

SWAMY VIVEKANANDA RURAL EDUCATION SOCIETY

# SWAMY VIVEKANANDA RURAL FIRST GRADE COLLEGE

(Affiliated to Bangalore University, Accredited with NAAC)

Website: [www.svres.org/fgc](http://www.svres.org/fgc)



Chandapura, Anekal Taluk, Bangalore-560099. Ph: 080-27831900 E-mail: [svrfgcollege@gmail.com](mailto:svrfgcollege@gmail.com)

Ref. No. : SVRFGC / 248 / 20-21

Date: 17/03/21

From,  
The Principal  
Swamy Vivekananda Rural First Grade College,  
Chandapura, Anekal Taluk, Bangalore-560099.

Institution has entered into Memorandum of Understanding (MOU) with "DREAM A DREAM" & "SALVIN INFO SYSTEMS" to initiate "ADD ON PROGRAM" pertaining to Life Skill Development Programme and Training for Certification Course on 19<sup>th</sup> February 2020. But due to Covid Pandemic, it was not possible to conduct the program since the entire program was relates to the Practical Session which were to be carried out in Computer Lab.

  
Principal 3/22  
Swamy Vivekananda Rural First Grade College,  
Chandapura, Anekal Taluk Bangalore-560 099



**SALVIN INFO SYSTEMS**

**STEP TO SUCCESS**

ISO 9001 : 2015

**MEMORANDUM OF UNDERSTANDING (MOU)**

*Between*

**Swamy Vivekanada Rural First Grade College**

*And*

**SALVIN INFO SYSTEMS**

**I. PURPOSE & SCOPE**

This Memorandum of Understanding (the "MOU") is made and entered on 01/4/2022 by and between:

**Swamy Vivekanada Rural First Grade College**  
(hereinafter referred to as "the College")

*And*

**SALVIN INFO SYSTEMS** with its principal address located at No.434 1<sup>st</sup> floor, 17<sup>th</sup> Main Road, 5<sup>th</sup> Block, KHB colony, Koramangala, Bengaluru - 5600095 (hereinafter referred to as "the Training Company").

Hereinafter the College and the Training Company shall individually be referred to as a "Party" and collectively as "the Parties".

**RECITALS:**

A. WHEREAS, the College is in the field of providing Higher education;

B. WHEREAS, the Training Company has expertise in the area of providing professional training / coaching in the area of Commerce, Finance, Analytics and allied/associated courses;

C. WHEREAS, the College desires to engage the Training company to provide Training for Certification Courses/ Value addition course for effective placement / Soft skill for improving verbal and non verbal communication to its students which is said to be the area of Training company's expertise. The Training Company is willing to provide such services including placement to the trained students of the College;

NOW, THEREFORE, the Parties hereby agree as follows:

1. The purpose of this MOU is to clearly to identify the roles and responsibilities of each Party as they relate to in particular, providing training in various courses in the field of Training for Certification Courses / soft skills including improving their communication to the students of the college.
2. *Using the premise and the facilities of the college to provide the coaching / training, the requirement to enable smooth functioning of the training program.*

## II. RESPONSIBILITIES OF THE TRAINING COMPANY UNDER THIS MOU

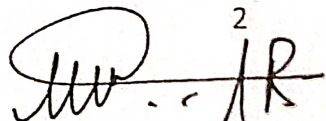
The Training Company shall undertake the following activities:

1. Provide the agreed training/ coaching to the M.Com-II year students of the college. (Certification Courses – Details as per the enclosed Annexure ).
2. Identify the relevant infrastructure for the classroom that is capable of holding a training class
3. Provide relevant training material at the end of each program along with the certificate of being trained by them.
4. Provide experienced faculty or trainers having minimum of 3 years of experience to conduct the classes at the College premises

## III. RESPONSIBILITIES OF THE COLLEGE UNDER THIS MOU

The College shall undertake the following activities:

