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Memorandum of Understanding (MOU)
between
eClerx Services Limited and ASM's Institute of Professional Studies, Pune

This Memorandum of Understanding ("MOU") is entered into on **9-Jun-23** by and between **eClerx Services Limited** (**"eClerx"**), a company incorporated under the laws of India with its registered office at Sonawala Building, 1st Floor, 29 Bank Street, Fort, Mumbai, 400023, Maharashtra, India and **ASM's Institute of Professional Studies, Pune** a university established under the laws of India with its registered office **S.No.29/+2A, Opposite Central Mall Pimpri, Old Mumbai – Pune Hwy, Near Finolex Cables Bus, Pune, Maharashtra 411018.**

Purpose

The purpose of this MOU is to establish a partnership between **eClerx** and **ASM's Institute of Professional Studies, Pune** to enhance the employability of students of the institue through skill-based training in Investment Banking.

Agreement

1. eClerx shall provide a program outline of key skills required by the company to **ASM's Institute of Professional Studies, Pune**
2. **ASM's Institute of Professional Studies, Pune** shall include the skill-based content as outlined in Annexure 1 as an Add-On Course for final year students (BBA-finance, BCom, BBA-IB & M.Com) This is subject to the approval of the approval of Head of the institute.
3. **eClerx** may offer apprenticeship, projects, and job opportunities to the students **ASM's Institute of Professional Studies, Pune** who have successfully completed the skill-based content provided by **eClerx** and clear the assigned assessment & Interviews. For sake of clarity, both the parties agree and understand that **eClerx** is under no obligation to offer any employment or recruit any of the candidates showcased by **ASM's Institute of Professional Studies, Pune.** **eClerx** shall in its sole discretion decided if it wants to employee/recruit or not any of the candidates showcased by **ASM's Institute of Professional Studies, Pune.** The selection process of the suitable candidates will be governed by **eClerx.** In addition, Number of Candidates and the stipend payable to each candidate shall be the discretion of **eClerx.**
4. **ASM's Institute of Professional Studies, Pune** shall facilitate the placement of its students in **eClerx** and other companies by organizing campus recruitment drives, job fairs, and other placement-related activities.
5. The duration of this MOU shall be 2 years from the date of signing. Either Party may terminate this MOU by giving thirty days' prior written notice to the other party. Any act on the part **ASM's Institute of Professional Studies, Pune** or **eClerx,** after termination of this agreement by way of communication, correspondence etc., shall not be construed as an extension of this MOU. This MOU may be extended / renewed / amended with mutual consent of the Parties, formalized by a written amendment to this MOU, signed by both the Parties.
6. **ASM's Institute of Professional Studies, Pune** agrees that **eClerx** is not obliged because of this MOU to recruit any fixed number of candidates from the University.
7. eClerx may propose any updation in syllabus of program or curriculum subject to approval by **ASM's Institute of Professional Studies, Pune** and if required **eClerx** may also suggest changes as and when required.
8. Eclerx assumes no liability for any Indirect, consequential, special, incidental or punitive damages under this MOU.

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Confidentiality

8. **ASM's Institute of Professional Studies, Pune** shall use Information for the purposes authorized by this MOU and for no other purpose. **ASM's Institute of Professional Studies, Pune** will enter into a Non-Disclosure Agreement (NDA) with **eClerx** upon commencement of the MOU. All information exchanged between **eClerx** & **ASM's Institute of Professional Studies, Pune** under this MOU shall be treated as confidential and shall not be disclosed to any third party without the prior written consent of the other party.

Governing Law and Dispute Resolution

This MOU shall be governed by and construed in accordance with the laws of India and the Courts of Mumbai shall have exclusive Jurisdiction in India with regard to any questions, claims or disputes arising out of or in connection with this MOU. Any dispute arising out of or in connection with this MOU shall be resolved amicably by the parties. If the parties are unable to resolve the dispute amicably within 10 days from the date of the dispute, the dispute shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996.

Severability

The provisions of this MOU are severable, and if any provision of this MOU is found to be invalid, void or unenforceable, the remaining provisions will remain in full force and effect.

Signatures This MOU shall be executed in two counterparts, each of which shall be deemed an original, and both of which together shall constitute one and the same agreement. The MOU shall come into effect on the date of the last signature below.

For eClerx Services Limited:

Andrews Simon
Head – Talent Acquisition
Associate Principal

Date – 9-Jun-23

For **ASM's Institute of Professional Studies, Pune**

[Signature]   09/06/2023

Dr. Sudhakar Bokephode
Director, ASM's Institute of Professional Studies

Date - 26-May-24

Dean
Institute of Professional Studies
PCMC Bldg., Behind Sterling Honda Showroom
Pimpri, Pune   106999

ASM'S I.P.S.
Pimpri,
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Pimpri, Pune 411018.

