



ఆంధ్రప్రదేశ్ ఆంధ్ర ప్రదేశ్ ANDHRA PRADESH

Sl.No: 4133 Date: 5/2/11 Rs. 100/-

Sold to: A. Raga Suresh Kumar, s/o A. Satyanarayana Rao HMA

For Whom: Synchro Serve Global Solutions Pvt Ltd. HMA

SK. Jani Begum

AH 718701

SK. JANI BEGUM

LICENCED STAMP VENDOR

LIC No: 15-20-028/1998

REN No: 15-20-005/2010

H.No: 2-56, Pochamma Basthi,  
Shamshabad Post & Mandal, R.R. Dist.

Phone No: 9885347821

### Memorandum of Understanding (MOU) for Student Training

This MOU is made and executed on 7<sup>th</sup> April 2011 at Hyderabad for conducting **SPECIAL TRAINING TO STUDENTS Raja Bahadur Venkata Rama Reddy Women's College** by and between:

**RBVRR Women's College**, Narayanguda, Hyderabad represented by Dr. Renuka Sagar  
Director of **RBVRR Women's College**

And

M/s. Synchroserve Global Solutions Pvt Ltd., 207, Maximus 2B Towers, IIFloor, Raheja Mind  
Space, Hitech City, Madhapur, Hyderabad – 500081, represented by **Mr. Pradheep Kumar  
Nama, Director - Finance**, (hereinafter referred to as 'CORPORATE TRAINER')

### Objective of the MOU as follows:

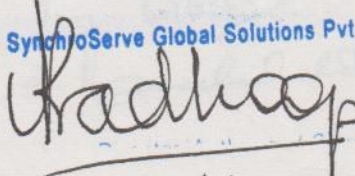
Main Objective of the MOU is to train students of **RBVRR Women's College** by conducting  
Special Training Sessions, details of which are being included in this MOU hereafter and make  
them industry ready after which placement assistance shall be given by **CORPORATE  
TRAINER**

Modules which have to be covered under this training courses for 2 batches will be as per the  
Annexure – I

  
**DIRECTOR**  
**M.B.A. Programme**



For SynchroServe Global Solutions Pvt. Ltd.





## Terms & conditions:

The following terms and conditions have been discussed and finalized in shape of this MOU to which both the parties shall abide.

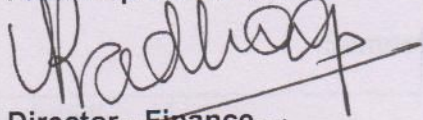
- ❖ The Training is offered to the MBA IInd Semester Students for a period of 72 hrs per student. 72 hrs for Batch 1, 72 hrs for Batch 2, Total 144 hrs training.
- ❖ **21hrs** in the IInd Semester, 7 days\*3 hrs, **30hrs** IIIrd Semester 10 days\*3 hrs and **21hrs** 7 days\*3 hrs in the IVth Semester Minimum No. of students registered for Training=100, Maximum No. of students=120, 2 Batches, 60 students in each Batch
- ❖ One Trainer will be engaged for 6 hrs a day, 3 hrs Batch 1, (9:30 am 12:30pm)
  - 3 hrs Batch 2, (1 pm to 4:00 pm)
- ❖ The payment agreed is Rs 1000/- for each student for 72hrs, Total Rs 1,20,000 inclusive of all taxes
- ❖ Advance payment would be made at the beginning of each semester (IInd Semester: Rs 38000, IIIrd Semester Rs 44000, IV Semester Rs 38000), Mode of Payment cheque issued in the name Synchroserve Global Solutions Pvt Ltd
- ❖ 50% of the students trained will be placed with reputed organizations with a minimum pay of 1, 20,000/- per annum. Additional fee of Rs 1000 per student for placement. (Depending upon Pre Assessment & Final Assessments results and Trainer's feedback)
- ❖ Each session will be followed with a student feedback. If majority of the students are not satisfied with the session, the session should be repeated
- ❖ The list of trainers with their qualifications and experience should be provided before each semester.

Apart from the above RBVRR Women's College has accepted to provide lunch arrangement for Trainer's during the training.

In case of any dispute the place of jurisdiction for arbitration shall at RBVRR Women's College and will be amicably resolved with mutual discussions without involving any third party.

Both the parties have agreed upon the above terms and conditions.

**Pradheep Kumar Nama**

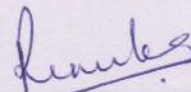


Director - Finance -

**SYNCHROSERVE Global Solutions Pvt Ltd**



**Dr. Renuka Sagar**



Director

**R B V R R Women's College**

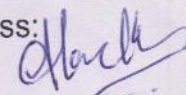
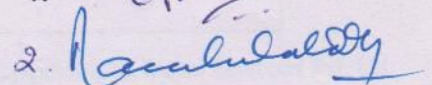
Witness:

1. **Malcolm Mackness**

2. **Dr. Ramkrishna Reddy**  
(Director P. G. Courses)

Witness:

1.

2.   




