

## **Memorandum of Understanding**

This memorandum of understanding is made and executed at Pune on 09-03-2018, Friday.

### **BETWEEN.**

**Brihan Maharashtra College of Commerce- (BMCC)**, address as 845, Shivajinagar Pune 411004, India, represented by The Chairman, LMC BMCC and The Principal BMCC hereinafter called the **Party of the FIRST PART.**

### **AND**

CCA Education Pvt. Ltd Address: Office No 311/12/13/14, 3<sup>rd</sup> floor, Mahalaxmi Market, Mandai road, Shanipar chowk, Pune: 411002, hereinafter called the **Party of the SECOND PART.**

### **1. BACKGROUND**

The **Party of the FIRST PART** was established in the year 1943, by the Deccan Education Society Pune. It is affiliated to the University of Pune and recognized by the Government of Maharashtra.

The **Party of the SECOND PART** is a corporate and academic trainer, who has wide experience in teaching technical and non-technical courses in accordance with professional and competent environment.

### **2. OFFER AND ACCEPTANCE**

2.1. The **Party of the SECOND PART** made an offer to the **Party of the FIRST PART** by its offer letter dated 3<sup>rd</sup> Aug 2016.

2.2. After having preliminary discussions in this matter and have ascertained areas of broad consensus the both the parties mutually decided to finalize the terms and conditions to approve CCA to conduct training program on **TALLY ERP9** at Brihan Maharashtra College of Commerce- BMCC, Pune, campus.

### **3. PURPOSE**

The purpose of this Memorandum of Understanding is to establish a framework for co-operation between **Parties of the FIRST PART** and **Party of the SECOND PART** to conduct the tally program courses at BMCC campus the parties now, have therefore, and agreed to sign Memorandum of Understanding. The Memorandum of Understanding will be applicable for the period April 2018 to May 2021.

### **4. RESPONSIBILITIES**

4.1. **Training Program and syllabus:** The **Party of the SECOND PART** shall offer the following training program as approved by the **Party of the FIRST PART**.

**Tally. ERP9 Courses-**

<b>Sr No</b>	<b>Course Name</b>	<b>Duration</b>	<b>With</b>	<b>Course Fees</b>
<b>1</b>	Tally Professional-4 Credit	120 hrs	4 Books, Online Exam & Certificate	6000/- + GST
<b>1</b>	Smart Tally -2 Credit	75 hrs	2 Books, 2 Online Exam & Certificate	1800/- + GST

## Syllabus:

### Course: Tally Professional

#### **1. Module 1 : Non Trading Organization:**

- Introduction Of Tally, Accounting basics, Transactions in Tally.ERP 9, Ledger & Groups, Features Of Tally .ERP 9, Accounting Vouchers, Processing Transaction in Tally.ERP9, Use Of Vouchers, Purchase & Sales, Backup & Restore, Taxation in Tally in Tally.ERP 9, **GST** Introduction, **GST** Mechanism & Journey, How **GST** Work, Chart Of Accounts, Function Key,

#### **2. Module 2 : Trading Organization:**

- Purchase & Sales ,Cash & Credit Purchase & Sales ,Invoicing in Tally.ERP 9, Inventory Creation ,Inventory Transactions ,Features of Tally.ERP9 , Advanced Inventory Features, Actual & Billed Quantity, Separate Discount Columns, Multiple Price Levels, Taxation in Tally.ERP 9, Goods and Service Tax **G.S.T**, **Scenario 1**, **G.S.T.R 2 Return Summary**, **Exporting GSTR1** , **Scenario 2**, **Statutory Adjustment** , **Scenario 3**, **Statutory Adjustment Of Reverse Charge**, **Scenario 4**, Point of Sales(POS),Reports, Accounting Reports, Statement of Accounts Inventory Reports, Statements of Inventory, Statutory Reports

#### **3. Module 3 :Manufacturing Organization:**

Accounting Voucher with GST applicable, batch wise details, Order Processing, Includes all Statutory Features, Goods Under GST ,Service Exempted, Processing Job, Goods and Services on Manufacturing Under GST, Job work In Order, TDS, TCS, Payroll, Multi Currency, Bill Of Material, Manufacturing Process.

#### **4. Module 4 : Display & Reporting:**

Include management & Control systems, Reports & All Statements, Backup & Restore, account Security, Budget, Scenarios, Finalization Of accounts.

