one of the missions of the company. Some of the areas where Swasti Institute brings expertise is in enhancing the competencies in the domain of applied psychology, HR Management and leadership. As organizations face changes and challenges in the context of Industry 4.0 and the global pandemic that is creating changes in broad areas of organizational and work contexts, it is essential that organizational leaders, HR managers, consultants and relevant professionals and students are equipped with the skills to manage this change and lead organizational development (OD) interventions.

Aligning to the objectives of the **Certificate Course in Organizational Development and Change Management**, Swasti Institute is collaborating with St. Mira's College for Girls, Pune in the delivery and certification of the said course. It is anticipated there may be areas where a formal understanding (MOU) between Swasti Institute 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 Swasti Institute and St. Mira's College for Girls, Pune for the Course in Organizational Development and Change Management.

The benefit of the MOU is that Swasti Institute, and St. Mira's College for Girls, Pune have a clear framework within which they can support and enhance the competencies for the participants of this course and contribute to the growth of education and application in this field.

Both the organisations are working together to ensure that there are Win-Win propositions not only for the two organizations but for the participants of the program, who will benefit from the program.

## Responsibilities

### **Appointment of Coordinators**

- Each party will appoint a person to serve as the official contact and coordinate the activities of each organization to carry out this MOU
- The organizations agree to the tasks described below for this MOU.

## Actions

### **Swasti Institute and St. Mira's College for Girls, Pune will Jointly:**

- Agree that all activities governed by this MOU are to be set out in a 'Work Plan' developed by co-coordinators.
- 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 realized.
- Work together where doing so will have a positive impact on long term collaboration between the two organizations



- Agree that parameters for evaluation of delivery of course content and assessment will be jointly developed by Swasti Institute and St.Mira's College for Girls.
- Any dispute or grievance arising out of conduction and completion of course will be addressed by Swasti Institute and St Mira's College for Girls jointly.
- Share with each other the inquiries and any specific communications to media or social media about the course
- Agree that this MoU is for this topic only, and each party may work with other organizations outside this MOU for other projects that each organization may take up separately
- Copyrights on the contents of this course belong to Swasti Institute and this program cannot be run by St Mira's College for Girls as a separate course without the involvement of Swasti Institute outside this MOU either independently or with partners.
- Schedule the course as per the mutual calendars of the two organizations
- Provide certificates to the participants on completion of the course with the names of both organizations on the certificate and signed by authorities of both organizations
- St Mira's will bear the taxes on the income from this course and Swasti Institute will bear the taxes on the income from this course. Each organization is liable to pay the taxes on the income from this course independently.

**Swasti Institute 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
- Ensure one main responsible point of contact has been assigned to tend to all needs of the event over the course of activity.
- Take necessary measures including social media and print media to market the course
- Ensure the availability of competent faculty to teach the course
- Swasti Institute will make available Zoom or WebEx platforms to deliver the course.
- Swasti Institute will provide the recordings of the sessions for the course for a period of three weeks after each session for the participants to view the course after each session
- Swasti Institute will create the assessment rubric for the students and provide the syllabus for the course
- Will share the evaluation outcomes of the course with St. Mira's College for Girls, at the end of the course
- Admit participants into the course
- Administer the course. Participants will get an option of making a one-time payment or payment in two installments of the fees for the course. Swasti Institute and St Mira's will determine the instalment amounts.
- Make monthly payments to faculty, designers and other vendors against invoices raised by the parties
- Share 50% of the profits from the course at the end of the course after all costs are removed. (Costs include facilitator charges, coordination costs, design costs, administration costs and overheads). The expense sheets will be shared with St Mira's.

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

- Promote the course through their educational institution to ensure maximum participation of members who can benefit from such wellness learning drive etc.
- Market the course on their website, brochures, social media and flyers outside the college
- Provide access to digital library for reference of any material related to the course. The participants will have to become members of the library for the same.
- Take decisions as per college policies in terms of any participant issues of non-attendance, misbehaviors, plagiarism and such other issues by the students of the course.





