

Date: 05/01/2019.

To,
Pakur Polytechnic, Pakur
National Highway 114A,
Near New D.C Office,
Kalajora, Pakur – 816107 (Jharkhand)
<https://www.pakurpolytechnic.ac.in>

Subject: Memorandum of Understanding (MoU) - Campus Placement Services

We are delighted to welcome you in **Innovate Technologies** family. As we proceed with our association ahead we request you to kindly go through the following contract terms.

We at **Innovate Technologies** ensure transparency and ethics in all our dealings. This is not only our belief; it is our corporate policy too.

Terms, Role and Responsibility:

Given below are the Terms, Role, Responsibility and Mode of Payment for Campus Placement Service between **Pakur Polytechnic, Pakur, Jharkhand** and **Innovate Technologies, Noida, Uttar Pradesh**.

1. **Innovate Technologies** will provide the company Job Description, Tentative dates of the placement drive, Company HR/Technical person names travelling to college. An outline of the entire placement activity will be shared with the college by **Innovate Technologies**. **Pakur Polytechnic** will give approval to job description and date of placement drive.
2. **Pakur Polytechnic** will provide its infrastructure like Seminar Hall, Interview Room, Mike, Projector and 6 volunteers for smooth coordination of the drive.
3. **Innovate Technologies** will organize the placement drive at the college campus. In exceptional cases the placement drive can be conducted through SKYPE/Google Duo/Whatsapp if required.
4. **Pakur Polytechnic** gives its consent to place the following number of students. **Pakur Polytechnic** confirms the availability of following number of candidates in the placement drive for placement of 2016-2019 Polytechnic Batch. **Innovate Technologies** will share the same numbers to the company.

a. Diploma in MECHANICAL Engineering	=	59
b. Diploma in CIVIL Engineering	=	61
c. Diploma in ELECTRICAL Engineering	=	59
d. Diploma in METALLURGICAL Engineering	=	26
5. **Innovate Technologies** confirms the minimum no of hiring as 30 (out of 45 Candidates).

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- Maximum hiring is 50 (out of 70 candidates). This number can increase/decrease in exceptional cases. Such cases can be discussed and agreed between the two parties, before the placement drive.
6. **Innovate Technologies** invite college delegate to visit/meet HR of our client companies along with a delegate from **Innovate Technologies**. We believe in trust and open communication. **Innovate Technologies** believes that **Pakur Polytechnic** will not meet/call/email/whatsapp/sms the HR directly without our knowledge and consent.
 7. **Pakur Polytechnic** will bear the expenses related to travel (Flight/ Train (AC II/AC III)), Cab, Hotel Stay, Local Travel, Stationary etc. All bookings (tickets/hotel room/cab) will be done by **Pakur Polytechnic** at-least 10 Days prior to placement drive. The booking reference numbers should be shared with **Innovate Technologies**.
 8. 1 person from **Innovate Technologies** and 1-2 people from **Company** are expected to visit the college for proper conduction of placement drive.
 9. Some HR/companies may not come for the placement drive. They will designate **Innovate Technologies** to conduct the drive on their behalf. The **Company** HR will send an official mail mentioning name of the person travelling on behalf of the company for smooth coordination of the drive. Such case will be discussed with **Pakur Polytechnic** in advance and will be done only after written consent by **Pakur Polytechnic**. In such case, **Innovate Technologies** Team will coordinate the selection process on behalf of its client companies.
 10. The placement drive will start at 10 AM and will complete the selection process by 4 PM. Selected candidate list will be given to **Pakur Polytechnic** in excel by 4:30 PM on the day of the drive.
 11. **Innovate Technologies** will charge Rs. 3000 Cost Per Job Offer Per Student.
 12. **Innovate Technologies** takes the ownership of conducting the placement drive and assisting with the candidate joining at the company. **Innovate Technologies** will also assist candidates in arrangement of room at the time of joining.
 13. **Pakur Polytechnic** will pay 50% (for 2019 Placements ONLY) of the total bill in Cash/DD/Cheque/IMPS/NEFT on the day of placement drive. 18% GST will be charged extra. No GST will be charged if you pay in cash. Invoice with GST will NOT be provided if Consulting Fee is paid in Cash.
 14. **Pakur Polytechnic** will pay remaining 50% (for 2019 Placements ONLY) of the total bill in Cash/DD/Cheque/IMPS/NEFT within 3 days of joining of candidates in company. 18% GST will be charged extra. No GST will be charged if you pay in cash. Invoice with GST will NOT be provided if Consulting Fee is paid in Cash.
 15. **Innovate Technologies** will hand-over the list of selected candidates to **Pakur Polytechnic**. The list of selected candidates will also be shared with the HR-Heads of respective companies for final approval. The official confirmation comes within 3 - 5 working days.