### Course: Smart Tally:

#### **Module 1 : Non Trading Organization:**

- Introduction Of Tally, Accounting basics, Transactions in Tally.ERP 9, Ledger & Groups, Features Of Tally .ERP 9, Accounting Vouchers, Processing Transaction in Tally.ERP9, Use Of Vouchers, Purchase & Sales, Backup & Restore, Taxation in Tally in Tally.ERP 9, **GST Introduction**, **GST** Mechanism & Journey, How **GST** Work, Chart Of Accounts, Function Key,

#### **Module 2: Trading Organization:**

- Purchase, & Sales, Cash & Credit Purchase & Sales, Invoicing in Tally.ERP 9, Inventory Creation, Inventory Transactions, Features of Tally.ERP9, Advanced Inventory Features, Actual & Billed Quantity, Separate Discount

Columns, Multiple Price Levels, Taxation in Tally. ERP 9, Goods and Service Tax **G.S.T, Scenario 1, G.S.T.R 2 Return Summary, Exporting GSTR1 , Scenario 2, Statutory Adjustment , Scenario 3, Statutory Adjustment Of Reverse Charge, Scenario 4,** Point of Sales(POS),Reports, Accounting Reports, Statement of Accounts Inventory Reports, Statements of Inventory, Statutory Reports

**4.2. Fees and Charges:**

4.2.1. It has been agreed to the Parties that the Fees for the said training Course shall be Rs. 1800/- + GST per Trainee for Smart Tally & Rs 6000/- + GST per Trainee for Tally Professional and **Party of the FIRST PART** shall collect fees from trainees.

4.2.2. Fees will be Shared between the parties as follows

<b>Course</b>	<b>Fees</b>	<b>CCA</b>
Tally Professional	6000 + GST	3500+ GST
Tally Smart	1800 + GST	1000+GST

The **Party of the FIRST PART** shall make the 50% advance payment of the above said share after collecting from students within 15 days after start of the said training course. Such payment shall be calculated on the number of students admitted for the course batch and made along with the letter of confirmation to start the training batch.

4.2.3. The **Party of the FIRST PART** shall pay remaining 50% of the Fees after completion of training batch.

**4.3. Payment Mode:** The payment of share in fees as per clause 4.2.2 by the **Party of the FIRST PART** to the **Party of the SECOND PART** can be done through Cash/cheque/ DD/ RTGS/ NEFT or any other mode which is suitable and mutually decided between the parties.

- 4.4. **Handouts and Certificates:** The cost of handouts and Certificates to be distributed and given to trainees is included in the Fees as decided in clause 4.2.1. The **Party of the SECOND PART** shall not distribute the Handouts and Certificates without prior permission of the **Party of the FIRST PART** the cost of printing certificate, study material, handouts should be borne by party of Second Part
- 4.5. **Training Schedule and Duration:** The schedule of the training batches will be decided as per mutual consent and availability of computer lab.
- 4.6. **Administrative and Infrastructural support:** The **Party of the FIRST PART** shall provide training room, suitable to the number of trainees to conduct training program along with Computer Lab, Projector with screen, Audio file players, and Helpdesk counter for counselling the students.
- 4.7. **Teaching Staff:** The trainer will be our professional certified and will be provided by part of the second part. The trainer's remuneration convenience will be paid by party of the second part. Trainer will not be employed by BMCC
- 4.8. Faculty will be provided By **Party of the SECOND PART** and their remuneration will be paid by **Party of the SECOND PART**.
- 4.9. **Exam:** The **Party of the SECOND PART** will conduct Tally Exam with prior permission of the **Party of the FIRST PART**.
- 4.10. **Resolution of dispute and jurisdiction:** This memorandum of understanding is governed and construed in all respects in accordance with the laws of India and each party hereby submits to the non exclusive jurisdiction of Pune Courts. In the event of any dispute or difference between The **Party of the FIRST PART** and the **Party of the SECOND PART** with regards to any terms of this memorandum of understanding, such dispute/difference shall be referred to mutually decided arbitrator for arbitration. The proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- 4.11. This MOU can be terminated by either parties with one month prior notice, subject to completion of batch in process.

In witness whereof the parties have signed this Memorandum of Understanding of the day, month and year first hereinabove written

