



MEMORANDUM OF UNDERSTANDING

PARTIES TO THE MEMORANDUM

AIESEC in Baroda



AND

GSFC University



MEMORANDUM OF UNDERSTANDING

This Memorandum Of Understanding (MOU) is drawn on 23rd June of 2020, between ;

GSFC University

**Vigyan Bhavan,
P. O. Fertilizernagar,
Vadodara - 391750,
Gujarat, INDIA**

AND

AIESEC in Baroda

**C-212, Manubhai Tower,
Near Kalaghoda circle , Sayajigunj,
Vadodara , Gujarat- 390020**



WHEREAS :

- A. **GSFC University** is incorporated under Gujarat Private Universities Act 2009 as amended by the second Amendment of 2014 and is established by Gujarat state Fertilisers and Chemicals Ltd. through GSFC Education Society.
- B. GSFC University strives to be the best compact boutique institution with a futuristic approach, encouraging student centric culture and a sharpened focus on developing industry ready and employable students with all round development.
- C. AIESEC is a global, non-political, independent, not-for-profit voluntary organization run by students and recent graduates of institutions of higher education. AIESEC in Baroda is a Business Unit of the Member Committee of AIESEC in India, which operates under the supervision of AIESEC International.
- D. AIESEC chapters across the globe along with their partners, create, facilitate and offer unique Leadership experience through international traineeship exchanges. AIESEC operations include Incoming and Outgoing Exchanges. Each year, AIESEC provides students the opportunity to live and work in a foreign country on the Sustainable Development Goals initiated by the United Nations. AIESEC's vision statement – Peace & Fulfillment of Humankind's Potential.
- E. GSFC University and AIESEC in Baroda are deeply convinced that international voluntary and Leadership opportunities provided by AIESEC are beneficial to the students of GSFC University and is in accordance with the objectives of both the organizations.
- F. In pursuance of the aforesaid, the parties wish to record under this Memorandum of Understanding (MoU), the terms of their mutual understanding in order to provide and facilitate international voluntary exchanges and leadership opportunities for cross cultural experience to the students of GSFC University.

NOW THEREFORE THE PARTIES HERETO AGREE AS UNDER:

1. SCOPE OF MOU

- 1.1 This MoU details the structure and processes to be undertaken as a result of collaboration between AIESEC in Baroda and GSFC University.
- 1.2 AIESEC in Baroda makes GSFC University its Official (AIESEC India's Legislated) university partner with the aim of introducing Outgoing operations within university.

2. OBJECTIVES

- 2.1 To provide leadership opportunities and global exposure through AIESEC's programs.
- 2.2 To provide experience and learning along with cross cultural experience to the students of GSFC University through activities conducted by AIESEC.

3. RESPONSIBILITIES OF AIESEC UNDER MOU

- 3.1 To consensually recruit GSFC University's students into the general body of AIESEC in Baroda as per the recruitment process of the local chapter. All AIESEC activities will be carried out by the independent body of AIESEC members recruited from and working in the GSFC University as well as in Baroda city.
- 3.2 To constitute a team of AIESECers in GSFC University that shall consist of the student members recruited from GSFC University as per the provisions of Art. 3.1 of the MoU; hereinafter referred to as "The Club".

3.2.1 Responsibilities of “The Club” with respect to partnership -

- To conduct a survey in order to identify the needs of the students of GSFC University with the aim to understand their interests (issues, countries, areas of research etc. that they wish to experience and work for)
- To organize and promote the activities of AIESEC, in GSFC University.
- To facilitate leadership development in GSFC University students through AIESEC’s Global Exchange Program.
- To organize AIESEC Information Seminars (IS) in order to help the students understand AIESEC and its programs.

3.2.2 Other responsibilities -

- To promote the activities of AIESEC in Baroda in GSFC University.
- To submit monthly progress reports to AIESEC in Baroda.
- To attend the General Body Meetings (GBMs) of AIESEC in Baroda.

3.3 To provide progress reports of “The Club” to the concerned person at GSFC University.

3.4 To profile GSFC University as an official partner.

3.5 The Executive Board of AIESEC in Baroda shall supervise the activities of “The Club”.

3.6 To provide visa assistance and facilitate the entire exchange process.

3.7 To intervene and resolve any issue with regard to job description for and in the best interest of the EP (Exchange Participant).