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16. **Innovate Technologies** will charge on the basis of number of job offers made to students. **Innovate Technologies** do not charge on the basis of joining. **Innovate Technologies** take full consultancy charge even if candidates do not join the company. The date of joining will be confirmed by company on request from Pakur Polytechnic. The date once agreed by Company and Pakur Polytechnic cannot be modified.
17. **Pakur Polytechnic** will not contact the company directly for any matter whatsoever. The entire communication with the company will be routed **ONLY** through **Innovate Technologies**.
18. If student do not join the company or reach late for joining than Company reserves the right to cancel/postpone the joining of the candidate.
19. The company will not ask anyone to leave. The shift timings, leave management, discipline must be followed as per the company policy/directive. Any diversion from the company policy or discipline manual will lead to discontinuation of service.
20. Companies have their own hiring policies, payroll system etc. **Innovate Technologies** respect it. **Innovate Technologies** do not interfere in company internal policy matters.
21. 2016, 17, 18 candidates will be asked to join any time after 7 days from the conduction of placement drive. 2019 candidates joining will be confirmed after discussion with **Pakur Polytechnic** and depend on the company manpower requirement schedule.
22. **Pakur Polytechnic** will book Only AC Rooms on single/double occupancy basis. The accommodation need to be booked in a 3/4/5 Star Hotel.
23. **Pakur Polytechnic** will never approach/call or mail the company which comes for Campus Placement by **Innovate Technologies**, without prior information, acknowledgement and mutual understanding in writing.
24. This MOU is valid for 3 years from the date of signing. The terms and conditions of MOU could be amended only after one year from the date of signing.

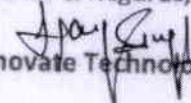
25. All payments should be made in Cash/Cheque/DD/NEFT/IMPS (Cheque/DD in the name of Innovate Technologies payable at par). The invoice will be generated on the Date of Placement Drive. Advance Payment should be made on the day of Placement Drive.
26. GST @ 18% will be charged over and above the amount. No GST will be charged if you pay in cash. Invoice with GST will NOT be provided if Consulting Fee is paid in Cash.

We request you to kindly read the above terms carefully and feel free to discuss the any point with us. After reading, discussing and agreeing to all above points, kindly send us a consent mail. We will finalise the dates of the drive as per your and HR preference only after the above terms are discuss.

As a token of your acceptance on the above terms and conditions, we request you please sign and return the duplicate copy of MOU.

We look forward to a continued, honest and fruitful association with you.

Thanks & Regards,


Innovate Technologies.

Note: Kindly put seal and signature on all pages.

For: Innovate Technologies
Name: Ajay Singh
Designation: Manager
Contact No. 91-7355526858.
Email id: ajay_singh@innovatesystem.com , miracle.ajay@gmail.com
Seal 
Authorized Signatory
Date: 16/01/2019

For: Pakur Polytechnic, Pakur
Name: Amit Ranjan
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Email id: amit.ranjan30@gmail.com , trainingpakurpolytechnic@gmail.com , Pakurpolytechnic@gmail.com
Seal 
Authorized Signatory
Date: 05/01/2019