



**Office of International Relations
Indian Institute of Technology Kharagpur
Kharagpur – 721 302**

Ref: 2240/2024/OIR

Date: 19.06.2024

NOTE

The following draft template of Service Agreement between IITKGP and Jamshedpur Management Association, is being placed to the Legal Cell for its feedback before placing in the MoU committee meeting in June 2024.

Requesting comments/feedback at the earliest


IR Executive

Dean IR

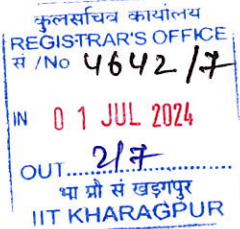
→ SKO kindly
For examination
the draft.

Reb. Braab - Mukhy,
20.06.2024.

Necessary changes made to the draft.
01/07/2024.

Registrar 2.
02/07/24

Dean IR



Draft Template of
SERVICE AGREEMENT
BETWEEN
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
AND
JAMSHEDPUR MANAGEMENT ASSOCIATION, JAMSHEDPUR

Preamble

Indian Institute of Technology Kharagpur (IITKGP) is an institute of eminence established by the Govt. of India for higher learning situated at Kharagpur, India, 721302

Jamshedpur Management Association (JMA) is a non-profit management association affiliated under All Indian Management Association (AIMA), New Delhi. It got constituted in 1982 in Jamshedpur to promote the concepts of effective management into all spheres of activities. The focus of association has been on ensuring that the professionals inducted into the association can make a meaningful contribution to the furtherance of good management practices

IITKGP and JMA have agreed to establish a framework for mutual cooperation, joint scope, and joint initiatives between the two institutions. The primary objective of this Service Agreement is to foster collaboration and agree to offer an Executive MBA Program (hereinafter referred to as the "Program") at Jamshedpur. This collaboration aims to give quality education to the professionals of Jamshedpur. The areas of collaboration under this SERVICE AGREEMENT may include, but are not limited to:

- a) Weekend Executive MBA Program
- b) Management Development Programs

This document presents a general framework for such a collaboration. It also includes some specifically identified areas of cooperation, which may be updated from time to time.

Coordination

Centre Head shall be the Coordinator from Jamshedpur Management Association (JMA) and a faculty member of VGSOM, IIT Kharagpur shall be the Coordinator from IITKGP. The coordinators may change from time to time as decided by appropriate authority of the respective institutions. The coordinators will hold a review of the activities under this service agreement twice every year, preferably in January and July, and submit a short report to the Office of International Relations at IITKGP and JMA

Scope of Cooperation

The following areas of cooperation have been identified under this Service Agreement.

1. Both parties agree to jointly offer weekend Executive MBA program at Jamshedpur under following scope division:

VGSOM, IIT Kharagpur

- Conducting the selection process and finalization of the list of admitted candidates
- Admission process and collection of fees
- Conduct of lectures & assessment at Jamshedpur
- Award of degree to the passing candidates
- Travel and logistics of the faculty from ~~Kharagpur~~ *IITKGP*
- Advertising on website and newspaper

JMA:

- Arrange for classroom and other infrastructure (include projector, board etc.).
- Office associate at Jamshedpur for local coordination and office work
- Arrange for stay at Jamshedpur for faculty & outstation candidates as & when required
- Food and other arrangement at lecture venue as and when required
- Local advertisement and promotion through JMA channel.

Financial Obligation of IITKGP:

IITKGP shall pay the charges to JMA as per the items mentioned in Appendix 1.

2. Apart from the above JMA will also explore possibility of conducting management development programs, short courses, seminars, workshops, conferences, etc. at Jamshedpur. Each program's commercial terms will be mutually decided as and when *necessary* *such* *the program is initiated (started).*

The areas of cooperation may be revised by mutual consent. However, specific programmes may require separate agreements detailed out and documented as annexures to this Service Agreement. *A*

Non-discrimination

IITKGP and JMA agree not to discriminate against any person because of age, sex, national origin, race, ancestry, color, religious creed disability or handicap, and sexual orientation. Neither institution shall impose criteria for the exchange of faculty, staff and students that would violate the principles of non-discrimination.

Legal Status

This document is a statement of intent to foster genuine and mutually beneficial cooperation and is not legally binding on both the parties. Any disputes shall be resolved through mutual discussion.

Validity and Termination

This service agreement is valid for an initial period of five years and becomes effective from the date it is signed by ~~the partners~~ *both the parties*. The ~~partnership~~ period may be extended by mutual consent. *time may be reviewed -*

This service agreement may be terminated:

- on either party giving the other party 6 months' prior written notice.

may be reduced to 3 months'

- Party
- b. on written notice by one of the ~~Parties~~ ^{Party} if the other Party has committed a breach of this Service ^AAgreement.
- c. However, specific commitments made prior to such intimation shall be honoured by both the ~~partners~~ ^{parties}, including ensuring that students at that time participating in the Programme is able to complete the term of the assignment and be assessed for it.

In witness where of the parties hereto have set their respective hands on day of — 2024.

Jamshedpur Management Association Jamshedpur Date: _____	Prof. Virendra Kumar Tewari Director Indian Institute of Technology Kharagpur Kharagpur, India Date : _____
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Witnesses :

1.

2.

Appendix 1: Charges for Facilities provided by JMA in Jamshedpur		
Fixed Expenses	Basis	Rate (to be confirmed)
Annual Office Room Rent	Per year	₹ 2,40,000
Classroom Charges (@Rs.6,000 per room for 80 classroom use in a year)*	Per year	₹ 4,80,000
JMA Overheads	Per year	₹ 4,00,000
Annual Marketing Expenses	Per year	₹ 1,00,000
Variable Expenses		
Tea & Snacks	Per person per day	₹ 100.00
Working lunch	Per person per day	₹ 250.00

* The payment will be based on actual basis.