

E-Copies of Linkage Documents

Foreign University

Rochester Institute of Technology – Dubai

National University

Acharya Narendra Dev College instart Foundation

Other MOUs

Vijigishu Education Private Limited

Corporate

Airport Authorities of India

Memorandum of Understanding

Memorandum of Understanding (MoU) between Jagannath International Management School and RIT-Dubai

This Memorandum of Understanding is by and between:

A: **Jagannath International Management School ("JIMS")** registered in India and having its registered office at **MOR , Pocket 105, Kalkaji, New Delhi – 110 019**, and represented by its Director Dr Anuj Verma; [www. jagannath.org](http://www.jagannath.org)

and

B: Rochester Institute of Technology – Dubai ("RITD"), registered in Dubai Silicon Oasis, Dubai, United Arab Emirates and represented by its President Dr. Yousef Al Assaf, <http://www.rit.edu/dubai/>;

Hereinafter also referred to as "Party" and collectively as "Parties".

THE PARTICIPANTS

JIMS is an institute based in India engaged in providing Undergraduate and Graduate Degrees **BBA & B.Com(Hon)/ Post Graduate Diploma in Management (PGDM) and Post Graduate Diploma in Management (International Business) (PGDM (IB))**.

RIT Dubai is a not-for-profit global campus of Rochester Institute of Technology, NY, one of the world's leading technological universities. RIT Dubai offers highly valued American Bachelor's and Master's degrees in business and leadership, engineering, and computing directly from our New York campus.

PREAMBLE

The Parties consider themselves as co-operation and knowledge partners. Both organisations stand to benefit if synergies are exploited.

JIMS and RITD see areas of common interest for research and cooperation in the general areas of Smart Cities and Sustainability, Data Analytics, Business and Economics and Future Foresight & Planning with a special focus on:

- Urban Planning and Sustainability
- Digital Transformation and Data Analytics
- Economics and Public Policy
- Future Foresight and Planning

(These can be modified as needed)

And are interested in bringing these and other areas of interest into a common platform.

Memorandum of Understanding

ARTICLE I SCOPE AND OBJECTIVES

1. The Parties agree that the general scope of cooperation between them will encompass the following areas:
 - a) Immersions for students at each other's campuses.
 - b) Staff and faculty exchanges between the two institutions.
 - c) Student exchanges between the two institutions.
 - d) Research collaboration between the faculties of the two institutions.
2. The Parties have agreed in principle to explore each of these areas of cooperation within the broad subject areas stated above.

ARTICLE II DETAILS OF COOPERATION

A detailed description of the scope of activities shall be defined in separate Activity Agreements for implementation (such as Student Exchange Agreements, Immersions for students at each other's campuses, Faculty Exchange Agreements, etc).

The Activity Agreements will include such terms as:

- Elaboration of the responsibilities of each institution for the agreed upon activity
- Schedules for the specific activity
- Budgets and sources of financing for each activity
- Any other items deemed necessary for the efficient management of the activity.

ARTICLE III REPRESENTATION

For the purpose of this MoU, JIMS shall be represented in all the above mentioned by its **Director**, when and where appropriate.

Also for the purpose of this MoU, RIT Dubai shall be represented in all the above mentioned by its President, when and where appropriate.

ARTICLE IV INTELLECTUAL PROPERTY

If intellectual property can be generated by the activities undertaken in the pursuit of this MoU, a separate agreement shall be established between the Participants to cover such an eventuality.

Memorandum of Understanding

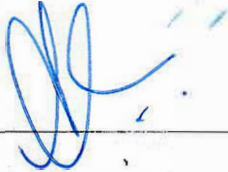
ARTICLE V NATURE OF THE MoU

No Statements in this MoU shall be deemed to create a legal relationship between the Participants.

ARTICLE VI DURATION, AMENDMENT AND TERMINATION

1. This MoU shall be effective upon signing by both Participants and remains valid until cancelled.
2. If necessary, this MoU may be amended by mutual agreement on the basis of an exchange of letters. Such an amendment shall come into force on the date when such a letter is signed by both Participants.
3. Either Participant may terminate this MoU at any time with a sixty (60) day written notice to the other Participant.

