

and

Emporium Training & Consultancy Pvt Ltd, a company incorporated in India on 1st May, 2007 under the Companies Act, 1956 with its **Registration Number being 115452 and CIN Number: U74140WB2007PTC115452** having its registered office at **Emporium Training & Consultancy Pvt. Ltd, Saradarji Building, Near Sarusajai Stadium, Opposite Central Jail, NH-37, Lokhra, Guwahati, Assam, Pin - 781040**, represented for and on its behalf by **Operation Manager, Shri. Anirban Mukherjee**, (herein after referred to as "ETCPL" which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) of the OTHER PART WHEREAS ETCPL, with facilities functioning at **230/B, A.J.C. Bose Road, 3rd Floor, Kolkata - 700020** since **May 2007**, is an institution registered under the National Skill Development Corporation (NSDC), Ministry of Skill Development & Entrepreneurship, Tourism & Hospitality Sector Skill Council, Government of India. ETCPL is also accredited as a partner under the skill India International Network (SIIN) under the National Skill Development Corporation, through this initiative ETCPL is authorized to hire candidates for various organizations worldwide. ETCPL is imparting National Skills Qualification Framework (NSQF) aligned placement linked skill development training in Aviation, Tourism, Hospitality and other Customer Service Sectors and is currently focusing on its aim to produce trained and skilled professionals equipped with latest knowledge and professional skills, which are required to deliver world-class services to the clients in today's rapidly growing customer service sectors

AND WHEREAS **HGC** is imparting degree/diploma and other conventional educational programmes and is functioning as a Government-aided institution.

NOW THIS MEMORANDUM WITNESSES AND it is hereby agreed by and between the parties hereto as follows:

The ETCPL agrees to train, under free workshop, the students of **HGC**, who are minimum class 12 passed, as a part of the Career Guidance & Placement Cell, SFC and Community Outreach Programme for the following job roles and agrees to assist in placement.

Hospitality Skills
Airline Cabin Crew
Airport Customer Service
Food & Beverage Service Steward
Front office Associate
Guest Relation Officer
Retail Customer Service
Retail Executive
Counter Executives
Call Centre Executives
Sales Representatives
Office Administration
Construction Work (International)
Home Care Workers (International)
Healthcare Workers (International)
Mechanical/ Electrical (International)



Handique Girls' College
Guwahati-781001

- ET (International)
- Hospitality (International)
- Logistics (International)
- IT (International)
- Nursing (International)
- Operations and Support (International)
- Sales and Support (International)
- Travel & Tourism (International)
- Any other as per the requirement of HGC

The above said employment linked skill training shall be conducted by **EMPORIUM TRAINING & CONSULTANCY PVT LTD AT ITS OWN REGISTERED SKILL INDIA TRAINING CENTRE**

1.0 ADMISSION PROCEDURES

- A. **The ETCPL** shall furnish details of eligibility conditions for the job opportunities and request **HGC** to invite applications.
- B. Both the parties will jointly screen the applications and conduct counseling of the eligible applicants.
- C. Screening & Registrations for the job applied for shall be completed at least 3 days before the interview.

1.1 CONSULTANCY FEE

The consultancy fee (i.e. one month's salary of the candidate who gets job through ETPCL) will be collected by **ETCPL** from **the students** upon final selection and after receiving offer letters which will be sent to **HGC** to distribute among the selected students.

1.2 PROFILING AND ASSESMENTS

Dates and schedule of assessments for the job will be mutually discussed with **HGC** and the same shall be announced by **ETCPL**.

2.0 ROLE & RESPONSIBILITIES OF ETCPL

2.1 ETCPL undertakes to conduct counseling, interview skills, personality developments and various employment based training/workshops, campus interviews for both domestic and international sectors for all students nominated by **HGC**.

2.2 ETCPL shall not allow any kind of indiscipline which could be under the influence of drugs/alcohol, insulting fellow class-mates either verbally or physically, damaging property, theft, racism, ragging, hatred or sexual harassment. Offenders will be dismissed from the session immediately post discussion and confirmation with **HGC**.

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 Principal
 Handique Girls' College
 Guwahati-781001



2.3 ETCPL shall send a monthly progress report of all the students to HGC. The report should contain the following:

- a) Student's profiling and assessment report - (Monthly)
- b) Student's Workshop Attendance Report - should talk about the regularity of students in class. (Monthly)
- c) Student's Placement Report - should talk about the placement of students.

2.4 The ETCPL shall provide in advance very clear information to students (in writing or displayed in notice board) as well as college website regarding any ongoing training programs/workshops/internships/interviews and all future programs (if any).

2.5 ETCPL shall be responsible in solving any issues relating to training and any other concerns within a reasonable timeframe agreed upon by ETCPL and HGC.

3.0 ROLE & RESPONSIBILITIES OF HGC

3.1 HGC shall assist ETCPL for inviting applications from eligible candidates and screening of the applications of the students of HGC received through Career Guidance & Placement Cell, SFC.

3.2 HGC shall notify and invite applications from eligible candidates from its college for the job/workshop based on the format jointly agreed to with ETCPL.

3.3 HGC will provide its infrastructure to host various campus recruitment drives which will be organized by the ETCPL for various world class organizations.

4.0 JOINT RESPONSIBILITIES

4.1 The notification for job/workshop/campus interviews shall be released by HGC (on its notice board and website) after mutual approval by both the parties.

4.2 The annual intake of students shall be decided by both the parties jointly.

4.3 Both the parties will plan and execute job fairs and various campus interview opportunities online/offline.

4.4 Both the parties will plan and execute pre-hire training (PHT) as per the convenience of the college.

4.5 Both the parties would have authorized rights to promote each other on social media and various other public platforms.

4.6 Both the parties will also take steps to provide training on the promotion of skills that are of local nature.

5.0 MISCELLANEOUS

5.1 The Memorandum of Understanding shall be valid for a period of five (5) year's from this date and can be renewed for further period on mutual consent provided satisfactory fulfillment of annual intake for both the parties.

Handique Girls' College
Guwahati-781001



5.2 Both parties shall have prerogative to terminate this Memorandum of Understanding after giving notice of one month in advance of the date of termination in case of any discrepancy or unavoidable circumstances.

5.3 In case of any dispute between the two parties, HGC and ETCPL will nominate a representative each for resolving the dispute.

In witness whereof the parties hereto have set and signed with seals this Memorandum of Understanding on the day, month and year first above written.



Sign & Stamp
For and on behalf of
Emporium Training &
Consultancy Pvt Ltd (ETCPL)

Principal
Handique Girls' College
Guwahati-781001
R. Barua

Sign & Stamp
For and on behalf of
HANDIQUE GIRL'S COLLEGE

Witnesses:

1. *[Signature]*
2. *Prabhat Doley*