



**Memorandum of Understanding (MOU)
between**

eClerx Services Limited and ASM's College of Commerce, Science & Information Technology(CSIT),Pimpri,Pune

This Memorandum of Understanding ("MOU") is entered into on **16-Jun-23** by and between **eClerx Services Limited ("eClerx")**, a company incorporated under the laws of India with its registered office at Sonawala Building, 1st Floor, 29 Bank Street, Fort, Mumbai, 400023, Maharashtra, India and **ASM's College of Commerce, Science & Information Technology(CSIT),Pimpri, Pune** an Institute established under the laws of India with its registered office at **ASM's College of Commerce, Science & Information Technology(CSIT) S.No.29/1+2A, opposite Central Mall Pimpri ,Old Mumbai-Pune Hwy, Near Finolex Cables Bus, Pune, Maharashtra- 411018**

Purpose

The purpose of this MOU is to establish a partnership between **eClerx & ASM's College of Commerce, Science & Information Technology(CSIT),Pimpri, Pune** to enhance the employability of students of the institute through skill-based training in Investment Banking

Agreement

1. eClerx shall provide a program outline of key skills required by the company to **ASM's College of Commerce, Science & Information Technology(CSIT), Pimpri, Pune**
2. **ASM's College of Commerce, Science & Information Technology(CSIT), Pimpri, Pune** shall include the skill-based content as outlined in Annexure 1 in its curriculum for final year students (**BBA, BBA-IB, BBA-CA, Bcom**). This is subject to the approval of the Institute's / university's academic council/Management
3. **eClerx** may offer apprenticeship, projects, and job opportunities to the students of **ASM's College of Commerce, Science & Information Technology(CSIT), Pimpri, Pune**. who have successfully completed the skill-based content provided by **eClerx** and clear the assigned assessment & Interviews. For sake of clarity, both the parties agree and understand that **eClerx** is under no obligation to offer any employment or recruit any of the candidates showcased by **ASM's College of Commerce, Science & Information Technology(CSIT), Pimpri, Pune**. **eClerx** shall in its sole discretion decided if it wants to employ/recruit or not any of the candidates showcased by **ASM's College of Commerce, Science & Information Technology(CSIT),Pimpri, Pune**. The selection process of the suitable candidates will be governed by **eClerx**. In addition, Number of Candidates and the stipend payable to each candidate shall be the discretion of **eClerx**.
4. **ASM's College of Commerce, Science & Information Technology(CSIT), Pimpri, Pune** shall facilitate the placement of its students in **eClerx** and other companies by organizing campus recruitment drives, job fairs, and other placement-related activities.
5. The duration of this MOU shall be 2 years from the date of signing. Either Party may terminate this MOU by giving thirty days' prior written notice to the other party. Any act on the part of **ASM's College of Commerce, Science & Information Technology(CSIT),Pimpri, Pune** OR **eClerx** after termination of this agreement by way of communication, correspondence etc., shall not be construed as an extension of this MOU. This MOU may be extended / renewed / amended with mutual consent of the Parties, formalized by a written amendment to this MOU, signed by both the Parties.
6. **ASM's College of Commerce, Science & Information Technology(CSIT),Pimpri,Pune** agrees that **eClerx** is not obliged because of this MOU to recruit any fixed number of candidates from the Institute.
7. **eClerx** may propose any updation in syllabus of program or curriculum subject to approval by the **ASM's College of Commerce, Science & Information Technology(CSIT),Pimpri, Pune**. and if required **eClerx** may also suggest changes as and when required
8. **eClerx** assumes no liability for any Indirect, consequential, special, incidental or punitive damages under this MOU.