1. Provide infrastructure support to the training company to deliver the coaching as defined below:
  - a. Use of Classroom
  - b. College needs to provide computers or laptops with the necessary technical requirements if needed and to be informed well in advance by the trainers who conduct the courses
  - c. Timings for use of classrooms & labs should be agreed upon before the session to ensure effective training.
  - d. Projector with specification, Microphone with receiver, Speakers for audio support to be provided if needed.
  - e. Coordinator to support in class room, examinations, invigilation and exam corrections etc
  - f. Sharing students list and attendance records etc of the students
  - g. Such other infrastructure support as may be required by the Training Company

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#### IV. RELATIONSHIP OF THE PARTIES

- a) Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship with the Client.
- b) The College may not act as agent for, or on behalf of, the Training Company, or to represent the Training Company, or bind the Training Company in any manner outside the purview of training and Placement.
- c) The Training Company on the other hand cannot act as an agent or as a consultant on behalf of the College, nor use the data , other information or photographs of the college for its own purpose or business development.
- d) The Training company needs to mentor the students after placement for a period of 6 months since they need to build proper attitudes towards their work this is expected to be a part of the Training

#### V. FUNDING/ FEES/ PLACEMENT

The Parties hereby agree to the following with regard to the fees to be charged to students for providing training / coaching to students and providing associated support, as detailed in the MOU responsibilities –



- a) The total fee to be charged per student by the Training partner for coaching and Placement support is **INR 2500/- (inclusive of all applicable taxes).**
- b) The College will collect the earlier confirmed training fees from students at the start of the program and ensure all the students trained have paid the proposed fee.
- c) The cost of providing any extra or associated service not mentioned under training to students will be charged by the Training Company directly to the students, this however needs prior approval of the college.
- d) In case of any contingency, the fees and the charges specified above shall be modified with the consent of both parties either in writing or oral as the circumstances demand.

#### VI. TRAINING PERIOD.

The training period proposed would be for a minimum period of .60 to 70... Hours, however if needed both the parties can marginally extend the training period with mutual consent. The details of the training is to be mentioned in detail in the annexure.

#### VII. TERM AND TERMINATION

- a) **Term:** This MOU shall take effect immediately from Academic year 1-04-2022 to March 2023. This agreement may be extended on mutual agreement of both parties, unless earlier terminated by the College.

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### VIII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the authorized officials of the Parties. The Parties indicate agreement with this MOU by their signatures as on the date and year first written above.

#### Signatures and dates

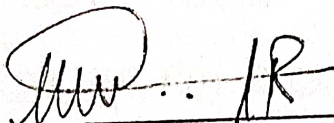
#### *Swamy Vivekananda Rural First Grade College*

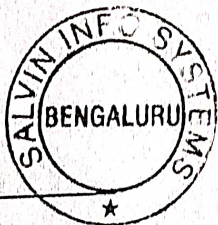
  
Principal  
**Swamy Vivekananda Rural First Grade College**  
Chandapura, Anekal Taluk, Bangalore-560 000

Name: *Venkatesh Babu, TS*

Date: *1/4/22*

#### For Salvin Info Systems.





Name: *Dileep Kumar. A.R*

Date: *1/04/2022*



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## CERTIFICATE

Is hereby granted to RADHIKA .P for successfully completing the Certified Corporate Accountant course with us. She has been trained on following areas.

- \* VAT, CST, E-Sugam, COT
- \* Service Tax
- \* Central Excise
- \* PT, PF, ESI, Bonus, Gratuity
- \* Income Tax, TDS, TCS
- \* Tally ERP 9
- \* Advanced Excel
- \* Payroll Software
- \* GST

During her tenure found her to be very committed and punctual in her given project . We wish her all success in her futures endeavors.

For Principal

  
S.V.R.F.G.C Chandapura

Date : 28th August 2022

No.434, 1st Floor,  
17th Main Road, 5th Block,  
K.H.B. Colony, Koramangala,  
Bangalore - 560 095

For Salvin Info Systems

  
Authorized Signatory



[www.salvininfosystems.com](http://www.salvininfosystems.com)





# SALVIN INFO SYSTEMS

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## CERTIFICATE

Is hereby granted to RAMYA .S for successfully completing the Certified Corporate Accountant course with us. She has been trained on following areas.

