

**Letter of Collaboration****Between****Kotak Education Foundation****And****Bunts Sangha's S.M. Shetty College of Science and Commerce and  
Management Studies , Powai****1. Purpose:**

Kotak Education Foundation (KEF) and Bunts Sangh's S.M.Shetty College of Science, Commerce and management studies NSS unit have agreed to work together to promote volunteerism among students regarding activities at different KEF interventions / departments.

**2. Scope and Duration:**

This collaboration is for the period beginning every year from June 2019 to February 2020. The scope and duration of the collaboration may be amended and/or extended if needed and agreed mutually.

**3. Decision-making structure & communication.**

Each institute will identify a person to be their point of contact(POC) within their own organization. The main decisions regarding eligibility, selection, joining, supervision and completion of activities are taken by KEF/ Bunts Sangh's S.M.Shetty College of Science, Commerce and management studies and will be communicated through mails to the POC.

**4. Commitment to the Collaboration:**

The participating institute will contribute 80 hours each by 60 volunteers in a year. It is expected that the institute honour the time and agreed schedule of the various volunteering opportunities.

**5. Accountability process and problem-solving**

The point of contact of both the parties will ensure periodic joint reviews to assess the progress on collaborations at various levels and also through exchange of feedback and reports. We are committed to open communication with each other to strengthen the collaboration.

**Kotak Education Foundation**

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**6. Expectations:**

After the successful completion of the volunteering activity, KEF will issue certificates and distribute conveyance allowance to the students. KEF will also share Annual Volunteering Activity Report to the institute. The Institute should share quarterly feedback to KEF as per the feedback form. The Institute should not enter into any fundraising or promotional activity in the name of Kotak Education Foundation. KEF also expects the institute to share an academic calendar by mid June for the availability of volunteers and the same will be shared by KEF with the institute.

**7. Confidentiality:**

KEF expects the Institute shall maintain confidentiality of the information which relates to KEF or its partners (schools, NGOs, companies, beneficiaries etc.) and also take prior approval for sharing any KEF activity documents/beneficiaries photos externally.

**8. Validity and Discontinuity of the agreement:**

This Agreement is valid for a period of 1 year.

The current agreement can be continued with necessary addendum for any new collaboration with the same institute.

Both the parties may discontinue this agreement upon 30 calendar days' notice in advance in writing. In the event of discontinuity, both parties have to discharge their obligations.

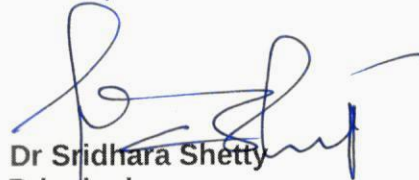
This collaboration document was unanimously adopted by representatives of Kotak Education Foundation and Bunts Sangh's S.M.Shetty College of Science, Commerce and management studies, Powai.

**For Kotak Education Foundation**

Anuradha Dattagupta  
Management Committee Member/  
Head of Volunteering



Date: 2/08/19

**For Bunts Sangh's S.M.Shetty College of Science, Commerce and Management Studies, Powai.**

Dr Sridhara Shetty  
Principal

Date: 2/08/19