# BATCH WISE SCHEDULE FOR THE TRAINING PROGRAMME TO THE MBA STUDENTS

## Semester II

Module I	Language Power ( Pronunciation)
Duration: 12hours  4 working days 3hr/day	1. Learn English Vocabulary ( Elementary & Intermediate) <ul style="list-style-type: none"> <li>a. Pronunciation – Techniques to pronounce words</li> <li>b. Brevity – Develop skills to use the right word</li> <li>c. Business Writing Skills ( E mail Writing)</li> </ul> <p><b><u>Application Exercise</u></b></p> <p>Practice Exercises( Listening &amp; Comprehension, Free Speech through Role Plays, Extempore, Group Discussion)</p> <p>Participant Assessment through Voice Recording, Trainer Feedback to participants</p>
Module II	Language Power( Grammar)
Duration: 9 hours  3 Working Days  3hrs / day	1. Learn English Language Structure  2. Develop Techniques to <ul style="list-style-type: none"> <li>a. Use the right words &amp; sentences for effective communication</li> <li>b. Demonstrate concision in Spoken English</li> </ul> <p><b><u>Application Exercise</u></b></p> <p>Practice Exercises( Listening &amp; Comprehension, Free Speech through Role Plays, Extempore, Group Discussion)</p> <p>Participant Assessment through Voice Recording, Trainer Feedback to participants</p>

## Semester III

Module II	Language Power( Grammar)
Duration: 12 hours  4 Working Days	1. Learn English Language Structure  2. Develop Techniques to <div style="float: right; color: blue; font-style: italic;">(APTitude Skills)</div>

*Alorke*

*Director*  
**DIRECTOR**  
 M.B.A. Programme

For SynchroServe Global Solutions Pvt. Ltd.

*Pradheep*  
 Director/Authorized Signatory



3hrs / day	<p>a. Use the right words &amp; sentences for effective communication</p> <p>b. Demonstrate concision in Spoken English</p> <p><b><u>Application Exercise</u></b></p> <p>Practice Exercises( Listening &amp; Comprehension, Free Speech through Role Plays, Extempore, Group Discussion)</p> <p>Participant Assessment through Voice Recording, Trainer Feedback to participants</p>
<b>Module III</b>	<b>Power of Expression</b>
<p>Duration: 18 hours</p> <p>6 Working Days</p> <p>3hrs / day</p>	<p>1. Learn Techniques to Build Fluency</p> <p>2. Develop &amp; Apply Techniques</p> <p><b><u>Application Exercise</u></b></p> <p>Practice Exercises( Free Speech through Role Plays, Extempore, Group Discussion)</p> <p>Participant Assessment through Voice Recording, Trainer Feedback to participants</p>

#### Semester IV

<b>Module IV</b>	<b>Workplace Etiquette</b>
<p>Duration: 3 hours</p> <p>1 Working Days</p> <p>3hrs / day</p>	<p>1. Learn Social Graces at Work</p> <p>2. Develop confidence by demonstrating workplace etiquette</p> <p><b><u>Application Exercise</u></b></p> <p>Trainer Feedback to participants</p>
<b>Module V</b>	<b>Interview Facing Skills</b>
Duration: 6 hours	<p>1. Resume Writing</p> <p>2. How to preparation interview</p> <p>3. How to dress for an interview</p>

*Signature*

**DIRECTOR**  
M.B.A. Programme



For SynchroServe Global Solutions Pvt. Ltd.

*Signature*  
Director/Authorized Signatory



2 Working Days  3hrs / day	<ol style="list-style-type: none"> <li>Types of interview questions</li> <li>General Interview Strategies</li> <li>How to conduct oneself in an interview</li> <li>How to close the interview</li> <li>Ideal employee</li> <li></li> </ol> <p><b><u>Application Exercise</u></b></p> <p>Extempore, Group Discussion,</p> <p>Participant Assessment, Trainer Feedback to participants</p>
<b>Module VI</b>	<b>Effective Group Discussion Participation</b>
Duration: 6hours  2 Working Days  3hrs / day	<ol style="list-style-type: none"> <li>What is a GD</li> <li>Criteria for assessment</li> <li>How to conduct oneself in GD</li> <li>Mock GD sessions</li> </ol> <p><b><u>Application Exercise</u></b></p> <p>Practice Exercises( Free Speech through Role Plays, Extempore, Group Discussion)</p> <p>Participant Assessment through Voice Recording, Trainer Feedback to participants</p>
<b>Module VII</b>	<b>Presentation Skills &amp; Personality Development</b>
Duration: 6 hours  2 Working Days  3hrs / day	<ol style="list-style-type: none"> <li>Corporate Etiquette</li> <li>Body Language</li> <li>Interpersonal Skills</li> <li>Time Management</li> <li>IMPACT</li> <li>Tips</li> </ol> <p><b><u>Application Exercise</u></b></p> <p>Practice Exercises( Free Speech through Role Plays, Extempore, Group Discussion)</p> <p>Participant Assessment through Voice Recording, Trainer Feedback to participants</p>

*[Signature]*

**DIRECTOR**  
**M.B.A. Programme**



For Synchro Serve Global Solutions Pvt. Ltd.

*[Signature]*

**Director/Authorized Signatory**