For Jagannath International Management School



Name : Dr. Anuj Verma

Director

Date: 3rd June 2024

For RITD



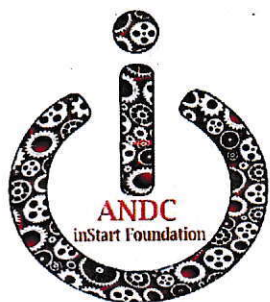
**Name: Dr. Youssef Al Assaf
President**

Date: 11-06-2024

Dr. Anuj Verma

Director

Jagannath International Management School
Mor Pocket-105, Kalkaji, New Delhi-110019



MEMORANDUM OF UNDERSTANDING

ADDENDUM AGREEMENT

BETWEEN

ANDC inStart Foundation

AND

JIMS KALKAJI

ADDENDUM AGREEMENT

THIS ADDENDUM AGREEMENT ("Agreement") is entered into on this 13th day of March 2024 ("Effective Date") by and between:

ANDC inStart Foundation, a Section 8 Company, Limited by Guarantee and not having Share Capital under the Companies Act, 2013, promoted by Acharya Narendra Dev College, a constituent College of the University of Delhi, operating from its host institution's present campus at Govindpuri, Kalkaji, New Delhi, India – 110019 (hereinafter referred to as "**ANDC-inStart**").

AND

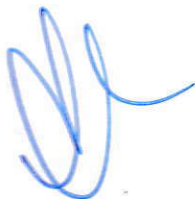
Jagannath Institute of Management Studies, JIMS Kalkaji, functioning under the aegis of the Jagannath Gupta Memorial Educational Society (a registered non-profit organization), one of the top Management Colleges in Delhi, having current address as Jagannath International Management School (JIMS) MOR Pocket 105, Kalkaji, New Delhi-110019 (hereinafter referred to as "**JIMS Kalkaji**"). The Jagannath Gupta Memorial Educational Society is reputed for imparting high-quality education and thereby is creating a pool of professionally qualified and skilled managers and entrepreneurs to meet the growing needs of trade and industry.

WHEREAS ANDC-inStart and JIMS Kalkaji are collectively referred to as the "**Parties**" and individually as a "**Party**".

WHEREAS the Parties entered into a Memorandum of Understanding dated 15th March 2019 ("**MOU**") wherein the parties mutually agreed on terms and conditions to jointly setup a Business Incubation facility, known as the **ANDC inStart – JIMS Business Incubator** within the premises of JIMS Kalkaji. The said MOU is expiring on 15th March, 2024;

AND WHEREAS the Parties have mutually decided to extend the term of the MOU for a further period of 5 years commencing w.e.f. 16th March, 2024.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree to enter into the following agreement, amending the MOU, as follows:



1. **EXTENSION OF THE TERM OF THE MOU**

The Parties have mutually agreed that the term of the MOU shall be extended for a further period of 5 (five) years commencing w.e.f. 16th March, 2024.

2. **THE "COORDINATION FROM ANDC InStart" CLAUSE SHALL BE MODIFIED AS UNDER:**

The "Coordination from ANDC inStart" clause in the MOU shall be modified as under:

"Coordination from ANDC-inStart:

The engagement will be coordinated by Dhruv Rana, CEO of the ANDC inStart Foundation (ANDC-inStart), having mobile number: +91 9999693977 and Email address: ceo@andcinstartfoundation.in

or any other person so nominated by the Board of ANDC-inStart. The contact details of such person will be communicated to JIMS-Kalkaji."

3. **A NEW CLAUSE SHALL BE ADDED TO THE MOU:**

The following clause shall be added to the MOU:

"Undertaking:

Incubatees or Pre-Incubatees of ANDC-inStart who would utilise the space/infrastructure available at JIMS Kalkaji under the ANDC inStart – JIMS Business Incubator shall be required to sign a separate undertaking for the same with JIMS, Kalkaji,"

4. **GENERAL**

3.1 Except as set forth in this Agreement, the terms of the MOU are unaffected and shall continue in full force and effect. If there is conflict between this Agreement and the MOU, the terms of this Agreement shall prevail.

3.2 Except as set forth in this Agreement, all other terms of the MOU shall apply equally to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.