## 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 Swasti Institute and St. Mira's College for Girls, Pune 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.

## 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 organization I represent, I wish to sign this MOU and contribute to its further development.

<b>Swasti Institute for Learning and Development Pvt Ltd</b>			
Name: Dr Swati Karve			
Title: Founder Director			
Organization: Swasti Institute for Learning and Development Pvt Ltd			
	Date: September 22, 2020		
<b>St. Mira's College for Girls, Pune</b>			
Name: <i>Dr. G. H. Gidwani</i>			
Title: <i>Principal</i>			
Organization: <i>St. Mira's college for girls</i>			
<i>G.H. Gidwani</i>	Date: <i>September, 22, 2020</i>		
<i>Principal,</i>			

Point of contact for the course from Swasti Institute (course coordinator)		Point of contact for the course from St Mira's College for Girls	
Name	Soniya Kakatkar	Name	Sharmin Palsetia
Email	Swastiinstitute01@gmail.com	Email	sharmin.palsetia@stmiracollegepune.edu.in
Phone Number	91-87746773	Phone Number	91-9765257504



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Principal

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**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 Post Graduate Diplomain Mindfulness Based Counseling:  
Listening with Embodied Presence

In  
July,2020



**Description of Memorandum of Understanding: Academic collaboration pertaining to Post Graduate Diploma 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: 2020**

Approved and accepted for

Approved and accepted for

For St. Mira's College for Girls, Pune	Just Being Centre
 <p><i>G. H. Fiedwan</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 S</i> DESIGNATED PARTNER Authorized Signatory</p>

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



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Dr. G. H. GIDWANI  
Principal

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

**Memorandum of Understanding**

For the One Year Post Graduate Diploma in

**Mindfulness Based Counseling: Listening with Embodied Presence**

**Introduction**

Just Being Center for Mindfulness and Presence (hereafter referred as JBCMP) with registered office at B 14 Castellino Co-op Society Pudumjee Park Society Lane No.1, New Nana Peth, Pune, an LLP is registered under Section 12(1) of the Limited Liability Partnership Act, 2008. JBCMP is known for its high-quality programs in the field of mental health that are oriented in mindfulness, presence and deep embodied listening approaches. Programs are both for mental health professionals as well as the community – parents, teachers, non-profit organizations in the social development sector as well as the corporate sector.

St. Mira's College for Girls (Autonomous -Affiliated to Savitribai Phule Pune University) is a part of the 'Mira Movement in Education'. The college is a well-acclaimed autonomous institution for degree courses in Arts, Commerce and Science with an outstanding record of high academic results, well-placed alumni, accountability, well-established self-correcting mechanisms and healthy practices. It places a high value on humanitarian values and service to the community. St Mira's College for Girls is renowned for its psychology courses in design, execution and relevant application to the field.

The one year Post Graduate Diploma (PGD) program in Mindfulness Based Counseling: Listening with Embodied Presence is meant to cater to the need in the country for more listening spaces as well as high quality training is the embodiment of essential counselling attitudes and skills. It also seeks to provide a unique approach that integrates contemporary psychology with contemplative practices focusing on the 'self' of the counsellor or listener, the relational field and the client's or group's innate capacity for growth and healing. The course is for 630 hours with 27 credits. The course is open to people from all walks of life who wish to offer a

Please visit: [www.dadavaswanisbooks.org](http://www.dadavaswanisbooks.org)

*GHS*

listening space to others and to mental health professionals who wish to deepen attitudes and skills.

Aligning to the objectives of the Post Graduate Diploma (PGD) in Mindfulness Based Counseling: Listening with Embodied Presence, JBCMP is entering into an academic collaboration with St. Mira's College for Girls, Pune in the delivery and certification of the said course anticipated there maybe areas where a formal understanding (MOU) between JBCMP 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 for the arrangement between JBCMP and St. Mira's College for Girls, Pune that allows for the smooth functioning and execution of the academic collaboration.