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Annexure 1
Basics Of Financial Market

Sr.No	Topics	Description	Hours
	Introduction		
1	Types of Financial Markets	Learners will be able to learn: Stock Market Bond Market Foreign Exchange Market (Forex Market): Commodity Market: Derivatives Market:	
2	• **Market Participants & their Function** Types of Banks (Commercial / PB / IB) Brokers, Dealer and Agents Custodians Clearing House Exchange Regulators Depository Asset Managers Agent bank / Participant bank Hedge Funds	It covers a wide range of topics: - Understanding the structure and organization of financial markets, including the primary and secondary markets, exchanges, over-the-counter (OTC) markets, and electronic trading platforms. - Familiarizing with various types of financial instruments, such as stocks, bonds, options, futures, and derivatives, and understanding their characteristics, risks, and uses. - Identifying and understanding the roles and functions of different market participants, including institutional investors, individual investors, brokers, dealers, market makers, exchanges, regulators, and other stakeholders. - Learning about the mechanics of market operations, including order types, order routing, trade execution, settlement, and clearing processes. - It also covers details related Types of banks, Brokers, Dealer and agents, custodians, clearning house, exchange, regulators, depository, assest managers, agent bank and hedge funds	12-20 hrs
3	**Risks & Types of risk (Systematic & Unsystematic)**	This topic will cover Market risk, Credit risk, Liquidity risk and operational risk. Several types of market risk that participants will learn: Equity Risk; Interest Rate Risk; Foreign Exchange Risk; Commodity Price Risk; Credit Risk; Liquidity Risk; Regulatory Risk; Systemic Risk.	

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	Products	Topic will cover both traditional financial assets as well as derivative products.
	• Financial Assets	Traditional Financial Assets: Stocks or equities: Bonds or fixed-income securities;
	Bonds	
	Loans	
	Equity	Learners should be able to :
	Mutual Funds	Demonstrate the knowledge of the regulatory framework for financial derivates
	• Derivative Products	
	Future	Demonstrate the knowledge of the operations of derivatives exchanges, and be able to compare and constrast exchange traded and over the counter instrument.
	Forwards	
	Options	
	Swaps	Demonstrate the detailed knowledge of the different types of derivative products
		Demonstrate the detailed understanding of the variables which influence the value of such derivates and the relationship of financial derivates to their underlying assets.
4	**Investment Banking (comprehensive description)**	
	Structure	Learner should be able to learn:
	Front Office	Concept of investment banks
	- Middle Office	Importance of investment banking structure of investment banking functions of investment banking
	Back Office	Role of investment banking
5	**Shared Services**	
		Learners should be able to : Learn shared services in financial market which includes Data Management & MIS Wealth Product Control Financial Control Taxation Legal Documentation - IB services in Primary, Secondary Markets - Sell Side / Buy Side

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			Communication	
Sr.No	**Topics**	**Subtopics**	**Description**	**Hours**
1	**Basics of Communication**	Understanding Communication		2
		Types of Communication		
		Barriers in Communication		
		Overcoming Barriers		
2	**English Components**	Reading Comprehension	This involves reading a passage or a paragraph and answering questions related to it. It tests your ability to understand and interpret written text, and may require you to infer meaning, identify the main idea, or draw conclusions from the passage.	6
		Vocabulary	This includes word meanings, synonyms, antonyms, idioms, and phrases. It tests your knowledge of English words and their usage in different contexts.	
		Grammar	This covers topics such as parts of speech, tenses, subject-verb agreement, sentence structure, and punctuation. It tests your understanding of English grammar rules and your ability to apply them correctly.	
		Writing Skill	This may include essay writing or paragraph writing. It assesses your ability to express your thoughts clearly and coherently in writing, and your skills in organizing and presenting information effectively.	
		Comprehension and Critical Reasoning	This may involve passages or statements that require critical analysis and evaluation. It tests your ability to understand and analyze complex information, and draw logical inferences.	
		Error Spotting	This involves identifying and correcting errors in sentences, such as grammatical errors, spelling errors, or punctuation errors. It tests your attention to detail and accuracy in language usage.	
		Synonyms and Antonyms	This includes questions on finding synonyms (words with similar meanings) and antonyms (words with opposite meanings). It tests your vocabulary skills and ability to discern word meanings in different contexts.	
		Passage Completion	This may involve completing a given passage by filling in the blanks with appropriate words or phrases. It tests your ability to understand the context and use appropriate language to complete the passage.	
		Cloze Test	This involves filling in the blanks in a passage with appropriate words or phrases. It tests your ability to understand the context and use contextual clues to fill in the gaps.	

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Excel Training		
		Duration: 8 Hours
Topic	**Details**	**Hours**
Lookup, Text, Logical, Category Functions	Vlookup Functions	1.5
	Hlookup Functions	
	Match Functions	
	Index Functions	
	Combining all these Functions	
Conditional Formatting	Conditional Formatting	2
	Format the range as per condition	
	Editing conditional Formatting.	
	Formula based Conditional Formatting	
Data Validation	Specifying a valid range of values for a cell	1.5
	Specifying a list of valid values for a cell.	
	Specifying custom validations based on formula for a cell	
	Creating Drop down list (Simple and Conditional)	
Managing Table	Managing Table	1
Latest Excel Functions	Latest Excel Functions	
Important Excel Tools	Important Excel Tools	
Advanced Filter	Advanced Filter	
Pivot Table	Understanding a Pivot Table	2
	Data for a Pivot table	
	Creating a Pivot table	
	Add, copy, rearrange, and remove fields	
	Add a calculated field	
	Using the Pivot table filters	
	Changing Pivot table filters	
	Modifying the Pivot Table placement	
	Change Active Field settings	
	Pivot Table options	
	Change the Pivot Table layout	
	Change the Pivot Table design	
	Change the Pivot Table Tools design style options	
	Crating Pivot Charts	
Charts & Dashboards	Charts & Dashboards	
Total Hours		**8**

09/06/2023

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