

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MoU) is made and entered into this day of
16th June, 2025

BY AND BETWEEN:

Veecap Eduventures Private Limited, a company registered under the Companies Act, 2013, having its office at #202 Research Park, IIT Guwahati, Amingaon, Assam-781031, hereinafter referred to as "Veecap," which expression shall, unless repugnant to the context, include its successors and permitted assigns;

AND

West Guwahati Commerce College a recognized educational institution located at Boripara, Maligaon, Guwahati, Assam - 781012 hereinafter referred to as "College or University" which expression shall, unless repugnant to the context, include its successors and permitted assigns.

Preamble

Whereas:

- Veecap Eduventures Pvt. Ltd., through its initiative National Skill Academie, has been at the forefront of driving employability and digital empowerment among students. With a strong presence in academic institutions and a robust network of industry collaborations, Veecap is dedicated to bridging the gap between theoretical education and practical skill requirements. By offering structured ICT training, job-oriented simulations, and post-training career support, Veecap empowers students with the tools needed to excel in today's rapidly evolving digital workforce.
- The College/University, as a center of academic excellence, is equally committed to enhancing the quality of education and preparing students for real-world challenges. With the National Education Policy (NEP) emphasizing skill-based learning, the institution recognizes the need to complement academic programs with relevant skill development initiatives. The institution seeks to provide students with hands-on experience, exposure to global work

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environments, and the confidence to navigate modern recruitment processes.

In alignment with these shared goals, both Veecap Eduventures Private Limited and the College/University intend to enter into a collaborative partnership to implement the ICT Skill Development Program with Job Internship Simulation. This MoU signifies a joint effort to build a digitally skilled, employable, and future-ready student community through innovation-driven learning and mentoring.

1. SCOPE OF WORK

This Memorandum of Understanding (MoU) outlines the collaborative execution of the Information and Communication Technology (ICT) Skill Development Program with Job Internship Simulation, developed by Veecap Eduventures Pvt. Ltd. in association with Spoken Tutorial (IIT Bombay) and E-Cell IIT Guwahati.

The program is structured into a 120-hour blended learning curriculum divided into three key phases:

1.1 ICT Training – 65 Hours

Students will undergo self-paced training through the Spoken Tutorial platform by IIT Bombay, a nationally recognized and Ministry of Education-supported platform. The curriculum includes domain-specific digital tools and programming languages tailored for students from Science, Commerce, and Humanities streams. Students will learn Python, C++, Java, R, Linux, LibreOffice Suite, Koha, and FrontAccounting, among others. This phase ensures foundational and career-aligned digital proficiency.

1.2 Job Internship Simulation – 34 Hours

Students will engage in simulated workplace tasks reflecting real-world scenarios from multinational companies such as TATA, Accenture, Bank of America, JP Morgan, Pfizer, and Commonwealth Bank. These tasks will be mentor-guided and evaluated against industry standards, ensuring the application of academic knowledge to professional environments.

1.3 Employability Enhancement Workshops – 21 Hours

This phase comprises live or in-person sessions focusing on communication skills, presentation techniques, resume and cover letter writing, job portfolio creation, mock interviews, and LinkedIn/job portal optimisation. These workshops are designed to prepare students for modern recruitment processes, instill confidence, and develop professionalism.

1.4 Post-Internship Career Support

Veecap will provide structured career support beyond the program, including personalized career counseling, job placement tracking, and start-up incubation support for entrepreneurial aspirants. This component ensures continuity of growth from skill development to employability or venture creation.

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Through this comprehensive program, both Veecap and the partnering institution commit to producing industry-ready graduates capable of succeeding in the digital workforce.

2. Roles and Responsibilities

This section outlines the specific obligations and contributions of both Veecap Eduventures Pvt. Ltd. and the participating College/University in the successful implementation of the ICT Skill Development Program with Job Internship Simulation.

2.1 Responsibilities of Veecap Eduventures Pvt. Ltd

- Program Delivery and Curriculum Design

Veecap shall design and execute the full 120-hour training program in alignment with NEP standards, integrating modules from Spoken Tutorial (IIT Bombay), industry-designed simulations, and employability workshops. The training will be tailored to the academic streams of participating students—Science, Commerce, or Humanities.

- Technical Training (65 Hours)

Provide access to the Spoken Tutorial Learning Management System (LMS) for students to engage in self-paced ICT training. This includes tutorials, assignments, quizzes, and certificate-based evaluations across tools like Python, Linux, C++, LibreOffice, Koha, and more.

- Internship Simulation (34 Hours)

Facilitate real-world job simulation tasks sourced from global industry leaders. These tasks will be assigned, monitored, and evaluated under the guidance of mentors to ensure experiential learning.

- Workshops on Employability (21 Hours)

Conduct live or offline workshops on resume writing, presentation skills, LinkedIn optimization, interview techniques, and communication. These sessions will be led by certified trainers or industry professionals.

- Post-Program Career Support

Offer extended support including career counseling, placement tracking, and incubation guidance. Veecap will also assist with resume promotion, job application strategies, and startup mentorship for students with entrepreneurial aspirations.

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Dipin Barman (Principal)
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- **Monitoring & Evaluation**

Maintain detailed dashboards and attendance records. Veecap will track each student's performance, participation, and certification progress using an integrated monitoring system and will share regular reports with the college.

2.2 Responsibilities of the College/University

- **Student Mobilization & Enrollment**

The institution shall identify eligible undergraduate students and encourage their participation in the program. It will assist in communicating program benefits, timelines, and outcomes to ensure active engagement.

- **Infrastructure & Logistical Support**

Provide necessary infrastructure for the successful conduct of offline sessions, including classrooms, computer labs, and internet connectivity during workshops and evaluations.