The benefit of the MOU is that JBCMP and St. Mira's College for Girls, Pune have a clear framework through which they can support and enhance the training of mental health professionals, psychology students, community social workers, psychiatrists, health workers, coaches, counsellors and support the development of other allied listening spaces in the community and influence the teaching of counselling in psychology. This is towards the goal that quality mental health services grounded in a humane and wholistic approach is available to more members of the society.

Both the organisations are working together to ensure spread of quality trainings and learning environments to students of psychology, community initiatives and mental health professions in order to serve society at large.

### **Responsibilities**

- Appointment of Coordinators
- Each party will appoint a person to serve as the official contact and coordinate the activities of the individual organization to carry out this MOU

For JBCMP:

Program Coordinator: Sarah Mehdi

For St. Mira's College for Girls, Pune

Program Coordinator: Ms. Sharmin Palsetia



  
Principal  
St. Mira's College for Girls

**The organisations agree to the tasks described below for this MOU:**

**Actions**

- JBCMP and St. Mira's College for Girls, Pune will:
- Agree that the course will be coordinated and run by Just Being Center in academic collaboration with St. Mira's College as the certifying body.
- Agree that all activities governed by this MOU are to be set out in a 'Work Plan' developed by the coordinators.
- Ensure that the training programme is equipped with necessary wherewithal as per each party roles & responsibilities to ensure objectives for which the programme is being organized are met.
- Agree that all course content remains the intellectual property of JBCMP.
- Agree that parameters for evaluation of learning objectives and assessment will be jointly developed by JBCMP and St. Mira's College for Girls.
- Agree to work together where doing so will have a positive impact on meeting the needs for training counsellors and mental health professionals.
- Agree that fees will be collected by JBCMP and
- Agree that participants of the course will not approach St. Mira's College for Girls directly for grievance or dispute. Any dispute or grievance arising out of conduction and completion of the program will be addressed by JBCMP.

**JBCMP will:**

- Support successful delivery and further development of training programme content.
- Assist with operational tasks, including but not limited to, basic functions necessary for the implementation of the programme.
- Ensure one main responsible point of contact has been assigned to tend to all needs of the program over the course of activity.
- Take necessary measures including social media and print media to spread this message and to generate as many participants and sponsorships as possible.
- JBCMP shall make the necessary physical space (if applicable) available for classroom sessions as well as the online teaching and learning management systems required for effective delivery fixed according to the following course schedule.

**Course Schedule for 2020-2021**

Module 1- August 7 to 9, 2020

Module 2 - September 4 to 6, 2020

Module 3 - October 9 to 11, 2020

Supervision - November 7, 8, 2020



  
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St. Mira's College for Girls

Module 4 - December 4 to 6, 2020

Supervision - January 2, 3, 2021

Module 5 - February 5 to 7, 2021

Supervision - March 6, 7, 2021

Module 6 - April 2 to 4, 2021

Evaluation - June, 2021

- Will ensure delivery of experiential, academic and reflexive learning opportunities through experienced faculty.
- Will share the evaluation outcomes of the course with St. Mira's College for Girls, before the completion of certification.
- Will deal with escalations of logistical issues, if any, faced by the participants in the program.
- Provide administrative manpower support throughout the duration of the programme.
- Make a program contribution to St. Mira's College for Girls to meet its certification charges and provide participants the Post Graduate Diploma certifications (10% of the course fees).
- In case of discontinuation of the course in the middle of the academic term by JBCMP, the liability on St. Mira's College for girls will be limited to the program contribution made by the JBCMP to St. Mira's College for Girls per admission.

