



## SERVE MANGALAYA WELFARE TRUST

Walia Cottage, Old SBI Building, Lakkar Bazaar, Shimla  
Manta Niwas, Cemetery, Sanjauli, Shimla  
Tel. : +91-7807812233

Ref. No. : S.M.W.T./S.M.L.-B/017

Date : 27<sup>th</sup> July '18

### memorandum of understanding **TERMS & CONDITIONS**

Acceptance: Acceptance of the proposal by SERVE MANGALAYA WELFARE TRUST provides you with the deemed acknowledgement and agreement to the following terms and conditions

- 1. Attendance** - Regular attendance of the students for the sessions is the Responsibility of the Client (St.Bedes`College). We are not liable if any student is not present during the sessions. However Weekly Attendance will be maintained & submitted to the Client on Fortnight basis.
- 2. Training Phase** - We shall take full responsibility to assist and train your students for the Add on course within your campus . Training will happen for first year students for a duration of 30-35 lectures training with couple of Workshops on various topics (by various training experts), for which NO charges will be taken.
- 3. Tenure of the English Training** - The Minimum of 3 -4 Lectures Per Week Per Batch shall be delivered to the assigned students. And Training must be concluded within 8-10 weeks from the date of commencement. (However there may be adjustments upto 3 lectures per week per batch basis ). The Training shall be finished on or before Mid of October 2018.
- 4. Commercials (Part -I)** : Payments shall be made by the name of Academic Coordinator i.e., Miss Tanya Wadhwa via Account payee cheque, for which bill will be provided. The 50% payment shall be paid within 1st week of commencement of the program. 25% of the balance shall be paid in 4th week and remaining shall be paid in 6th week from the date of commencement.  
**Commercials (Part-II)** : Payments shall be made as per the prior discussion with the client i.e., INR2000 per candidate.
- 5. Confidentiality & Commitment** – We undertake not to misuse any confidential information that may be made available to us. And the Client agrees not to disclose the Commercials. Further, we'll complete the Training w.r.t. point #3 even after receiving the Last Installment, on or before Mid October 2018.
- 6. Client Responsibility** – St. Bedes` College shall provide a Classroom with proper Arrangements & well Established Time Table (as per Point-3). It'll be told to your coordinator(s) well in time if there is a requirement of Audio/Video Lab (English Lab). Client shall not stretch Tenure of the Training Program. The Client must supply all the Materials and information required by us to complete the work in accordance.

We as a team focus on the overall development of the individuals so that they become assets to the contemporary society. By nurturing the young we would be contributing towards our goal of providing unmatched services in the field of education . In addition to it any guidelines or suggestions iare warmly welcomed .

*Tanya*  
Warm Regards

Tanya Wadhwa  
9816171789, 7807812233  
Head- Academic Development



Client's Signature & Stamp



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# proposal

Respected Principal

As per Previous meeting with you, we are delighted to be connecting here again. Kindly find the Proposal for Spoken English Program.

## introduction

Learning to speak English can be the best you can do to improve your life. English is a universal language, and if you want to learn the world you need to learn English. With it, we can open ourselves to the world of communication. Be it any profession, knowing English is a must, it is the only key that opens all doors for better living. no matter whom you are, learning English is very important. It is a tool that enhances your over all personality. The purpose of the course is to synchronize educational fineness with human excellence, to promote self development and creativity in a stress free atmosphere, to emphasize on providing the most modern and sophisticated learning environment. Major goal is to make every individual communicate in English so that one can increase his or her potential to succeed in their professional and personal life.

## contents

- Smart English vs. Normal English
- Phonetics, Accent Neutralization
- Smart Communication Techniques - Flamboyant Vocabulary
- Interactive Skills ( Idioms, Phrases & Proverbs)
- Personal Interview Techniques - Extempore - Group Discussions
- Presentation Skills and Meeting Etiquettes
- Strong Personality Development with inner self re-engineering (Optional)
- Developing Confidence and Body language
- Confidence Building Exercises & Role Plays

## financials

The Price per candidate will be Rs. 2000/- (Two Thousand Only) for 30-45 lecture training including workshops.

*Tanya*

Warm Regards

Tanya Wadhwa  
9816171789, 7807812233  
Head- Academic Development



english speaking