4. RESPONSIBILITIES OF GSFC UNIVERSITY UNDER MOU

- 4.1 To permit AIESEC in Baroda to perform within GSFC University, the activities mentioned under Art. 3(2) of the MoU.
- 4.2 To permit "The Club" to send information regarding international volunteer opportunities to the students of GSFC University through its internship committee.
- 4.3 To permit "The Club" to send AIESEC related information through GSFC University E-mail.
- 4.4 To recognize AIESEC Outgoing Global Volunteer programs as valid voluntary experience.
- 4.5 To profile AIESEC in Baroda as an official partner of the university only in the activities which will be related to the organization's vision and values.
- 4.6 To assist the Exchange Participants (EPs) in creating appropriate academic research initiatives that they may take up during the course of their Outgoing Global Volunteer program.
- 4.7 To take assistance of the Executive Board of AIESEC in Baroda while performing the functions mentioned under Art. 4(6).
- 4.8 To provide activity room and logistical support to "The Club", in furtherance of their activities as mentioned under Art. 3(1) and 3(2) (a) of the MoU..
- 4.9 To cooperate, to the extent possible, with "The Club" in providing documents necessary to facilitate the visa application process of the Exchange Participants.
- 4.10 To provide a faculty coordinator of GSFC University to "The Club" who will be overlooking AIESEC activities happening in campus and circulating emails through official email-id of university to the students.

5. MISCELLANEOUS

- 5.1 AIESEC in Baroda shall provide equal opportunities to “The Club” with regard to all the activities of the Local Committee.
- 5.2 GSFC University and AIESEC in Baroda may collaborate for any other purpose that is mutually beneficial and agreed upon.
- 5.3 To allow externals to perform in AIESEC related activities within campus, which will be done with prior discussion and mutual consent.
- 5.4 Any action or deed by the EP against the law of the host country will solely be the responsibility of the EP and neither AIESEC nor GSFC University will be accountable for the outcome of the same.

6. DURATION OF MOU

- 6.1 The duration of the MOU shall be for a period of two Years starting from 01/10/2020 To 30/09/2022.
- 6.2 In case, if any party wants to end the MoU, then any one of them can serve a month's notice to each partner. In case any dispute arises, then the matter shall be referred to the Alternative Dispute Resolution Mechanism and on such instance the matter will be resolved in Baroda itself.



SCHEDULES

1. RECRUITMENTS

As per the Art. 3.1 AIESEC recruitment process involves four steps as follows;

01. **OPENING RECRUITMENT** – Inviting participation for the recruitment drive. This is the pre- recruitment stage, where AIESEC recruitment is promoted and interested students are requested to register for the same. The next two steps test the skills of the applicants.
02. **GROUP DISCUSSION** – Applicants are divided into groups and each group is given a unique topic on which the group is required to discuss and express their opinion. This step essentially test the communication and presentation skills of the applicants
03. **PERSONAL INTERVIEW** – Shortlisted candidates from Step 2 are raised to the next level of initiation. Personal Interviews of the candidates are taken by AIESECers in order to understand their personality and ascertain whether they are eligible to work in the organization or not. Candidates are then selected based on their performance in the aforesaid steps.
04. **INDUCTION** – Selected candidates are then formally inducted into AIESEC. This step involves induction of selected candidates about various aspects of AIESEC.

They are then assigned to different teams in which they would be working. Recruitment of

“The Club” shall take place in GSFC University.

2. OUTGOING GLOBAL VOLUNTEER PROCESS

As per Art. 3.2.1, Sub-Clause (3) , the AIESEC Internship involves four steps:

01. Application

- Students who are interested in the program will register with AIESEC and the procedure is facilitated by “The Club”.
- They submit a No Objection Letter from their parents and also have to sign a contract form with it.
- After this they have to create their account on www.aiesec.org and then they apply for projects that they are interested in.
- Student becomes an EP (Exchange Participant) who will be going for an Exchange.

02. Approval

- EP applies for an internship. The foreign Local Chapter (LC) (LC that raised the TN (Trainee Nominee)) then takes the interview of the EP. In case the LC is interested in an EP form, they would send that EP an Acceptance Note (AN) showing their willingness to have him/her as an EP. The EP has to then send his/her Acceptance Note (AN) [in case EP likes that project].
- The EP after completing the procedure has to pay INR 18,000 to AIESEC in Baroda in the form of a Demand Draft or NEFT Transfer as the Administration fee.

03. Realization

- Once the process is executed, the EP gets the Invitation Letter from the hosting entity and support from AIESECers for the visa procedure.
- The EP is said to be realized when they reach the Hosting entity.

04. Complete

- After going through Leadership Development Model designed for Exchange Participants during their 6 week program which focuses on three major points:
 - 16 set standards which are to be delivered to an EP from home & host entity
 - Inner & Outer journey
 - AIESEC's 4 leadership qualities
- The EP then experienced a complete leadership AIESEC experience.

IN WITNESS WHEREOF the Parties hereto have carefully gone through the contents of the Memorandum of Understanding (MoU) and have signed and put their seals on the aforesaid MoU and agreed to abide by the terms and conditions as laid down therein in totality have signed this MoU as of the day and year first above written.

UNIVERSITY	GSFC University
AIESEC:	AIESEC IN BARODA

<p>Dr. Nikhil Zaveri Provost-Vice Chancellor GSFC University</p>	<p>Signature along with Seal</p> 
<p>Ankit Trivedi Chief Executive Officer AIESEC in BARODA</p>	<p>Signature along with AIESEC Seal</p> 