

കേരളം KERALA

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MEMORANDUM OF UNDERSTANDING (MOU)

Further to the Memorandum of Understanding ("MOU") entered into as of 4th May 2023 ("Effective Date") between The Strategist 40 / 6133, 3rd Floor, Lalan Towers, Banerji Road, High Court Junction, Cochin - 682 031., India (hereinafter referred to as "Strategist" which expression shall unless repugnant to the context shall mean and include its successors and assigns) and DC School of Management and Technology, Pullikanam (Vagamon), (hereinafter referred to as the "DCSMAT" which expression shall unless repugnant to the context shall mean and include its successors and permitted assigns), The Strategist conducted the Excel training program of both I and II year students of MBA successfully as of 14th February 2024.

FOR THE STRATEGIST

FOR DCSMAT

By

Name:

Imon Joseph

Title:

CEO

Date: 15 February 2024

By

Name: P.S James

Title: Director

Date: 15 February 2024

No: 88674 Date: 15 Feb 2024

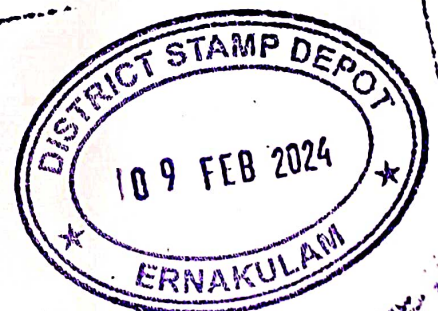
Value of Rs. 500

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High Court of Kerala
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Vagamon



DCSMAT, referred to as second party in the agreement of 4th May 23 expressed their interest to the first party in the said MoU to continue the MoU and the training and requested for concluding a more formal agreement.

In consonance with the above request the parties mentioned in the MoU of 4th May 2023, endorses the contents of the agreement of 4 May 23 and hereby agree to continue the clauses and contents mentioned in the agreement of 4th May. They parties agree that the MoU will remain in force until revoked by one of the parties as given in the MoU of 4th May.

FOR THE STRATEGIST

By

Name: Jonon Joseph

Title: CEO

Date: 15 February 2024



FOR DCSMAT

By

Name: P.S James

Title: Director

Date: 15 February 2024

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MEMORANDUM OF UNDERSTANDING

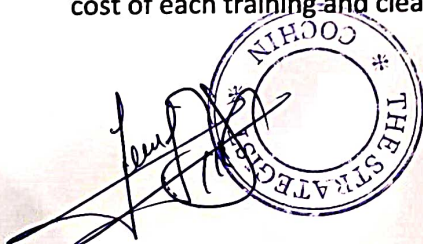
This Memorandum of Understanding ("MOU") is entered into as of 4th May 2023 ("Effective Date") The Strategist 40 / 6133, 3rd Floor, Lalan Towers, Banerji Road, High Court Junction, Cochin - 682 031., India (hereinafter referred to as "Strategist" which expression shall unless repugnant to the context shall mean and include its successors and assigns) DC School of Management and Technology, Vagamon, (hereinafter referred to as the "DCSMAT" which expression shall unless repugnant to the context shall mean and include its successors and permitted assigns). Strategist and college are hereinafter collectively referred as "Parties" and individually as a "Party".

WHEREAS Strategist (First Party) is an educational and business consultancy, operating towards the vision of a data-driven business culture, that assists in effective decision making in corporate-organisation and facilitate this through a series of need-based interventions involving consultancy, research and training. The Strategist is also an Authorised Testing Centre for Microsoft and Certiport.

AND WHEREAS pursuant to discussions, the Parties have decided to lay down the terms of their understanding regarding Industry Oriented Advanced Excel Training Program and Microsoft Certification Power BI and other placement focused training to the studetns of DCSMAT.

NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. This MoU is effective from the Effective Date and shall remain in force for a period of one year during which the agreement may be conveted to an agreement of perpetutiry which may be terminated giving a mutual written notice to the other party one month in advance of the intended date of termination and further subject to such termination does not affect the pending payment of any training competed or any training in progress.
2. The Second Party desired to deliver Industry oriented **Training and Microsoft Certification(s) and other certfidations to MBA/UG Students of DCSMAT** and approached first party to facilitate the Training and Certification process.
3. The Second Party requested to conduct the training batch by batch and the same has been approved by the First party.
4. The parties agree that not withstanding anything in this agreement, the parties shall agree to the cost of each training and clear the dues thereof even if one of the parties decide to terminate the



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MoU. When the termination is done by the first party, it shall deliver the training in progress and training agreed upon fully and completely and in such event the second party shall make payment of the agreed upon amount to the first party irrespective of the date of termination of the contract. When the contract is terminated by the second party, it shall ensure that all pending payment is made and if any program is in progress or any program is agreed upon, it shall permit the first party to complete the same smoothly and make payments thereof irrespective of the termination of the MoU.

Infrastructure and Technical Requirement

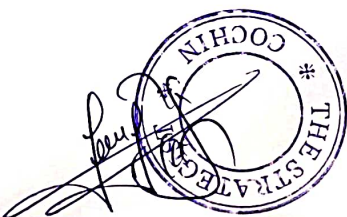
5. The Second Party has the responsibility to provide all Infrastructure and Technical requirement for conducting **Training and Execution of the Microsoft Examination and industry orientation** in the place of second Party.
 - The second Part has to provide all the infrastructure and support from the system administrator for the successful execution of the program. (System configuration: 1.8 Ghz processor, 2 GB Ram, Windows 7 or above, MS Office 2019/2021. With high speed internet)
 - The test will be conducting in the presence of The Test Centre Administrator (TCA).
 - The entire participant should have laptop/desktop with Ms. Office 2019/2021.
6. First part has the right to inspect all the System and install the required software for the smooth functioning of the training and examination.

Training and Certification process:-

7. Both the parties mutually agreed to conduct **Microsoft Excel (Excel and Excel Expert 2019):**
Exam Code (MO-201).
8. One batch of training, practice, and examination can complete in 30 Hours.

9. FEES & PAYMENT TERMS:

- In consideration of the rights granted and services provide, the second party shall pay an amount of Rs.5000+GST (rupees three thousand for each student for the training and Certification.
- The amount may vary as per the market price announced by the Certiport.



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- All sums due under this MoU will be paid within 5 days from the date of invoice from strategist.
- All amounts payable under this MoU shall be exclusive of all taxes and levies.
- The Payment shall be in advance in favor of the Strategist, payable at Cochin.

10. The course certificate is issued by the Certiport and the same shall be and distributed by batch wise and First party will be responsible for the issue of certificate.

11. Either party may terminate the MoU with a prior written notice of 30 days to the other Party, without any reason.

12. The loss occurred If any in case of termination shall be borne by the party who is at fault.

13. Strategist shall not be liable in any event for any special, consequential, incidental, or indirect damages arising out of or in connection with this MoU. To the extent permitted under law, Strategist expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to any implied warranties of merchantability, fitness for a particular purpose, accuracy and completeness of the Content, Methodology, Courses, software, and any warranty relating to the Content being free from any errors.

14. This MoU shall be governed by and construed in all respects in accordance with the laws of India and shall be subject to exclusive jurisdiction of the Courts in Ernakulam, India. Any dispute and/or difference arising out of or pertaining to this MoU, shall first be resolved by the Parties through negotiations, failing which, the same shall be referred for arbitration.

15. Stamp duty and other taxes and levies on this 'MoU' shall be borne by the First Party

15.Exam Objective and other details described below.

Microsoft Excel Expert: Exam MO-201

The Microsoft Office Specialist: Excel Expert Certification demonstrates competency in creating, managing, and distributing professional spreadsheets for a variety of specialized purposes and situations. The exam covers the ability to customize Excel environments to meet project needs and to enhance productivity. Expert workbook examples include custom business templates, multiple-axis financial charts, amortization



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tables, and inventory schedules. An individual earning this certification has approximately 30 hours of instruction and hands-on experience with the product, has proven competency at an industry expert-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Excel at an expert-level and can complete tasks independently.

