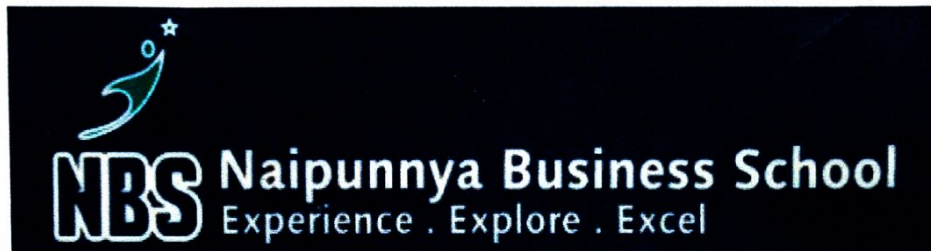




## **Affable Management Services L.L.P**

**PLACEMENT ASSISTANCE SERVICES PROPOSAL/MOU**

**Prepared for:-**



**Naipunnya Business School**

Prepared on

October 05, 2023

**PLACEMENT ASSISTANCE SERVICES AGREEMENT**

This SERVICES AGREEMENT ('Agreement') is made on **05/10/2023** between **AFFABLE MANAGEMENT SERVICES LLP**, incorporated under LLP Act, 2008 with identification number AAC-5713 (hereinafter referred to as '**AFFABLE**')

and

**Naipunnya Business School** is an education institution situated at Pongam - Koratty East, Thrissur Kerala 680308. hereinafter referred to as '**Naipunnya Business School**'.

Whereas **AFFABLE** is in the business of providing Placement Assistance Services to **Business Schools** and the **Naipunnya Business School** has offered to engage **AFFABLE** for providing placement services to **31 MBA** students of the 2024 pass-out batch. **Naipunnya Business School** shall also authorize **AFFABLE** to represent **Naipunnya Business School** on their behalf to interact with corporate to source relevant placement opportunities.

And Whereas **AFFABLE** has also agreed to the offer and both the Parties have decided to enter into this agreement which witnesseth the terms and conditions as follows:

**OBLIGATIONS OF PARTIES****AFFABLE'S OBLIGATION:**

- Provide 12 months long placement assistance services to **31 MBA students** of 2024 pass out batch from 1 September 2023 to 31 August 2024.
- Provide students and placement officer's orientation on **AFFABLE** policy.
- Provide necessary assistance to students and the placement officer to enrol their students in affable student portal.
- Ensure that students are given fair and accurate information about the Recruiter, the Job Requirement and Job Specification through Job Portal.
- Communicate and coordinate between **Naipunnya Business School** and the Corporate in fixing the venue, time or such other matters relating to conducting pool drives on campus or at neutral venues.
- Provide to **Naipunnya Business School** any information about recruitment drives that are organized by **AFFABLE** at other partner campuses, the disclosure of which may be considered to be relevant to the Placement services and in the interest of **Naipunnya Business School**.
- Assist **Naipunnya Business School** with the coordination of placement officers for acceptance of job offers by students and thereafter the necessary support for on-boarding.
- Provide real time feedback and individual student placement reports to **Naipunnya Business School**.
- Provide local conveyance and accommodation to the delegates of the Corporate engaged in recruitment drive.
- Provide pleasing and above satisfactory hospitality and support on campus and off campus to the delegates of Corporate engaged in recruitment drive.
- Exercise abundant care and caution in handling the bio-data and information provided to **AFFABLE** by **Naipunnya Business School** - such that - no un-authorized use or misuse is made of the same.



  
**DR. JACOB P.M.**  
Director  
**Naipunnya Business School**  
Pongam, Koratty East, Thrissur Dist.  
Kerala, INDIA-680308

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**Naipunnya Business School's OBLIGATION**

- Give to AFFABLE, by **Naipunnya Business School** the student availability and venue availability to host the recruitment drive.
- Provide AFFABLE the information on schedule of possible availability of students for on-boarding with recruiters.
- Authorise AFFABLE to represent **Naipunnya Business School** on their behalf to interact with corporate to source relevant placement opportunities. Provide authorization letter, as to present the same to Corporate on request.
- Give to AFFABLE true, fair, and accurate information about itself, to be furnished by AFFABLE to the potential recruiter.
- Provide pleasing and above satisfactory hospitality and support on campus to the delegates of Corporate engaged in the recruitment drive.
- Provide needful support to student participants from other partner campuses.
- Intimate AFFABLE if a student is placed through campus placement cell in case to be detained from AFFABLE placement assistance.
- **Naipunnya Business School** shall follow AFFABLE placement policy, should also direct students to follow the same.
- Upon placement of a potential candidate, intimate the fact of such placement and hand over a copy of the Appointment Letter within 7 days of the issuance of the Offer Letter to the student.
- Should direct students to accept the offer they received and to help for onboarding based on corporate request.
- Shall not poach or offer any job to any personnel from AFFABLE who is engaged in the delivery of the assignment. This includes all Business Development consultants, Delivery and/or HR consultants, recruiters, members from back end operations, and such other support functions, who are directly or indirectly involved in the assignment during the tenure of this agreement or for a period of not less than one year from the end of this agreement, which may occur by way of termination by either Party or by efflux of time.
- Make timely payment of the services fees as agreed and due to AFFABLE as per terms of the agreement.