For ANDC inStart Foundation
(ANDC-inStart)



Name: **Prof. Ravi Toteja**

Title: Chairperson



For JIMS Kalkaji



Name: **Dr. Anuj Verma**

Title: Director



Terms and Conditions for Use of Office Premises

These terms and conditions ("**Terms**") govern the use of office premises located at JIMS Kalkaji ("**Premises**") by the user ("**Incubatee**") under the **ANDC inStart - JIMS Business Incubator**, setup jointly with ANDC inStart Foundation ("**AIF**") as per the MOU dated 15th March 2019 signed between ANDC inStart Foundation and JIMS, Kalkaji.

However, these Terms are subject to the terms and conditions contained under the respective Incubation Agreement or any other Agreements ("**Incubation Agreement/s**") signed by the Incubatee/Incubatee Company with ANDC inStart Foundation and the terms and conditions under the MOU dated 15th March 2019 signed between ANDC inStart Foundation and JIMS, Kalkaji. If there is any conflict between these Terms and the Incubation Agreement/s, the terms of the Incubation Agreement/s shall prevail

Permitted Use:

- 1.1. The Incubatee is permitted to use the Premises solely for the purpose of conducting business activities related to the nature of their business or incubation project.
- 1.2. The Premises shall not be used for any unlawful purpose or in any manner that violates local laws or regulations.

2. Prohibited Activities:

- 2.1. Alcohol and Hazardous Materials: The consumption, storage, or use of alcohol, illegal substances, hazardous materials, or any items deemed unsafe within the Premises is strictly prohibited.
- 2.2. Smoking: Smoking or vaping is strictly prohibited within the Premises.
- 2.3. Subletting: The Incubatee shall not sublet, assign, or otherwise allow any third party to use the Premises without prior consent from JIMS, Kalkaji or AIF.
- 2.4. Nuisance: The Incubatee shall not cause any nuisance, disturbance, or annoyance to other occupants of the building or neighboring properties.

3. Maintenance and Damage:

- 3.1. Maintenance: The Incubatee shall promptly report any maintenance issues or repairs needed to management of JIMS, Kalkaji or authorized person for the ANDC inStart - JIMS Business Incubator JIMS on behalf of JIMS, Kalkaji.

3.2. Damage: The Incubatee shall be liable for any damage caused to the Premises or its infrastructure due to negligence or misuse by the Incubatee, its employees, agents, or visitors of the Incubatee.

4. **Security and Access:**

4.1. Access: The Incubatee shall ensure that access to the Premises is limited to authorized personnel only.

By using the Premises, the Incubatee acknowledges and agrees to comply with these Terms. Failure to comply with these Terms may result in termination of access to the Premises.



VIJIGISHU EDUCATION PRIVATE LIMITED

A-9, 3rd Floor, Mark Park Apartment, Pandurang Colony, Erandwane, Pune -411004

✉ info@vijigishu.co.in ☎ 020-79626639 📞 +91 7588522386

26th December 2023

Subject: Undertaking cum Memorandum of Understanding for Global Immersion Program in Dubai, UAE

To,
The Director
Jagannath Institute of Management
Studies, New Delhi

Respected Sir,

A tour with the following details has been planned:

1. FINAL Start and end dates of the tour: 26th Feb to 2nd March 2024
2. FINAL Number of students joining the tour: 60 Adults
3. Destination/s to be visited: Dubai, UAE
4. Selected Tour Operator contact details: 020 – 7962 6639 / 9623362068
5. Number of Complimentary faculty with 60 paying students: 1
6. FINAL Tour cost (individual): INR 78,000 incl. GST

We have read and understood the proposal submitted for the Global Immersion Program to Dubai and the same has been approved by the management

7. Names & Signature of Initiators:
8. Authorized Signatory for JIMS (Jagannath Institute of Management Studies, New Delhi)

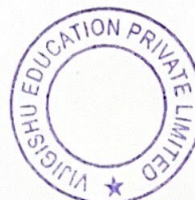
Indicative itinerary

Day	Date (2024)	Program
1	26 th Feb	<ul style="list-style-type: none">· Arrive in Dubai· Welcome Session followed by guided city orientation· Dhow cruise in the evening
2	27 th Feb	University session
3	28 th Feb	University session (Final presentation & Certification)
4	29 th Feb	<ul style="list-style-type: none">· 1st Industry visit· Desert safari + BBQ dinner at the campsite
5	1 st March	<ul style="list-style-type: none">· 2nd Industry visit· Dubai Mall and Fountain show
6	2 nd March	Free time and Departure