- \* VAT, CST, E-Sugam, COT
- \* Service Tax
- \* Central Excise
- \* PT, PF, ESI, Bonus, Gratuity
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- \* GST

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For Salvin Info Systems

  
Authorised Signatory



[www.salvininfosystems.com](http://www.salvininfosystems.com)





# SALVIN INFO SYSTEMS

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To  
Principal  
Swamy Vivekananda Rural First Grade College

Respected Sir,

Greetings from the Salvin Info Systems, Bangalore

Salvin Info Systems is a ISO 9001-2015 training institute having core-competence in comprehensive corporate training. At Salvin, a highly competent team of certified coaches and trainers, with in-depth knowledge and expertise strive with, commitment, perseverance and persistence to develop industry ready managers, leaders, entrepreneurs and professionals. Salvin is a leading trainer providing training in - HR, Accounts & Finance, Marketing, Aptitude, Banking, KAS and all other competitive exams, keeping in perspective the growing competitive requirements of today's world. Training content is perfectly mapped with the corporate requirements. Our training aims at providing innovative and feasible solutions assuring executives to reach their expected goals and success points. Salvin aims at developing the required competencies of a successful HR and Accounts professionals. alongside it provides the practical hands-on experience on statutory and core HR, Marketing & Accounts issues to those who are not experienced and yet wish to foray into areas of HR, Accounts or Digital Marketing.

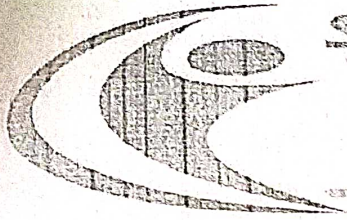
SALVIN INFO SYSTEMS here by proposes to have a formal Tie-up with Swamy Vivekananda Rural First Grade College to impart integrated finishing School Training under its flagship - "Campus to Corporate Training program" for their students of Management.

Why Campus to Corporate Training?

Corporate Training Program is a unique workshop - (Industry Ready Program)

The first of its kind especially designed for UG Students ( Beom Final Year Students) which enables holistic transformation of students by ensuring that they cope up with the current trends and needs of the industry. The panorama of this program is designed with intense Research applying Time - Tested tools with Strategic Interventions so as to bridge the Gap between Industry and Academia which is the need of the hour in the Globalized Era.





# SALVIN INFO SYSTEMS

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## Pedagogy for Program Delivery

- Interactive Class Room Sessions (Instructor-led)
- Lab Training with GENUINE Softwares
- Case-Studies
- Power- Point Presentations (PPT's) / Videos
- Assignments/Activities
- Mock Interviews

**Program Duration**

**About 60 - 70Hours**

**Program Venue**

**Your Campus**

**Batch Size**

**50 - 100 Students per batch**

**Program Representatives**

**3-4 Professional Delegates**

# **CERTIFIED CORPORATE ACCOUNTANT**

## **Advanced Real time Corporate Training**

### **I. STATUTORY COMPLIANCE, COMPENSATION & BENEFITS**

#### **1. PF, ESI, PT, GST, Gratuity ETC.**

- Statutory Acts, Rules, Forms, Formats, Filings, Assessment procedures, calculations & employee benefits.
- Payment of Challans, Monthly Returns, Half Yearly Returns, Annual Returns, Settlement Forms, and Transfer forms etc.
- Due dates & filing of all the forms linked to the payroll summary.

#### **2. Payroll (Saral)**

- Payroll processing supported by real time exposure to the payroll software.
- Designing CTC breakup as per the offer letter.
- Designing break up for gross salary in view of tax exemptions & other related acts.
- Designing the pay slip with all statutory & other deductions.
- Preparing payroll summary.
- Updating employee's database for New Joiners & discussion on F&F settlement process.
- Discussion on some formats like Offer letter, Appointment letter, Relieving letter, Experience letter & Confirmation letter.
- Discussion on formats used during employee joining & exit Process.

