

eClerx

Memorandum of Understanding (MOU)

between

eClerx Services Limited and Ramniranjan Jhunjhunwala college of Arts, Science & Commerce (Autonomous) Mumbai

This Memorandum of Understanding ("MOU") is entered into on 24-May-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 **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)**, a university established under the laws of India with its registered office at Opposite Ghatkopar Railway Station, Ghatkopar West, Mumbai 400086, Maharashtra, INDIA

Purpose

The purpose of this MOU is to establish a partnership between eClerx and **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)** to enhance the employability of students of the university through skill-based training in Investment Banking.

Agreement

1. eClerx shall provide a program outline of key skills required by the company to **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)**.
2. **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)** shall include the skill-based content as outlined in Annexure 1 in its curriculum for final year students (BCom,BMS,BBI, BAF, BVOC, FMS). This is subject to the approval of the university's academic council/Management.
3. eClerx may offer apprenticeship, projects, and job opportunities to the students of **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)** 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 **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)**. eClerx shall in its sole discretion decided if it wants to employee/recruit or not any of the candidates showcased by **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)**. 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. **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)** 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 of **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)** 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. **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)** 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 the **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)** 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.

Confidentiality

Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous) shall use Information for the purposes authorized by this MOU and for no other purpose. **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)** will enter into a Non-Disclosure Agreement (NDA) with eClerx upon commencement of the MOU. All information exchanged between eClerx and **Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous)** 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

Office Address

eClerx Services Limited

Building # 11, 4th, 5th & 6th Floor,
K Raheja Mindspace, Plot # 3,
TTC Industrial Area, Thane Belapur Road, Airoli,
Navi Mumbai – 400 708, Maharashtra, India.
Ph: +91 (022) 4183 2777 | Fax : +91 (022) 4194 3292
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Registered Office

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[CIN: L72200MH2000PLC125319]

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:

[signature]

Andrews Simon



Head – Talent Acquisition
Associate Principal



[24-May-23]

For Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous) :

[signature]

[Dr. Himanshu Dawda, Principal]

[24-May-23]



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Annexure 1 Basics Of Financial Market

Sr.No	Topics	Description	Hours
1	Introduction		
	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	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.	12-20 hrs
	Types of Banks (Commercial / PB / IB)	- Learning about the mechanics of market operations, including order types, order routing, trade execution, settlement, and clearing processes.	
	Brokers, Dealer and Agents	- It also covers details related Types of banks, Brokers, Dealer and agents, custodians, clearing house, exchange, regulators, depository, assest managers, agent bank and hedge funds	
	Custodians		
	Clearing House		
	Exchange		
	Regulators		
	Depository		
	Asset Managers		
	Agent bank / Participant bank		
	Hedge Funds		
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.	
	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	Learners should be able to :	
	Loans	Demonstrate the knowledge of the regulatoryframework for financial derivates	
	Equity	Demonstrate the knowledge of the operations of derivatives exchanges, and be able to compare and constrast exchange traded and over the counter instrument.	
	Mutual Funds	Demonstrate the detailed knowledge of the different types of derivative products	
	▪ Derivative Products	Demonstrate the detailed understanding of	
	Future		
	Forwards		
	Options		
	Swaps		

		the variables which influence the value of such derivatives and the relationship of financial derivatives 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	
	Back Office	structure of investment banking	
		functions of investment banking	
		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	

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.

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

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