Duration: 6 Days /5 Nights, 26 Feb - 2 Mar 2024

Program Inclusions -

- 5 nights' accommodation with Breakfast on triple sharing in Skaf Hotel or similar.
- 5 breakfasts, 5 packed lunches, and 5 dinners
- Tourist Visa + Insurance Transportation as per Itinerary
- Sightseeing entry fees as per the itinerary mentioned above



- Desert Safari with BBQ Dinner Dhow Cruise with Dinner
- Fees for academic visits and workshop
- Tips to Coach Drivers and Guides
- Tourism Dirham Tax

Flight Details (Airline - Air Arabia) -

Delhi to Sharjah: 26 Feb 2024 - Departure: 0315 - Arrival: 0545

Sharjah to Delhi: 02 Mar 2024 - Departure: 1300 - Arrival: 1740

Program cost -

No. of Students	No. of Faculty (Free of Cost)	Program Cost (Land package INR)	Airfare (INR)	GST (5%)	Total Payable
60	1	47,786	26500	3714	78,000

Exclusions -

- TCS if applicable (TCS is refundable at the time of filing Income Tax returns).
- Personal Expenses
- Any meals not included in the "program inclusions"

Note:

- Tour cost is subject to change with an increase in airfare and a change in exchange rate
- We do not hold any confirmed bookings for flights. Flights bookings are done only after confirmation.
- The tour cost is based on a minimum of 60 students and the price may change with any decrease in the number of students.
- Industry and university visits are subject to change depending on the confirmation and availability.
- VEPL terms and conditions will apply to all the bookings.



We are pleased to present this Tour Operator Agreement and Memorandum of Understanding (MOU) to formalize our collaboration in organizing an exceptional Immersion programs (International & Domestic). This agreement outlines the terms and conditions under which VEPL (Vijigishu Education Pvt Ltd) will cooperate Jagannath Institute of Management Studies, New Delhi (referred to as JIMS) to curate an unforgettable travel experience for our valued clients.

1. **Purpose and Scope:** This undertaking aims to define the roles, responsibilities, and obligations of both parties in arranging and executing a tour to Dubai, UAE. The tour is designed to provide participants with an immersive encounter with Dubai, UAE's culture, heritage, natural beauty, and landmarks.

On behalf of VEPL, a renowned tour operator specializing in educational and cultural immersion experiences, we propose a Tour Operator Agreement and MOU for a Global Immersion Program to Dubai. Having thoroughly assessed JIMS educational offerings and reputation, we are enthusiastic about the opportunity to enrich your students' learning journey through an immersive experience in Dubai, UAE. Our extensive experience in crafting educational travel programs perfectly aligns with your institution's goal of providing holistic education and cross-cultural exposure.

The proposed Global Immersion Program aims to offer students a blend of academic insights within an international context. The program will expose students to Dubai, UAE's rich cultural, historical, and business aspects, fostering their global perspective and understanding of international dynamics. Our comprehensive itinerary will encompass cultural tours, industry visits, and networking sessions with local experts.

2. **Financial Arrangements:** Financial terms, including program fees, payment schedules, and any cost-sharing arrangements, will be as per VEPL's terms and conditions (see Annexure).
3. **Role of Vijigishu Education:**
 - **Program Design and Development:** VEPL will collaborate with JIMS to design a comprehensive program itinerary aligning with your academic goals and desired learning outcomes.
 - **Tour Itinerary:** VEPL will customize the tour itinerary, including accommodation, transportation, academic and leisure activities, and sightseeing.
 - **Health and Safety:** VEPL will prioritize participants' safety, adhering to all necessary health and safety guidelines and protocols.
 - **Tour Coordinators:** VEPL will designate experienced tour coordinator/s knowledgeable about the destinations, providing insightful information to participants.
 - **Logistics:** VEPL will manage all tour-related logistics, including reservations, bookings, coordination with local service providers, and on-ground support throughout the program.
 - **Ethical Standards:** VEPL will adhere to all relevant legal and ethical standards in the tourism industry.
 - **Support to JIMS:** VEPL will assist and support JIMS in ensuring a seamless tour experience.
 - **Local Insights:** VEPL will contribute local insights and recommendations to enhance the overall tour experience.
 - **Issue Resolution:** VEPL will promptly address any issues or concerns raised by tour participants during the trip and will address the issues in their scope of operation. Issues related to third-party vendors (transporters, Hotel, Restaurants, industries, sightseeing attractions etc are sometimes out of our control)
 - **Communication:** VEPL will maintain open communication with JIMS throughout planning