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

- Promote the learning activity throughout their educational institution as well as to their database of student to ensure maximum participation of members who can benefit from such a program
- Work as a bridge between JBCMP and potential members to handle their questions or doubts may arise before or during continuation of the activity.
- Provide support for collaborative partnerships by way required letters or permissions for required internships and support the learning of students on the program.
- Grant certificates to participating members of the Post Graduate Diploma (PGD) in Mindfulness Based Counseling: Listening with Embodied Presence 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 brought to the next level of management and ultimately would be put



  
**Principal**  
St. Mira's College for Girls

in front of the executive teams of JBCMP and St. Mira's College for Girls, Pune 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 program

### **Authorization**

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

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

Just Being Center for Mindfulness and Presence

*Andrade S*

Name: Sandy Dias Andrade

Title: Founder-Director

Organisation: Just Being Center for Mindfulness and Presence, Pune

Date:

*G. H. Gidwan*  
Principal  
St. Mira's College for Girls, Pune  
St. Mira's College for Girls

Name: Dr. G. H. Gidwani

Title: Principal

Organisation: St. Mira's College for Girls

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



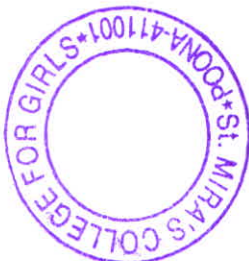
Sadhu Vaswani Mission's  
St. Mira's College for Girls, Pune  
Autonomous (Affiliated to SavitribaiPhule Pune University)

And

Artsphere, Pune

For  
Academic Collaboration for Post Graduate Diploma in Dance Movement Therapy

On  
18<sup>th</sup> September, 2020



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

Signing Date : 18<sup>th</sup> September, 2020

Approved and accepted for

Approved and accepted for

For St. Mira's College for Girls, Pune	Artsphere, Pune
 <i>H. H. Gidwan</i> Principal St. Mira's College for Girls The Principal	<i>Anubha Doshi</i> Authorized Signatory For ARTSPHERE Proprietor

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: 402, Fourth Floor, North Court Building, North Avenue Road Number 12, Kalyani Nagar, near Jogger's Park, Pune, Maharashtra 411006
Contact Details: Ph./Fax: 26124846;	Contact Details: 095617 20001
Email: miracollege@yahoo.co.in	Email: artsphere.pune@gmail.com
Website: <a href="https://www.stmiracollegepune.edu.in/">https://www.stmiracollegepune.edu.in/</a>	Website: <a href="http://www.artspherepune.com">www.artspherepune.com</a>

# Memorandum of Understanding (MoU)

Jayas  
Principal Incharge  
St. Mira's College for Girls



Anubha Doshi



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*Jayah*

Principal Incharge  
St. Mira's College for Girls

*Chubha Doshi*





The Arts Therapists CoLab



## Introduction

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, recognises the need for organisational co-operation and communication with **The Arts Therapists CoLab (hereinafter referred as (TATC))** a Partnership Firm with registered office **B8/2, 1st cross St, AGS Colony beach, Kottivakkam Chennai 600041**, and **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.

Artsphere Therapy is a liaison partner between TATC and St Mira College for Girls Pune for successful execution of Post Graduate Diploma in Dance Movement Therapy for academic year 2020-2021.

The Arts Therapists CoLab (TATC), and Artsphere Therapy 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 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 the year 2020 Artsphere Therapy 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 TATC making a Tripartite arrangement. It is anticipated there may be areas where a formal understanding (MOU) between The Arts Therapists CoLab (TATC), 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 TATC, 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 TATC, 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.

## 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

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*Anubha Deshi*



*[Handwritten signature]*

**Principal Incharge**  
St. Mira's College for Girls



*Jayash*



The Arts Therapists Colab



## Actions

Artsphere Therapy, St. Mira's College for Girls, Pune and TATC 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.

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

- Collect fees from student for the course and issue receipts
- Revenue sharing ratio for the PGDMT course will be as mentioned below

40% Artsphere Therapy

40% TATC

20% St. Mira's College for Girls, Pune

Each after deducting taxes as per Income Tax Rules

In case the revenue is below estimates Artsphere Therapy and TATC will bear the loss in equal proportion of 50%

- To make payments to facilitators as per invoice raised
- 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 TATC, 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) Course Design Fees to be paid to TATC
  - e) Exam supervision cost to be paid to course co-ordinator
- Promote the learning activity throughout their educational institution to ensure maximum participation of members who can benefit from such wellness learning drive etc.
- Set-up digital platform for students to enable online learning
- Responsible for providing academic and administrative framework wherever necessary.
- Work as a bridge between Artsphere Therapy and TATC 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.