#### **3. LEAVE CALCULATIONS**

- Eligibility Criteria for EL, CL & SL, Leave policy, Calculations, deductions & reimbursement.

#### **4. LABOUR LAWS**

- Bonus act, Gratuity act, Shops & establishment act, Contract Labour act & Payment of minimum wages act.

#### **5. INCOME TAX & TDS**

- Tax planning for employees.

Address: No 62, 2nd Floor, Jyoti Nivas College Road, Koramangala, Bangalore - 95

Ph: 080-41620004 / 9980244099 Email: hr@salvininfosystems.com

www.salvininfosystems.com

- Tax slab rates
- Exemptions and allowances.
- Deduction on savings & Investments.
- TDS Deductions, Format & Procedure for TDS Calculations.
- Form 16 & ITR.
- TDS on Professional consultancy services & employee working as consultants.
- TDS on Salaried.
- TDS on Others.
- Advance Tax requirements and Calculations.
- STI & Tax Calculations.
- You'll have in-depth knowledge on all the areas of PF, ESI, PT, Payroll structure, Calculations Forms, Formats & Due dates, etc., including Income Tax, TDS & Tax Planning for employees up to Form 16 & Form 16A.
- CTC Designing

## 6. GST

- Complete rules, Procedures, Online Filings, Filling forms and Formats.

## 7. SERVICE TAX

- Acts, rules and Responsibilities and Forms, ST accounting entries.

## 8. Central Excise

- Covering all rules, Procedures, terms & CENVAT entries. Due dates etc.

## 9. VAT/ CST

Complete procedures of VAT/ CST, Due dates, Filing Returns, E-sugam, Composition VAT

## 10. BANKING

- Covering all Responsibilities of the accounts person with relation to Bank
- Transactions, B.R.S , Finance related matters.

## 12. SOFT SKILLS

- Personality Development, Motivation. Business Communication Skills, Time Management, Questionnaires.



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## 13. Lab Sessions

### 1. Accounts - TALLY ERP 9

- Overall accounting entries upto finalization and balance sheet level..

### 2. Advanced Excel

- Shortcut keys and formulas, Pivot Table, Auto and Advanced filters. Vlookup, Hlookup, Sorting, Splits and Freeze panes, Conditional Formatting, Data Validation, Consolidation, Pivot Charts & Graphs.

### 3. Payroll Software – Saral Paypack

Note: Course material for all the above topics will be provided along with CD for computer lab topics.

Mock Interviews, Interview Tips, Group Discussion, FAQ

#### Fee Structure

Per Student	2500/-
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#### Note:

1. Training provided will be in accordance to the updated industrial requirements
2. \*\* Special emphasis will be given on hands on training.

Feel free to contact us on **9071389999** or [dileep@salvininfosystems.com](mailto:dileep@salvininfosystems.com) at any time for any clarifications or additional information.