and execution.

4. **Schedule and Changes:** A detailed schedule will be prepared in consultation with the faculty in charge to ensure smooth program conduction. The timetable will be strictly adhered to, though last-minute changes may not always be feasible. Any such situation will be discussed, and decisions will be made jointly to enhance the tour experience.
5. **Payment Schedule:** Payment shall be made by the following schedule:
 - a) Rs. 35,000 * 60 = Rs. 21,00,000 (Airfare + visa + Insurance) will be paid upon signing the Memorandum of Understanding (MOU) on or before (30.12.2023).
 - b) Rs. 35,200 * 60 = Rs. 21,12,000 will be paid 7 days before the departure of the group i.e on or before 18.02.2024
 - c) Rs. 7800*60 = Rs 4,68,000, a post-dated cheque of Rs 4,68,000/- shall be given by the institute before the tour departs.The date on the PDC shall be 3.02.2024.
6. **Complimentary Accompaniment:** One teacher/assistant/resource person or any other college representative will be accompanied complimentary with 60 paying students.
7. **Health Expenses:** Any costs resulting from individual health issues or medical reasons will be borne by the respective student/faculty. Please review the travel insurance documents before departure.
8. **Confidentiality:** Both parties acknowledge and agree to maintain the confidentiality of any proprietary, sensitive, or confidential information shared during the collaboration.
9. **Duration and Termination:** This MOU will be effective from the date of signing and remain in force until the tour ends. Either party may terminate this agreement in writing with a notice period of 3 months. In case of Termination, VEPL's cancellation policy of the tour will be applicable.
10. **Governing Law:** This agreement shall be governed by and construed by the laws of Pune Jurisdiction.
11. **Commitment:** This collaboration is anticipated to be mutually beneficial, resulting in a successful and unforgettable tour to Dubai. By signing this document, both parties express their commitment to fulfilling their respective roles and obligations.
12. **Force Majeure and Amendments:** In an unprecedented force majeure situation or changes in government policy, VEPL reserves the right to modify the tour program and will not be liable for any compensation or loss arising from such situations.
13. **Cancellation Policy:** In case of cancellation after registration, VEPL's terms, conditions, and cancellation policy will apply.



Please signify your agreement by signing below:

FOR VIJIGISHU EDUCATION PVT LTD FOR Jagannath Institute of Management Studies, New Delhi

PPchobhe
Authorized Signatory

Date: 18/12/2024



Authorized Signatory

Dr. Anuj Verma

Director

Date: 28/12/2024

Jagannath International Management School
Block-105, Kalkaji, New Delhi-110019

We eagerly anticipate a productive partnership and an exceptional tour experience for our clients.

Yours Sincerely,

PPchobhe

Mr. Pranav Chobhe ,

Director, Vijigishu Education Pvt Ltd, Pune



Annexure

Booking Terms, Conditions & Cancellation Policy.

General Terms and Conditions:

- The company holds the right to make changes in the program itinerary due to force majeure any unforeseen circumstances, natural calamities, riots, or situations beyond human control, etc. The company will not be liable to pay for losses incurred due to any such situations leading to the termination or postponement of the immersion program.
- All bookings must be made on a pre-payment basis (i.e. must be paid 100% in India or before the passenger departs).
- All rates are subject to a revision in case of a change in the exchange rate, change in airfare/train fare /bus ticket, increase in fuel charges, any change in the existing tax structure, or any sudden change in hotel tariffs, etc.
- No amendments are allowed after the commencement of the travel program or during the tour under any circumstances.
- In the case of group booking with an airline, a deviation is not permitted i.e. travelers are not allowed to change the travel date, destination, etc. Any such deviations or changes in the travel program from the customer's end will lead to a change in the tour cost and an additional cost based on fare difference or applicable fare shall be paid over and above the tour cost.
- In case of loss of passport during the tour leading to any change in travel plans, an extension of stay, charges for reissue of passport/ landing card, or any additional expenses, etc will have to be borne by the client/passenger.
- Traveler must inform the company in writing about any pre-existing disease/illness. The insurance company & VEPL are not liable to pay for any medical expenses accruing from such pre-existing illness.
- All travelers must adhere to the timings given by the program coordinator or as mentioned in the itinerary. VEPL is not responsible for any kind of refund or reimbursement for unutilized sightseeing activity or ticket due to delay from any traveler.
- VEPL will not be responsible for any missed connection of flight/ train/ bus (International / domestic) due to whatever reason. In such case, the travelers will be responsible for bearing the cost of new flight/train/ bus tickets or rescheduling charges or penalties, VEPL will not be liable to compensate for any such losses.
- Individual traveler is responsible for maintaining the decorum of the tour. Travelers should ensure that they will refrain from indulging in any such activity which is not legal or which violates the laws of the particular country. VEPL will not be responsible for any legal action against any traveler for his/her acts.
- VEPL will not be responsible for any mishap during the tour due to any reason whatsoever. VEPL will not be responsible for any damage to any property/Coach/Van etc. during the travel. The losses for the damage will be borne by the individual traveler responsible for the damage or collectively the entire group will have to bear the cost for damage/repairs.
- In case of canceling/ discontinuing from the ongoing tour due to whatsoever reason, VEPL will not be liable for any refunds or charges for rescheduling the flight/bus/train ticket.
- In case of quarantine (If applicable), it will be the responsibility of the traveler to bear all the accommodation costs and adhere to the rules of a particular country. VEPL will not be responsible & liable to pay for accommodation costs in case of Quarantine.



- The agreement/contract and all the terms and conditions are subject to the jurisdiction of the Pune court only. Any disputes arising in regards to the terms and conditions of the contract would be referred to Pune court only.
- Customer will not be able to ask for last-moment/minute changes in the tour itinerary.
- For group travelers, a coordinator shall be nominated by the respective institute/college/University/organization and the details of the co-ordinator shall be shared with VEPL.

Itinerary

- Tour visit proposal will be submitted to the customer **120-90** days before the tentative date of travel.
- The program Itinerary will be finalized **15-7** days before the departure.

Booking Confirmation:

A booking is confirmed only after the payment of the booking amount is credited to the company's account.

Payment Terms and Conditions:

- For the services contracted, a minimum deposit of 25% (or as quoted on the proposal for the specific tour) is to be paid to Vijigishu Education Pvt Ltd. The deposit is required to hold the bookings on a confirmed basis.
- However, during the high peak season (X-Mas, New Year, Diwali, etc) and in some other special cases, last-minute tour booking full payment is required to be made at the time of booking itself.
- Even after making the 25% advance to confirm your bookings, in some cases, you might be required to pay an additional advance amount before the final balance payment date depending upon the contractor/ supplier's payment deadline as and when applicable.
- In the Case of an International tour, 5%TCS (Tax collected at source) on the total cost will be charged extra. TCS Amount collected shall reflect in Form 26AS of the person of which PAN is provided which can be claimed while filing their Income-tax return. Without submission of a PAN card, 10% of TCS will be applicable.

Balance Payment:

- Balance payment is to be made 30-20 days before the date of departure or as per the MoU. Any delays in the payment might lead to additional charges or cancellations. Especially with airlines, all payment terms and conditions must be fulfilled in the stipulated timeframe.
- Hence, to have a delightful experience, kindly adhere to the payment deadlines.
- In case of any balance payment that is to be made after the tour (Clause applicable only if mentioned in MoU) then a post-dated cheque equivalent of the balance amount will be collected before the tour departs.

