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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made on 1st April 2023,
for a period of 3 years ending on 31st March 2026, between:

Name of the institution: Vivekananda Government Degree College
Represented by: Dr. G. Sukanya, Principal.
Mobile Number: 9866526619
Email Id:svsvidyanagar.ejkc@gmail.com

and

Rubaroo, Hyderabad
Represented by: Monisha Vemavarapu
Mobile Number: +91 98912 86572
Email Id: monisha@rubaroo.org

The institution agrees to be Rubaroo's community outreach and mobilisation partner for various youth programmes offered by Rubaroo or its partnering network to be implemented with the students of the institution.

These programmes would focus on developing the leadership skills of the students by understanding themselves and society around them better. Through these programmes we would work on leadership continuums representing the values, attitudes, and behaviours needed for good decision making and taking action. Students will also develop an understanding and appreciation of a need for a diverse community, by working with issues of Gender, Interfaith, and interconnecting issues to Youth Development which would be relevant to young people.

This contract is valid for a period of 3 years (total of 36 months) - i.e., April 2023 to March 2026. All details and aspects of every programme that would be done in partnership with both parties, would be mutually decided upon through meetings, and email conversations periodically over the academic year. This is a non-financial agreement and no monetary exchange throughout the partnership.

This MoU would be reviewed at the end of every academic year, in the month of April, based on a format shared by Rubaroo. Continuous feedback and assessments will be held over the duration of the partnership period to review the health status of the partnership.

The following terms and conditions have been laid out in understanding of this partnership extended by Rubaroo to the institution.

ROLE OF RUBAROO:

- **Programme:** Rubaroo (or its partnering network) will
 - Design and facilitate programmes, and mentor participants during the course of the programme.
 - The dates for all the programmes would be decided and shared with the institution prior to any programme, keeping in mind the academic calendar and schedule of the institution.
 - Due to the varying nature of programmes, a programme specific Point-Of-Contact (PoC) would be identified and appointed, and communicated with the institution for smooth functioning of the programmes.
 - Select a minimum of 2 participants from the nominated candidates for every programme.
 - Report back to the institution partner periodically on updates of the programme through various phases of participation.
 - Ensure media consent by participants is given in writing, and ensure that media is only shared on Rubaroo's reports, social media platform, or organisational collateral.
- **Felicitation:** Rubaroo would
 - Acknowledge the institution's contribution, along with the institution's participants of the intensive programmes at the felicitation events.
 - Recognise the PoC at the end of the duration of the programme with a letter of appreciation.
 - Certificate of Completion or Participation for the participants who complete the programme cycle and take part in all components of the programme.
 - Certificate of Institutional Partnership to be given annually to the College upon review of parameters mutually.
 - Provide recommendation letters for participants who have completed the programme - either for their higher education, or for their employment and hiring purposes.
- **Visibility:** Rubaroo will
 - Include the institution's logo acknowledging the partnership - only if participants from the institution complete the programme.
 - Highlight the partnership by including the logo on Rubaroo's website, and programme collateral.
 - Tag the institution's social media handles when partnership for any programme has been established by having participants from the institution.
 - Take written media consent from participants before taking photographs or video bites, or circulating any information on social media or internal organisational documentation.
- **Mentorship:** Rubaroo would
 - Ensure the safety of all participants throughout the programme by assessing risks and empowering participants to mitigate risks that are within the capacity of Rubaroo.
 - Mentor participants in their leadership and career development journey by nurturing skills for their employability and career paths.
 - Ensure learning through the programmes, and by co-creating access to opportunities of self development and learning through partners and stakeholders in Rubaroo's network.
 - Enable long term learning, self development, career mapping by engaging participants to become part of Rubaroo's alumni network.
 - Nominate them in other leadership networks or exchange programmes that Rubaroo has access to.