Office Address

eClerx Services Limited
Lower Ground Floor, 1st Floor, 2nd Floor, 3rd Floor of Block-1,
A Wing and 4th Floor of A & B Wing,
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www.eClerx.com

Registered Office

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E-mail ID: contact@eClerx.com | www.eClerx.com
[CIN: L72200MH2000PLC125319]

Confidentiality

ASM's College of Commerce, Science & Information Technology(CSIT),Pimpri,Pune shall use Information for the purposes authorized by this MOU and for no other purpose. ASM's College of Commerce, Science & Information Technology(CSIT),Pimpri,Pune will enter into a Non-Disclosure Agreement (NDA) with eClerx upon commencement of the MOU. All information exchanged between eClerx and ASM's College of Commerce, Science & Information Technology(CSIT),Pimpri,Pune under this MOU shall be treated as confidential and shall not be disclosed to any third party without the prior written consent of the other party.

Governing Law and Dispute Resolution



This MOU shall be governed by and construed in accordance with the laws of India and the Courts of Mumbai shall have exclusive Jurisdiction in India with regard to any questions, claims or disputes arising out of or in connection with this MOU. Any dispute arising out of or in connection with this MOU shall be resolved amicably by the parties. If the parties are unable to resolve the dispute amicably within 10 days from the date of the dispute, the dispute shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996.

Severability

The provisions of this MOU are severable, and if any provision of this MOU is found to be invalid, void or unenforceable, the remaining provisions will remain in full force and effect.


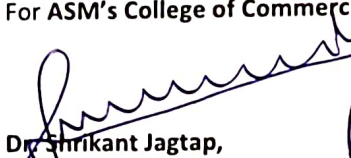
Signatures This MOU shall be executed in two counterparts, each of which shall be deemed an original, and both of which together shall constitute one and the same agreement. The MOU shall come into effect on the date of the last signature below.

For eClerx Services Limited:



Andrews Simon
Head – Talent Acquisition
Date – 16-Jun-23

For ASM's College of Commerce, Science & Information Technology(CSIT),Pimpri, Pune



Dr. Shrikant Jagtap,
Principal

ASM's College of Commerce, Science & Information Technology(CSIT), Pimpri, Pune
Date – 16-Jun-23

Annexure 1
Basics Of Financial Market

Sr.No	Topics	Description	Hours
1	Introduction		12-20 hrs
	Types of Financial Markets	Learners will be able to learn: Stock Market Bond Market Foreign Exchange Market (Forex Market): Commodity Market: Derivatives Market:	
2	▪ Market Participants & their Function	It covers a wide range of topics: - Understanding the structure and organization of financial markets, including the primary and secondary markets, exchanges, over-the-counter (OTC) markets, and electronic trading platforms. - Familiarizing with various types of financial instruments, such as stocks, bonds, options, futures, and derivatives, and understanding their characteristics, risks, and uses. - Identifying and understanding the roles and functions of different market participants, including institutional investors, individual investors, brokers, dealers, market makers, exchanges, regulators, and other stakeholders. - Learning about the mechanics of market operations, including order types, order routing, trade execution, settlement, and clearing processes. - It also covers details related Types of banks, Brokers, Dealer and agents, custodians, clearing house, exchange, regulators, depository, asset managers, agent bank and hedge funds	
	Types of Banks (Commercial / PB / IB)		
	Brokers, Dealer and Agents		
	Custodians		
	Clearing House		
	Exchange		
	Regulators		
	Depository		
	Asset Managers		
Agent bank / Participant bank			
3	Hedge Funds		
	Risks & Types of risk (Systematic & Unsystematic)	This topic will cover Market risk, Credit risk, Liquidity risk and operational risk. Several types of market risk that participants will learn: Equity Risk; Interest Rate Risk; Foreign Exchange Risk; Commodity Price Risk; Credit Risk; Liquidity Risk; Regulatory Risk; Systemic Risk.	
	Products		
	▪ Financial Assets	Topic will cover both traditional financial assets as well as derivative	
	Bonds		