**SALVIN INFO SYSTEMS**  
DILEEP KUMAR A R  
CEO.  
Ph:- 9071389999

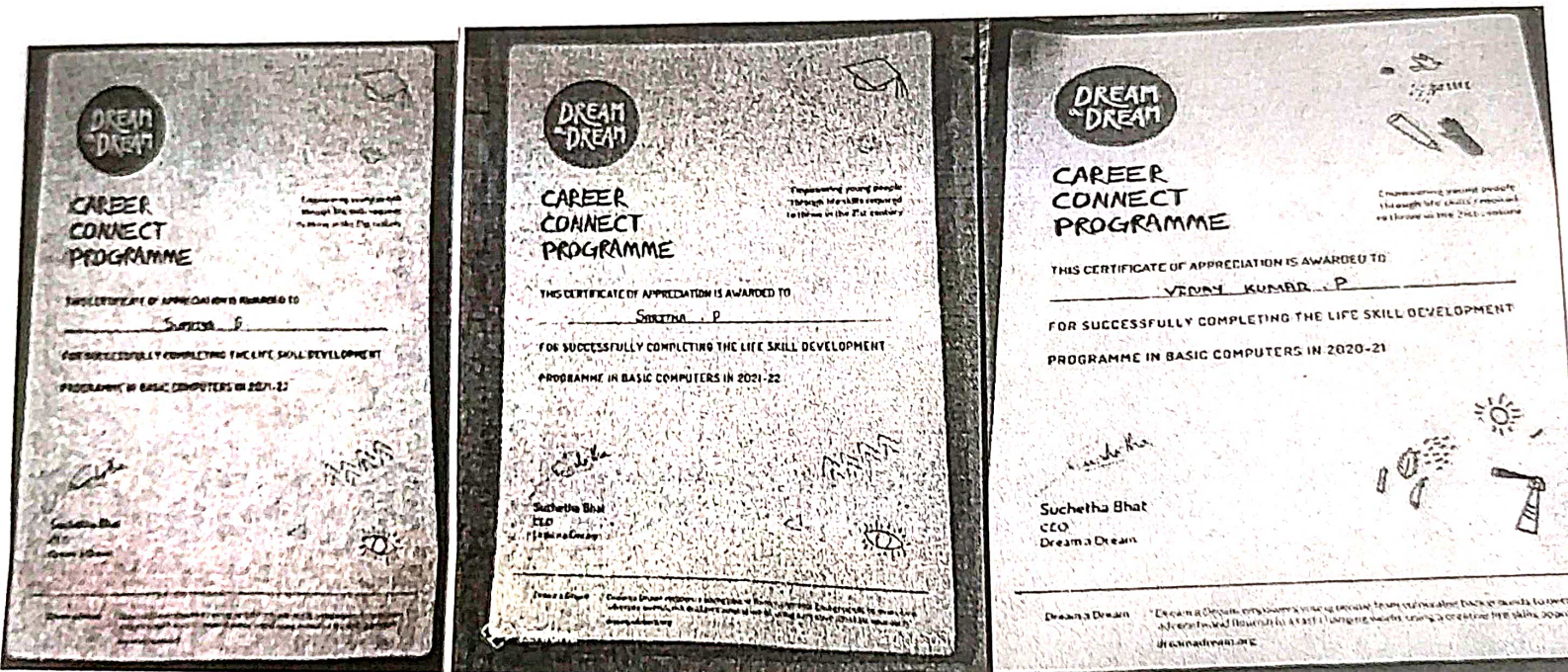
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Ph: 080-41620004 / 9980244099 Email: [hr@salvininfosystems.com](mailto:hr@salvininfosystems.com)  
[www.salvininfosystems.com](http://www.salvininfosystems.com)