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Jayab



Principal Incharge  
St. Mira's College for Girls

## Role of Artsphere Therapy:

- Artsphere Therapy is a liaison partner between TATC and St Mira College for Girls Pune for successful execution of Post Graduate Diploma in Dance Movement Therapy for academic year 2020-2021.
- 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.
- 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.

## Studio Support

1. Provide necessary studio space for academic sessions.
2. Ensure that the studio space is clean and hygienic.
3. Provide furniture, projector, white board, sound system for facilitation.
4. Provide air conditioning, clean drinking water and clean washrooms.

## Marketing

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

## Administration

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. Frequent WhatsApp communication regarding Diploma promotion with many people who follow Artsphere activities regularly
6. Follow-up on cancellation and rescheduling
7. Helping outstation candidate in accommodation nearby Artsphere
8. Helping them with food arrangements, and also listening to their queries related to any local issues.
9. During course, updating them on timings, sending reminders related to any change in schedule
10. Ensure clean washrooms and packaged drinking water for students
11. Ensuring enough tea/coffee is made available
12. First aid and medicine kit are made available

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Anubha Doshi

Jayesh

Principal Incharge  
St. Mira's College for Girls





The Arts Therapists Colab



### Roles & Responsibilities of TATC:

- Academic Advisor for the course
- The course syllabus is the property of TATC and syllabus revision fee will be Rs 25000/- for academic year 2020-2021
- Promote the PG-DMT through different marketing channels
- TATC will be responsible for screening candidates from Eligibility to Selection
- TATC will liaison and co-ordinate with other Faculties and inform in advance related to Teaching Schedule, informing them about syllabus to teach and also confirm availability
- Ensure to review Faculties syllabus progress and also provide feedback to them, in case of student's concern.
- Appointing Supervisor's for the batch and tracking progress of supervision
- End to end academic co-ordination with the selected students
- Addressing student's queries related to syllabus and around overall course structure.
- Scheduling timely assessments, Semester Exam
- Declare grades on or before deadline for Assignments and Class Work
- Declaring grades of final exams on or before deadline

### Responsibilities of Course Co-ordinator (Under TATC)

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

### Responsibility of TATC, Artsphere Therapy and St. Mira's College for Girls, Pune during COVID 19 situation

As per guidelines and amendment made by State and Central Govt regarding physical assembly for academic sessions TATC and Artsphere Therapy will have regular meetings for defining operations role and responsibilities.

Confidential

*Anubha Doshi*



*Jayant*

Principal Incharge  
St. Mira's College for Girls







The Arts Therapists Colab



### Artsphere Therapy Responsibility During Online Sessions

1. Address technical queries raised by students while sessions are conducted.
2. Support the facilitator throughout the sessions also addresses their technical queries.
3. Be available to support in case of any queries.

#### 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 TATC 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 TATC 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.

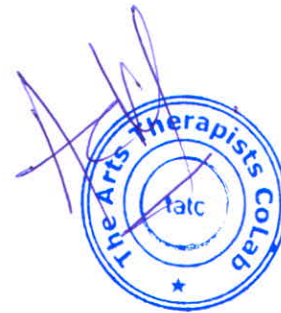
On behalf of the organisation I represent, I wish to sign this MOU and contribute to its further development.

*Anubha Doshi*



*Jayab*

Principal Incharge  
St. Mira's College for Girls





The Arts Therapists CoLab



**The Arts Therapists CoLab (TATC)**

Name: Anshuma Kshetrapal

Title: Co-founder

Organisation: The Arts Therapists CoLab.



Date: 18/09/21.

**St. Mira's College for Girls, Pune**

Name: Dr. Jaya Rajagopalan

Title: Principal Incharge

Organisation: St. Mira's College for Girls



Jayas

Principal Incharge  
St. Mira's College for Girls

Date: 18/09/2021

**Artsphere Therapy**

Name: Anubha Doshi

Title: Founder Director

Organisation: Artsphere

Anubha Doshi



Date: 18/09/2021