	Loans	<p>products.</p> <p>Traditional Financial Assets: Stocks or equities; Bonds or fixed-income securities;</p> <p>Learners should be able to :</p> <p>Demonstrate the knowledge of the regulatory framework for financial derivatives</p> <p>Demonstrate the knowledge of the operations of derivatives exchanges, and be able to compare and contrast exchange traded and over the counter instrument.</p> <p>Demonstrate the detailed knowledge of the different types of derivative products</p> <p>Demonstrate the detailed understanding of the variables which influence the value of such derivatives and the relationship of financial derivatives to their underlying assets.</p>
	Equity	
	Mutual Funds	
	▪ Derivative Products	
	Future	
	Forwards	
	Options	
	Swaps	
4	Investment Banking (comprehensive description)	
	Structure	<p>Learner should be able to learn:</p> <p>Concept of investment banks</p> <p>Importance of investment banking</p> <p>structure of investment banking</p> <p>functions of investment banking</p> <p>Role of investment banking</p>
	Front Office	
	- Middle Office	
	Back Office	
5	Shared Services	
		<p>Learners should be able to :</p> <p>Learn shared services in financial market which includes</p> <ul style="list-style-type: none"> Data Management & MIS Wealth Product Control Financial Control Taxation Legal Documentation - IB services in Primary, Secondary Markets - Sell Side / Buy Side

Communication				
Sr.No	Topics	Subtopics	Description	Hours
1	Basics of Communication	Understanding Communication		2
		Types of Communication		
		Barriers in Communication		
		Overcoming Barriers		
2	English Components	Reading Comprehension	This involves reading a passage or a paragraph and answering questions related to it. It tests your ability to understand and interpret written text, and may require you to infer meaning, identify the main idea, or draw conclusions from the passage.	6
		Vocabulary	This includes word meanings, synonyms, antonyms, idioms, and phrases. It tests your knowledge of English words and their usage in different contexts.	
		Grammar	This covers topics such as parts of speech, tenses, subject-verb agreement, sentence structure, and punctuation. It tests your understanding of English grammar rules and your ability to apply them correctly.	
		Writing Skill	This may include essay writing or paragraph writing. It assesses your ability to express your thoughts clearly and coherently in writing, and your skills in organizing and presenting information effectively.	
		Comprehension and Critical Reasoning	This may involve passages or statements that require critical analysis and evaluation. It tests your ability to understand and analyze complex information, and draw logical inferences.	
		Error Spotting	This involves identifying and correcting errors in sentences, such as grammatical errors, spelling errors, or punctuation errors. It tests your attention to detail and accuracy in language usage.	
		Synonyms and Antonyms	This includes questions on finding synonyms (words with similar meanings) and antonyms (words with opposite meanings). It tests your vocabulary skills and ability to discern word meanings in different contexts.	
		Passage Completion	This may involve completing a given passage by filling in the blanks with appropriate words or phrases. It tests your ability to understand the context and use appropriate language to complete the passage.	
Cloze Test	This involves filling in the blanks in a passage with appropriate words or phrases. It tests your ability to understand the context and use contextual clues to fill in the gaps.			

Excel Training		
		Duration: 8 Hours
Topic	Details	Hours
Lookup, Text, Logical, Category Functions	Vlookup Functions	1.5
	Hlookup Functions	
	Match Functions	
	Index Functions	
	Combining all these Functions	
Conditional Formatting	Conditional Formatting	2
	Format the range as per condition	
	Editing conditional Formatting.	
	Formula based Conditional Formatting	
Data Validation	Specifying a valid range of values for a cell	1.5
	Specifying a list of valid values for a cell.	
	Specifying custom validations based on formula for a cell	
	Creating Drop down list (Simple and Conditional)	
Managing Table	Managing Table	1
Latest Excel Functions	Latest Excel Functions	
Important Excel Tools	Important Excel Tools	
Advanced Filter	Advanced Filter	
Pivot Table	Understanding a Pivot Table	2
	Data for a Pivot table	
	Creating a Pivot table	
	Add, copy, rearrange, and remove fields	
	Add a calculated field	
	Using the Pivot table filters	
	Changing Pivot table filters	
	Modifying the Pivot Table placement	
	Change Active Field settings	
	Pivot Table options	
	Change the Pivot Table layout	
	Change the Pivot Table design	
	Change the Pivot Table Tools design style options	
Crating Pivot Charts		
Charts & Dashboards	Charts & Dashboards	8
Total Hours		8