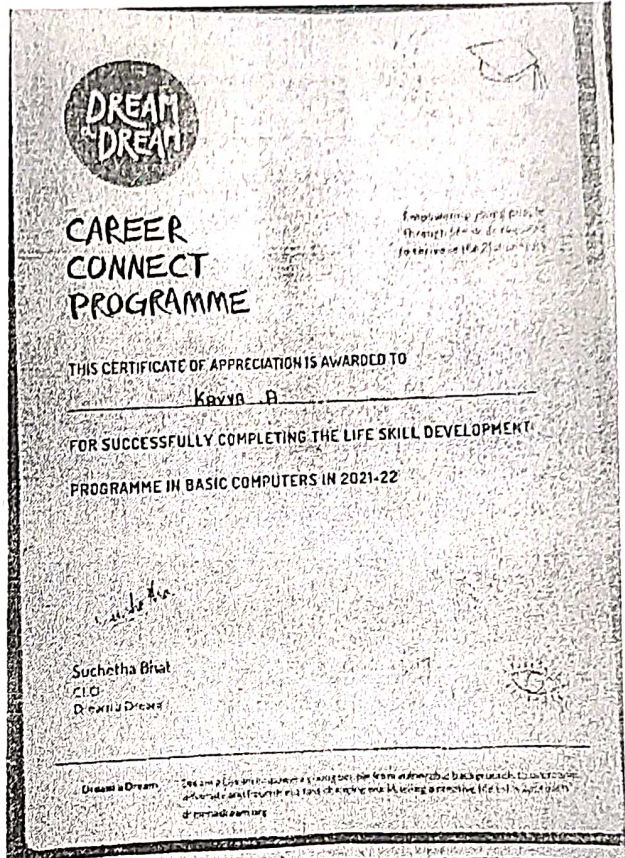
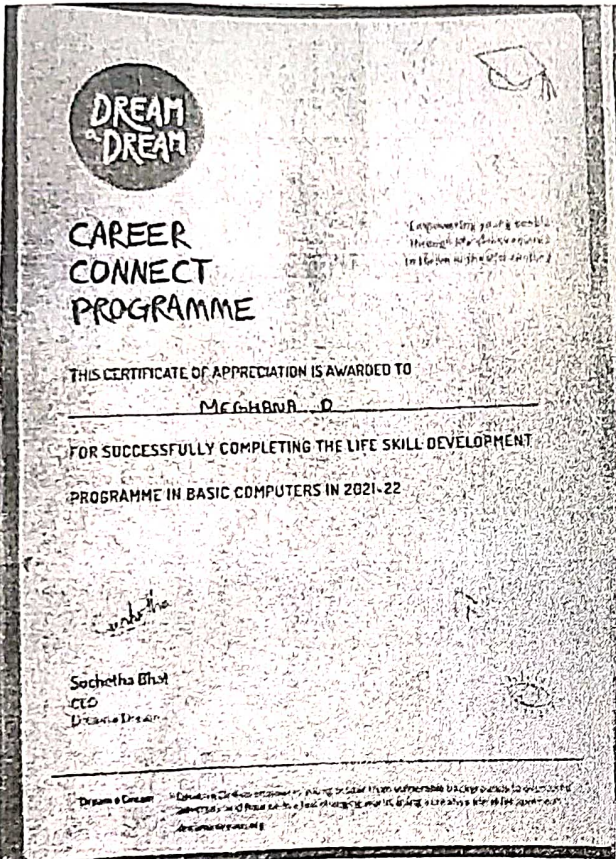
# Swami Vivekananda Rural First Grade College Chandapura, Anekal Taluk, Bangalore-560081

## Report on Conducting Certification course on Basic computers held from 13/09/2021- 30/09/2021

Swami Vivekananda Rural First Grade College in association with Dream and Dream NGO organized a certification course on basic computers 20 hrs program through online from 13/09/2021 to 30/09/2021.

The trainers were Miss. Priyanka Shetty and Mr. Venkatesh S who made a group of 30 students in 2 batches to conduct the classes.





*[Handwritten signature]*  
Principal



# CAREER CONNECT PROGRAMME

Empowering young people  
through life skills required  
to thrive in the 21st century

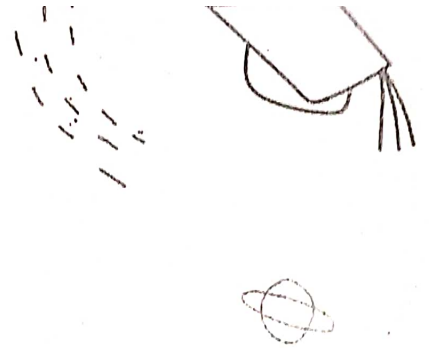
THIS CERTIFICATE OF APPRECIATION IS AWARDED TO

Kavya .A

FOR SUCCESSFULLY COMPLETING THE LIFE SKILL DEVELOPMENT  
PROGRAMME IN BASIC COMPUTERS IN 2021-22

*Suchetha*

Suchetha Bhat  
CEO  
Dream a Dream



# CAREER CONNECT PROGRAMME

Empowering young people  
through life skills required  
to thrive in the 21st century

THIS CERTIFICATE OF APPRECIATION IS AWARDED TO

MEGHANA . D

FOR SUCCESSFULLY COMPLETING THE LIFE SKILL DEVELOPMENT  
PROGRAMME IN BASIC COMPUTERS IN 2021-22

Suchetha Bhat  
CEO  
Dream a Dream