Mode of Payment:

- All payments shall be made to "Vijigishu Education Pvt. Ltd". Payment can be made through NEFT/RTGS/UPI to the below-mentioned bank details



- A/C NAME: VIJIGISHUEDUCATIONPRIVATELIMITEDA/CNO:645105003107
- IFSC CODE: ICIC0006451
- Bank: ICICI bank
- Important note: Please note that Vijigishu Education Pvt. Ltd (VEPL) employee or agent will not ask for your Card Number, CVV, Net Banking login, Password, OTP, etc. Nor will they ask you to transfer funds to a personal account or to install third-party apps like Any Desk, Team Viewer, etc.

Please do not act on such a request. Report such incidents to pranav@vijigishu.co.in or call 020-7962 6639.

Schedule For Visit Coordination– The following schedule will be followed for better planning and coordination of the immersion program. All are requested to adhere to the same:-

- Proposal submission- D minus 120-90 (D – Date of Travel)
- Finalization of Travel Date - D minus 90-75
- Initial Payment - D minus 90-75
- Sharing of Personal Info by travelers - D minus 60-45
- Visa processing - D minus 60-30 or as per visa norms of the Country .
- Balance payment (100%) - D minus 30

Cancellation Policy:

Standard cancellation policy will be applicable for groups and individuals. All requests for cancellation must be made in writing to the company via email at info@vijigishu.co.in.

- The cancellation amount is calculated on the total booking amount (tour cost) and not on the advance amount paid. Below cancellation amount is calculated on the Land Package and the cancellation amount for airline booking will be applicable separately as per the airline's cancellation terms and policy.

Days before Departure	Cancellation % on total tour cost
90-45 days	25%
44-30 days	50%
29-15 days	75%
14-Departure day	100%

Cancellation charges are linked to airline and hotel booking policies. Cancellation charges may change with any change from the Airline/hotel booking policy.

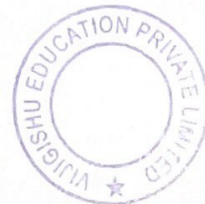


**Cancellations In Case of Travel Restrictions or Other
Circumstantial Interruptions**

- In case of cancellations due to lockdown or any travel restrictions laid down by the government, the tour can be postponed to a next convenient date in the next 1 year or as per the policies of hotels, transporters, airlines, etc. In this case, the client will be provided with a credit note for the tour. However, the tour cost of new travel dates may vary if any price surge in hotel tariffs, Airfare difference, penalties for cancellation/ rescheduling, peak travel seasons, etc. VEPL does not guarantee a credit note of 100 % tour cost paid for the tour.
- In case of canceling/ discontinuing from the ongoing tour due to any whatsoever reason, VEPL will not be liable for any refunds or charges for rescheduling the flight/bus/train ticket.
- However, in such cases, the refund/ cancellation policy/ rescheduling policy of the respective airline/ hotel is applicable for the amount paid towards the air ticket and hotel Accommodation. There may not be any refund for industrial visits, sightseeing activities, prepaid Guide service, etc. Vijigishu Education Pvt. Ltd does not hold any authority to make any changes or amendments to such third-party company policies and we will not be liable for any such losses.
- The airline will give a refund/credit note only in case the airline cancels the flight. Any cancellations or rescheduling from the client for whatsoever reason will be liable for cancellation /rescheduling charges as applicable for the particular booking by the airline.
- In case the client wants to terminate the tour and gets a refund-then a minimum 15 % service charge would be applicable on the total cost of the tour package and the remaining amount, (after deducting any cancellation charges from travel partners) would be refunded after recovering amount from the travel partners (Hotels, transporters, etc.)

Refunds:

- Refund (If any) for amendment and /or cancellation will be paid directly to the client. Refunds would take at least 30 working days.
- There is no refund payable for any unutilized or partially utilized services (e.g. Airline Tickets, Meals, Entrance Fee, Optional Tour, Hotel, Sightseeing, etc.)
- The refund for the foreign exchange component of the tour will be refunded in INR only and will be at the exchange rate prevailing on that particular day.
- Third Party refund i.e. Airline, Cruise, Overseas Suppliers could take between 30 to 90 working days.
- Hotels generally do not refund for unutilized bed in twin /triple sharing rooms if one of the travelers cancels due to whatsoever reason.
- There is no refund for an unutilized seat in the coach if the traveler cancels for whatsoever reason.
- Refunds will be made only in Indian INR only as per RBI regulations.
- There will be no refund for cancellation of the reservation after the commencement of travel.