Objective Domains

- Manage workbooks options and settings
- Manage and format Data
- Create Advanced Formulas and Macros
- Manage Advanced Chart and Tables

Excel Expert Course content

Manage workbook options and settings

Manage workbooks

copy macros between workbooks

- reference data in other workbooks
- enable macros in a workbook
- manage workbook versions

Prepare workbooks for collaboration restrict editing

- protect worksheets and cell ranges
- protect workbook structure
- configure formula calculation options
- manage comments

Use and configure language options

- configure editing and display languages
- use language-specific features

Manage and format data

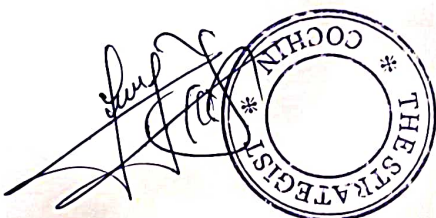
Fill cells based on existing data

- fill cells by using Flash Fill
- fill cells by using advanced Fill Series options

Format and validate data

create custom number formats

- configure data validation
- group and ungroup data



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- calculate data by inserting subtotals and totals
- remove duplicate records

Apply advanced conditional formatting and filtering

- create custom conditional formatting rules
- create conditional formatting rules that use formulas
- manage conditional formatting rules

Create advanced formulas and macros

Perform logical operations in formulas

perform logical operations by using nested functions including the IF(), IFS(), SWITCH(), SUMIF(), AVERAGEIF(), COUNTIF(), SUMIFS(), AVERAGEIFS(), COUNTIFS(), MAXIFS(), MINIFS(), AND(), OR(), and NOT() functions

Look up data by using functions

look up data by using the VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions

Use advanced date and time functions

- reference date and time by using the NOW() and TODAY() functions
- calculate dates by using the WEEKDAY() and WORKDAY() functions

Perform data analysis

- summarize data from multiple ranges by using the Consolidate feature
- perform what-if analysis by using Goal Seek and Scenario Manager
- forecast data by using the AND(), IF(), and NPER() functions
- calculate financial data by using the PMT() function

Troubleshoot formulas

- trace precedence and dependence
- monitor cells and formulas by using the Watch Window
- validate formulas by using error checking rules
- evaluate formulas

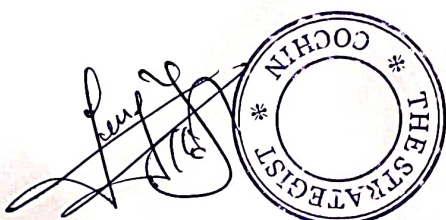
Create and modify simple macros

- record simple macros
- name simple macros
- edit simple macros

Manage advanced charts and tables

Create and modify advanced charts

- create and modify dual axis charts



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- create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts

Create and modify PivotTables

- create PivotTables
- modify field selections and options
- create slicers
- group PivotTable data
- add calculated fields
- format data

Create and modify Pivot Charts

- create Pivot Charts
- manipulate options in existing Pivot Charts
- apply styles to Pivot Charts
- drill down into PivotChart details

Pedagogy

This program uses student collaboration tools, Student engagement Gamification, Quiz, Videos, hands on training and Industry orientation module .

Evaluation Pattern

- Assignment
- Mock Test

IN WITNESS WHEREOF THE PARTIES THROUGH THEIR DULY AUTHORISED REPRESENTATIVES HAVE SIGNED THIS MoU.

FOR THE STRATEGIST

By

Name: Jomon Joseph

Title: CEO

Date: 04 May 2023



FOR DCSMAT

By

Name: P.S James

Title: Director

Date: 04 May 2023

A handwritten signature in blue ink, appearing to read 'P.S James', is written over a faint circular stamp.