Report of Eclerx Train the Trainer Program

Date	:	26th-27th July 2023
Time	:	Two Days full day. (10 AM To 5 PM)
Venue	:	Eclerx Company
Collaboration (If any)	:	Mr. Vinay Bhosale (Eclerx Company)
Coordinator	:	Asst. Prof Shreekant Mahajan,

Introduction:

The "Train the Trainer" program was designed to equip company employees and college faculty with the skills, knowledge, and techniques necessary to deliver effective training sessions. This program aims to enhance the teaching and facilitation abilities of participants, enabling them to transfer knowledge efficiently and foster a productive learning environment. Whether the participants are new to training or looking to refine their existing skills, this program provides a comprehensive framework to become successful trainers.

Objectives:

1 To enlarge Knowledge

Training was provided especially for middle and lower level of employees. Training provides all information relating to various aspects of the organization; hence, they could develop required skill and ability to perform the assigned task successfully. It increases the level of knowledge possessed by individuals.

2 To enlarge skillfulness

To provide the opportunity for employees to impart new skills systematically so that they can perform the task successfully. The ever-changing environmental forces require new and innovative skills and ideas to perform the task. It helps employees to get acquainted with new skills and knowledge.

3 To modify the approach of Students

To bring about change in the attitude of the Students towards co-Students, supervisors and the organization. To imbibe healthy attitudes in them so that the good working relationship could be developed in the organization.

4 To develop executive Performance

To imparts new skills, knowledge, and attitudes in employees so that they can perform organizational activities better than before. By such training, they can do the job more effectively and efficiently, thereby improving the overall performance of the organization.

5 To Make Students for proficient use of assets

To get additional skills, knowledge, and techniques of handling resources. This helps them to utilize machines, tools, equipments and other organizational resources efficiently and effectively.

Program Overview:

'The Train the Trainer program' was designed to develop the teaching and facilitation skills of company employees and college faculty. It equipped participants with the necessary tools to create and deliver effective training sessions, enhancing their ability to educate and inspire learners in a corporate or academic setting. Training is a learning process, which provides various opportunities to employees to develop the existing level of skills, knowledge, attitudes and behavioral relations. The improvement in job performance provides an opportunity for growth and advancement. Due to such training, employees get an opportunity for doing challenging work, work experience, and promotion. Productivity measures an efficient relationship between input and output. The training aims to increase organizational productivity by increasing output with the limited input. Training increases the efficiency and effectiveness of employees which reduce the absenteeism, labor turnover, operating cost and wastage. This ultimately leads to high productivity thereby earning more profit.

Mr. Kapil Wahan Initiated the training session with Arun Shouri and Abhinav, the following activities

Elements of the Train the Trainer Program

1. **How to identify needs of assessment and goal setting:** Trainer asked to identify the training needs of assessment and establish clear goals. Based on this they conducted activities such as conduct surveys, interviews, and analysis to understand the specific needs of the organization or institution and set measurable training objectives.