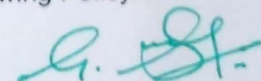
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ROLE OF THE INSTITUTION:

- **Programme Coordinator:** The institution would identify one PoC who would work in close association with the identified Programme Specific PoC from Rubaroo. The college PoC will:
 - Support processes, mobilisation, attendance and participation, coordination with the students and support in review and feedback processes.
 - Be the facilitator in communicating important decisions between Rubaroo and the institution.
 - Faculty (or PoC) will attend the felicitation events and encourage the partnership.
 - Circulate the mobilisation material - posters, information docket, and application forms with the relevant departments within the institution.
 - Coordinate with parents and guardians, getting consent and indemnity forms from them, if needed.
 - Support logistics, and communicate essential information with the students of each programme.
- **Visibility:** The institution would
 - Share any collateral including Rubaroo's logo prior to publicising it.
 - Offer a dedicated space in a prominent location within the institution, to put up posters, material, application forms or other materials of Rubaroo's programmes and activities, inviting students to participate in.
 - Tag Rubaroo's social media handles when sharing any information related to Rubaroo's programmes (@RubarooHyd)
 - Download the official logo of the organisation and follow its guidelines from <https://linktr.ee/rubarooohyd>
- **Mobilisation for Programmes:** The institution would,
 - Nominate 3-5 participants for every cohort in every intensive programme at Rubaroo over the duration of this contract, and ensure their participation until completion.
 - Ensure diversity of nominations inclusive of caste, class, religion, gender, physical ability, language, and other parameters as defined at the start of each programme.
 - Ensure participants nominated have legally completed 18 years of age.
 - Support the participating students by providing attendance to them for internal processes of classes, schedules, or examinations and assessments. The Rubaroo team would email the institution information regarding the dates of the programmes for the institution to track attendance of the students.
- **Additional Participation:**
 - Encourage participants to learn more about youth issues by participating in social action campaigns, public events, and other felicitation events, by nominating 5-10 students.
 - Encourage the participating students (across programmes) to implement one Social Action Project within their institution, if one has already not been implemented within the last 6 months.
 - Offer to become venue partner in an institutional capacity, where the scope may be there. This would be mutually decided by the institution and Rubaroo, and may be dependent on various factors such as students being on vacation, availability of space big enough to hold workshop activities, logistical ease in coordination, travel convenience, and ability to host multi-day workshops with participation from colleges across Hyderabad. This may entail supporting the coordination of logistics, space and seating, first aid and medical kit, technology, Audio, and Video resources.

- **Other Policies:**

Rubaroo expects the partner institution to adhere to the other policies held by Rubaroo, based on which the partnership is also valued. This includes the Child Safeguarding Policy, Prevention of Sexual Harassment, Anti Corruption, Fraud, and Bribery Policy, and the Whistleblowing Policy.



Grounds of Termination:

Rubaroo expects participants to live up to the highest standards of volunteering, learning, collaboration, and inclusion and shall reserve the right to eliminate participants who do not uphold the values of the programme and the organisation. At such an instance, Rubaroo would:

- Review the participation of the student and along with this write a detailed report on the examination of their participation.
- Report back to the institution the reasons for the elimination of the student and convey in writing the reasons for termination of participation.
- Review the partnership if the institution is unable to nominate any participants within a single academic year.

Contribution:

Programmes that are funded by Rubaroo's partner organisations would incur no expenses by the participants and would be borne by the organisation. If any costs are incurred under exceptional circumstances on a programme, this would be shared and agreed upon, over email, with the institution, and mutually agreed upon by both parties. Additionally, the following points may be highlighted:

- Insurance for outstation residential programmes would be borne by Rubaroo.
- For venues outside the institution, Rubaroo would provide medical and first aid kits.
- As per default, we can assume that no travel would be reimbursed to and from the venue of any workshop, for the students. (Except in exceptional circumstances)

Conclusion:

We assure you that our experience and expertise in the field of experiential learning programmes for adolescents and young people will make these programmes enriching and exciting for the students. We would like to thank the institutions for agreeing to partner with Rubaroo in the entire process.

For Rubaroo

Date:

Name: **Monisha Vemavarapu**

Designation: CEO, Rubaroo



On behalf of the Institution

Date:

Name:

Designation:

[Signature]
Dr. G. Sumanya
PRINCIPAL
PRINCIPAL
VIVEKANANDA GOVT. DEGREE COLLEGE
Vidyanagar, Hyderabad-44.

Point of Contact (POC) for the duration

Primary Contact Person

Name: Dr. G. Bangla Bharathi

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Designation: Associate Professor of English

Secondary Contact Person

Name: Dr. Anita Abraham

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Designation: Associate Professor of English

Rubaroo

Primary Contact Person

Name: Pavani

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Designation: Programme Coordinator

Secondary Contact Person

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Email Id: ruqsana@rubaroo.org

Designation: Youth Coordinator