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding [MoU], hereinafter referred to as the Memorandum, entered in this 20th <date> day of June <month>, 2024 between: -

The Airports Authority of India, a body corporate and constituted by the Central Government under the Airports Authority of India Act (Act 55 of 1994) having its Corporate Office at New Delhi, represented by General Manager (HR) - Training GIRISH KUMAR, hereinafter referred to as the "First Party",
AND

University / College / Institute of Sims, Kalkaji, having its office at MOR, Pocket 1, Kalkaji, Delhi, represented by the Dean / Registrar/ Principal Director, Sims, Kalkaji, hereinafter referred to as the "Second Party".

WHEREAS, the aforementioned parties desire to enter into the herein described Memorandum through which they shall work together to accomplish the "Aim" of the "Internship Program", as set forth.

[A] AIM:

To create interest in Civil Aviation among students by:

- Supplementing theoretical knowledge with practical operations / working
- Giving exposure to students in STEM (Science, Technology, Engineering and Mathematics) / non-STEM domains
- Giving opportunity to work on small-duration projects related to Civil Aviation

[B] INTERNSHIP PROGRAM:

Shall refer to the working arrangement between both the parties, as agreed, i.e.:

- i. Being part of project implementation at Airport (Observe implementation & Learn)
- ii. 2-5 days Familiarization (Visits / Workshops)
- iii. 4-20 weeks Internship

[C] APPLICABILITY:

The educational institutions in the vicinity of AAI Airports (25-40 km radius), can sign the MoU for their students undergoing Graduation / Post-Graduation / Professional degree courses.

[D] DURATION OF MoU:

The term of this Memorandum shall be for a period of 5 years from the date of its signing, and may be extended upon written mutual consent by both the Parties on the same terms & conditions or as agreed upon at that point of time.

[E] SCOPE OF COOPERATION:

Through this Memorandum, both the Parties affirm the value of Industry-academia collaboration and agree to promote the Internship Program as detailed in Annexure-I.

[F] FINANCIAL SUPPORT:

- i. No stipend or any remuneration would be paid to a participating student or University / College / Institute for any Program.
- ii. Wherever feasible, necessary arrangements of transportation from college to airport and back during workshops / visits may be made by AAI, wherever the number of students is more than 20 and where the Second Party doesn't have its own transport facility.
- iii. Wherever feasible, arrangement of working lunch and provision of literature and books shall be made for students by AAI.

[G] ROLES AND RESPONSIBILITIES OF THE PARTIES:

The Parties to this MoU have mutually acknowledged and agreed to the following:

- i. To work together in a cooperative and coordinated manner to fulfil the objective of this Memorandum.
- ii. The Second Party shall ensure that students abide by the rules & regulations of AAI, and SOP / Instructions as detailed in Annexure-II.
- iii. The Parties to this MoU have the right to individually or mutually terminate their participation in this Memorandum.
- iv. The data / information collected by the students of Second Party would be for sole academic purpose and mutual benefit. No data or information to be shared with third party without the explicit written consent of the First Party.
- v. Any dispute that arises in connection with this MoU shall be settled amicably between the parties. The decision of AAI Management shall be final and binding on both the parties.
- vi. Internship Program is neither an employment opportunity with AAI, nor an aid in securing employment in AAI.
- vii. AAI has absolute unfettered right to restrict the program in any manner, either to Institutions or to numbers of participants or in any other manner.
- viii. This MoU does not create any right to students of the institutions or to institutions. This effort of AAI is purely voluntary.

This Memorandum has come into force on the 20th day June month and 2024 year as mentioned above.

For Airports Authority of India:

(First Party Signature)

गिरिश कुमार / Girish Kumar
Date: 20/6/24
सहायक (म.स.) / General Manager (HR)
भारतीय विमानपत्तन प्राधिकरण / Airports Authority of India
राजीव गांधी भवन / Rajiv Gandhi Bhawan
सफदरजंग हवाई अड्डा / Safdarjung Airport
नई दिल्ली-110003 / New Delhi-110003

For JIMS University/College/ Institute:

(Second Party Signature)

Date: 20/6/24