**It is however understood by and between AFFABLE and Naipunnya Business School that**

- AFFABLE shall not be held liable for any inadequacies or inaccuracies in information (as provided to AFFABLE by the corporate/recruiter) as provided to or understood by the potential candidates and vice versa.
- AFFABLE undertakes only reference checks. Any other checks including Background checks of the corporate/recruiter shall be undertaken by **Naipunnya Business School**.
- The ultimate decision on the venue for the pool drive and of the completion of the recruitment process rests solely with AFFABLE, to be exercised at its discretion or pleasure or in accordance with its policies.
- Change in commercials during the contract period is not feasible, but it is the discretion AFFABLE to amend it in the next financial years.
- The services under this agreement shall be exclusively for **Naipunnya Business School** and will not extend to its subsidiaries or other Group Companies.

**Confidentiality Clause**

It is understood by and between AFFABLE and **Naipunnya Business School** that

- AFFABLE will not disclose information that may be classified as confidential, that it may receive or obtain as a result of entering into this Agreement.
- The Appointment Letter and the terms contained therein are confidential information and shall be used by AFFABLE only for the purposes of filing and recording.



DR. MOOBY P.M.  
Director  
Naipunnya Business School  
Pongam, Koratty East, Thirsur Dist.  
Kerala, INDIA-680 308

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**PROFESSIONAL FEE FOR PLACEMENT ASSISTANCE SERVICES**

Total Placement Assistance Services Fees		
INR 1200/- per student X 31 students	31 x 1200	37,200
Plus 18% GST	37,200 x 18%	6,696
<b>Total Placement Assistance Services Fees</b>		<b>43,896</b>

Naipunnya Business School shall make payment in below schedule

Payment Phases	Month	Percentage of Payment
First Phase Payment	October 2023	50%
Final Phase Payment	February 2024	50%

**PAYMENT TERMS:**

AFFABLE will raise the Invoice in the above-mentioned month and Naipunnya Business School shall pay the invoiced amount within 7 working days of the invoice date.

**TAX:**

All taxes shall be charged additionally as mentioned above. (Service tax/GST as per notifications given by the Government of India from time to time, TDS as applicable shall be deducted as per rules, etc.)

**VALIDITY:**

This Agreement shall come into force and effect from the date afore mentioned and shall remain in effect and the service duration will be from 1 September 2023 to 31 August 2024.

**APPLICABLE LAW AND JURISDICTION:**

This Agreement shall be construed, and the legal relations between the parties hereto shall be determined, in accordance with the laws of India, and the Parties consent to the jurisdiction of the courts of Ernakulum, India for settlement of any disputes that may arise under this Agreement.

**FORCE MAJEURE:**

No failure or omission by either party to perform any of the obligations of this Agreement by any of the Party shall give the other Party a claim against such Party, or be deemed a breach of this Agreement, if and to the extent that such failure or omission arises due to Force Majeure conditions. The term "Force Majeure", shall include, without limitation, earthquake, fire, flood, epidemic, the act of war, whether declared or undeclared blockade, epidemic, terrorism, riot, strikes, or any other cause (s) beyond the reasonable control of either of the Parties.

**BUSINESS ETHICS:**

Both the Parties shall continue to perform the obligations under this Agreement without breaching the terms and conditions and shall follow the general business ethics of the market. When there is some nonadherence from a Party, the other Party shall be at liberty to point out the same and shall allow the Party to rectify the same within a reasonable period of time. Such nonadherence shall include but not be limited to recruitment terms, payment terms, etc.



  
**DR. JACOB P.M.**  
 Director  
 Naipunnya Business School  
 Pongam, Koratty East, Thrissur Dist.  
 Kerala, INDIA-680 308

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**Affable Management Services L.L.P**  
XVII/560-C7, 2nd Floor, Mini Mall,  
Opp.Kerala Ayurveda Ltd, Airport Jn.NH-47,  
Athani-P.O, Cochin-683 585

**THIS IS A FORMAL AGREEMENT ON AFFABLE'S TERMS AND CONDITIONS.**

I AGREE TO THE ABOVE TERMS AND CONDITIONS.

**For Naipunnya  
Business School** :

Signature :



Name :

Dr. Jacob P.M

Designation/Title :

Director

Date of Sign :

05/10/2023

Seal :



Full Address :

Pongam, Keralatt East,  
Thirissur - 680 308

WITNESS :



1 Signature :

Name :

**For AFFABLE** :

Signature :



Name :

Shobin Thomas

Designation/Title :

CEO,

Date of Sign :

05/10/2023

Seal :



Full Address :

XVII/560-C7, 2nd  
floor Mini Mall,  
Opp. Kerala  
Ayurveda Ltd.  
Athani P.O 683585

WITNESS :

Saleena Simon

1 Signature :



Name :

Saleena Simon