- **Liaison & Coordination**

Appoint a nodal officer or program coordinator to act as a point of contact for Veecap. This officer will coordinate schedules, resolve logistical issues, and oversee student compliance.

- **Faculty & Academic Collaboration**

Encourage faculty involvement to monitor students' progress, participate in feedback discussions, and support project work where required.

- **Feedback & Review Participation**

Assist Veecap in collecting student and faculty feedback to improve content delivery. Participate in periodic program reviews and quality assurance assessments. Through these clearly defined roles, both parties aim to ensure that the program is executed with high efficiency, resulting in improved student outcomes, institutional enrichment, and broader alignment with national skill development goals.

3. Financial Terms

The financial arrangement between Veecap Eduventures Pvt. Ltd. and the participating College/University is designed to ensure equitable contribution toward the successful implementation of the ICT Skill Development Program with Job Internship Simulation while maintaining transparency and sustainability.

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Dipak Baruah (Principal)
Principal
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Guwahati-12

3.1 Cost Structure and Responsibility

a. Responsibilities of Veecap Eduventures Pvt. Ltd.:

- **Training & LMS Access:**

Veecap shall bear the cost of providing access to the Spoken Tutorial Learning Management System (IIT Bombay) for the duration of the program, including licenses, course content, tutorial hosting, and certification assessments.

- **Workshops & Internship Coordination:**

Veecap will cover expenses related to the design and delivery of employability workshops and the coordination of job internship simulations. This includes trainer honorarium, resource material, and mentor-led evaluation of student performance.

- **Post-Program Career Services:**

Career counseling, resume promotion, job placement tracking, and incubation mentoring will be provided as part of the core offering by Veecap.

b. Responsibilities of the College/University:

- **Infrastructure and Logistical Support:**

The institution shall provide necessary facilities such as classrooms, projectors, computer labs with internet connectivity, and seating arrangements required for conducting offline workshops and assessments.

- **Administrative & Faculty Involvement:**

Support from the college includes the appointment of a nodal officer and participation of faculty members in coordination, monitoring, and student mentoring during the course duration.

- **Promotional Support and Student Outreach:**

The college will assist in mobilizing student participation and organizing orientation or induction sessions in collaboration with Veecap.

3.2 Student Contribution (if applicable)

- In case of a shared-cost model, any contribution expected from students toward certification, workshop material, or post-training services will be mutually discussed and communicated clearly to participants before enrollment.
- Fee waivers, subsidies, or scholarship-based participation may be introduced based on institutional agreements or third-party sponsorships.

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3.3 Additional Financial Provisions

- Any future expansion of services, technology upgrades, or collaborative events requiring extra investment will be undertaken only after mutual agreement and will be documented through a formal addendum to this MoU.
- Both parties agree to maintain full financial transparency and ensure that any fund utilization, if involved, aligns with the objectives of the program and benefits the student community directly.

This financial understanding aims to balance institutional support with expert-led program delivery, ensuring that students receive maximum value with minimal barriers to participation.

4. Certification

Students completing the full 120-hour program will be eligible for:

- Spoken Tutorial Certificate from IIT Bombay
- Internship Certificate from Veecap Eduventures Private limited
- Program Completion Certificate from National Skill

5. Confidentiality

Both Veecap Eduventures Pvt. Ltd. and the College/University agree to maintain strict confidentiality regarding all proprietary, academic, personal, and technical information exchanged during the course of this collaboration. This includes, but is not limited to, training content, student data, internal communications, project evaluations, and institutional strategies. Such information shall not be disclosed to any third party without prior written consent, except as required by law. The obligation of confidentiality shall survive the termination or expiry of this MoU, ensuring continued protection of sensitive data and mutual trust between both parties throughout and beyond the partnership.

6. Terms and Termination

- The MoU shall remain in effect for a period of one (1) years from the date of signing.
- Either party may terminate the MoU by providing 30 days' prior written notice.
- In case of non-compliance, breach of terms, or failure to fulfill responsibilities, the MoU may be terminated after mutual consultation.
- Termination shall not impact any ongoing student training, assessments, or certification—these must be completed without disruption.
- Any decision to terminate should prioritize the interests of enrolled students and ensure minimal operational discontinuity.
- Upon termination, both parties shall return or securely dispose of any confidential or proprietary information shared during the partnership.

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7. Dispute Resolution

In the event of any disagreement or dispute arising out of or in connection with this MoU, both Veecap Eduventures Pvt. Ltd. and the College/University agree to first attempt to resolve the matter amicably through mutual dialogue and negotiation. The aim shall be to maintain the integrity of the partnership and ensure that student interests are not compromised.

If the dispute remains unresolved after such efforts, it shall be referred to arbitration under the provisions of the Indian Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be conducted in English, and the venue of arbitration shall be Guwahati, Assam. The decision of the arbitrator shall be final and binding on both parties.

8. Amendments

Any changes or modifications to this MoU must be made in written form, clearly outlining the revised terms and duly signed by the authorized representatives of both parties. Verbal or informal changes shall not be considered valid or enforceable under this agreement.

9. Governing Law

This MoU shall be interpreted and governed in accordance with the laws of India, and any legal proceedings arising from it shall fall under the exclusive jurisdiction of the courts located in Guwahati, Assam.

In witness whereof, the parties hereto have executed this MOU as of the date first written above

For Veecap Eduventures Private Limited

Name: Mr. Simanta Goswami

Designation: Director

Date: 16-06-2025

Signatory:

S.G.

For College / University

Name: Dr. Dipen Bezbaruah

Designation: Principal

Date: 16-06-2025

Signatory:

Dipen

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16/06/2025
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Maligaon, Baripara, Guwahati-12

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Dipen Bezbaruah (Principal)

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