2. **How to understand adult learning principles:** They familiarize participants with theories and principles of adult learning by taking the activities such as lectures and discussions on adult learning theories like Andragogy, learning styles, and cognitive psychology as they apply to adult education.
3. **Planning of instructional design and curriculum development:** Later they elaborated abouthow to design effective training programs. It was very interesting and illuminating activity session for participants while teaching about workshops on creating learning objectives, lesson plans, training materials, and assessment tools. Techniques such as ADDIE (Analysis, Design, Development, Implementation, and Evaluation.
4. **Presentation and facilitation Skills:** Improve participants' ability to present information clearly and facilitate learning by taking activities like, practice sessions, role-playing, and peer feedback to develop public speaking, body language, and facilitation techniques. He emphasized on engaging and motivating learners.
5. **Effective Communication:** Further he elaborated how to enhance verbal and non-verbal communication skills by taking activities likeinteractive sessions on active listening, questioning techniques, and adapting communication styles to different audiences. He exemplified some real-life scenarios to practice and refine these skills.
6. **Classroom and Virtual Training Management:** Sir demonstrated how toequip trainers with skills to manage both physical and virtual training environments by taking activities likestrategies for classroom management, handling difficult participants, and maintaining a positive learning environment. Training on virtual tools and platforms for online instruction.
7. **Uses of Technology in the teaching:** Sir exemplified about how tointegrate technology to enhance learning experiences by taking activities like Hands-on sessions with multimedia tools, e-learning software, and virtual collaboration platforms. Training on creating and using digital content like videos, quizzes, and interactive modules.
8. **Assessment and Evaluation:** Trainer discussed about how to develop methods to assess the effectiveness of training programs by creating evaluation tools such as quizzes, surveys, and feedback forms. Techniques for measuring learning outcomes, analyzing data, and using feedback for continuous improvement with the help of technology.

9. **Ways for feedback and Continuous Improvement:** Sir discussed how to foster a culture of continuous learning and improvement by taking activities like establishing feedback loops, peer reviews, and self-assessment practices, encouraging trainers to seek ongoing professional development opportunities.
10. **Capstone Project:** Trainer guided about how to apply learned skills in a real-world context by taking activities like by asking participants to design and deliver a complete training session as a capstone project. This includes preparation, delivery, and post-session evaluation, with feedback from peers and mentors.

The Train the Trainer program was a comprehensive initiative aimed at developing skilled trainers who can effectively educate and inspire their learners. By focusing on these key elements, the program ensured that participants were well-prepared to design, deliver, and evaluate high-quality training sessions in both corporate and academic settings.



Group Photo of all the participants



Group Photo of ASM's Participants with trainers and Coordinators of Company.



Training Room.



Training Session



Photo near Company Logo.



Outcomes:

1 Improved Training Effectiveness

Participants were able to design and deliver training sessions that are well-structured, engaging, and aligned with learning objectives, leading to more effective knowledge transfer and skill development.

2 Enhanced Trainer Confidence and Competence

Teachers gained confidence in their ability to facilitate learning and manage diverse training environments. This increased competence would result in more dynamic and impactful training sessions.

3 Better Learner Engagement and Participation

Teachers were able to utilize advanced presentation and facilitation techniques to actively engage learners, ensuring higher levels of participation, interaction, and retention of information.

4 Customized Training Approaches

Teachers were able to develop the skills to tailor training sessions to the unique needs of adult learners, incorporating various learning styles and preferences to maximize learning outcomes.

5 Increased Use of Technology in Training

Participants were able to be proficient in integrating technological tools and e-learning resources into their training programs, creating more interactive and versatile learning experiences.

6 Enhanced Communication and Interpersonal Skills


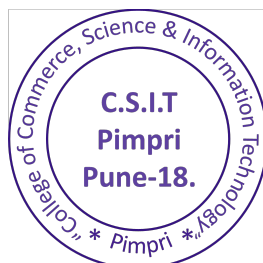
Teachers were able to improve their ability to communicate effectively with learners, fostering a supportive and inclusive training environment that encourages open dialogue and feedback.

7 Professional Growth and Development

Teachers were able to experience personal and professional growth, gaining new skills and knowledge that enhanced their career development and contribute to their organizations' success.

8 Creation of a learning Culture

Participants were able to be skilled trainers and part of an organizations and educational institutions which will foster a culture of continuous learning and improvement, benefiting both trainers and learners alike.



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