



കേരളം KERALA

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MEMORANDUM OF UNDERSTANDING (MoU)

Between

MERCY COLLEGE, PALAKKAD
Pallippuram, Palakkad, Kerala-678006
(Hereinafter referred to as the "First Party")

AND

RR ACADEMY EDUCATIONAL TRUST
Room No. 13, Poothararoad Arcade, Gomathy Bus Stop,
Chittilamchery, Palakkad, Kerala – 678704, India
(Hereinafter referred to as the "Second Party")

Date of Execution: 13 MAY 2026

MERCY COLLEGE, PALAKKAD is a Government-Aided Women's Arts and Science institution affiliated with the University of Calicut. Established in 1964 as the realization of the vision of St. Chavara Kuriakose Elias and Fr. Leopold Beccaro. The college was created to meet the pressing need for women's education in Palakkad, which at the time had very limited facilities. A group of seven Carmelite sisters from St. Mary's College, Trichur, undertook the mission of securing land and resources to establish the institution. With sanction from the University of Kerala on 24 June 1964, the college began functioning on 1 July in a temporary building and was formally inaugurated by Bishop Dr. G.C. Allapat of

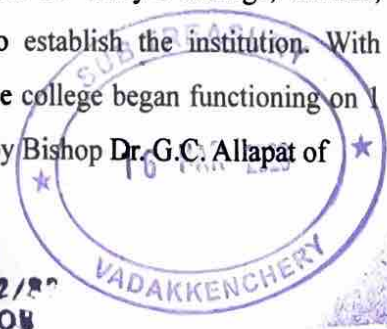


N.M. Loni
PRINCIPAL
Mercy College, Palakkad-06



R.R. Accadeang
Education Trust
Chittilamchery

K. REJANI
No: A5-8372/R
STAMP VENDOR
VANDAZHI



Trichur. By 1967, it had attained first-grade status with five undergraduate courses, and in 1968, it became affiliated with the newly formed University of Calicut.

RR ACADEMY EDUCATIONAL TRUST (Second Party) is a pre-eminent educational institution located at Room No. 13, Poothararoad Arcade, Gomathy Bus Stop, Chittilamchery, Palakkad, Kerala – 678704, India, providing quality service in academic promotions and coaching for degree and post-graduate courses in the fields of arts, science, and commerce. They desire to collaborate with the **First Party** in providing academic promotions and coaching for professional courses for the students of **MERCY COLLEGE, PALAKKAD**.

1. Purpose

This MoU establishes an academic-industry collaboration to offer structured **Add-on Professional Certification/Diploma programmes** with degree education for students of the **First Party**. The collaboration shall include academic promotion, training delivery, certifications, internships, career readiness, and placement opportunities.

Both Parties agree that the programmes are supplementary to the university curriculum and shall not alter statutory academic authority of the **First Party**.

2. Programmes covered

The **Second Party** shall promote and conduct the following programmes for eligible students of the **First Party**:

2.1 Aviation & Logistics Professional Programmes

Includes (but not limited to):

- Diploma in Airline & Airport Management (DAAM) accredited by ABE
- Diploma in Logistics & Supply Chain Management (DLSCM) accredited by ABE

Personality Development & Communication Training

Interview Skills Training

Grooming & Mock Interviews

Airport Workshop Exposure

2.2 Artificial Intelligence & Data Science Finishing School Program



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Includes multi-semester modules:

- Python Programming
- Artificial Intelligence & Machine Learning
- Data Science & Analytics
- Generative AI & LLM Fundamentals

Agile & Placement Training

Internship Projects (online or offline mode)

Career Readiness & Portfolio Development

Detailed curriculum, hours, and certification bodies shall include a clear depiction of the details of the courses offered and the proposed combinations shall be provided, including credits, grading system, certifying authority, and international validity **Schedule I** and **Schedule II** attached to this MoU and deemed an integral part of the agreement.

3. Branding and Promotion

3.1 The second party will be primarily responsible for the promotion of the add-on courses.

3.2 All promotional materials with reference to this MoU shall be jointly approved.

3.3 Each Party may use the other's name/logo strictly for this collaboration with prior written approval.

3.4 Neither Party shall misrepresent brand elements, approvals and affiliations.

3.5 Any PR concerns will be addressed collectively.

4. Admission Procedure

4.1 All students enrolled in the add-on courses offered by the Second Party shall be duly admitted students of the First Party, **MERCY COLLEGE**. Accordingly, all such students shall comply with and complete the admission procedures prescribed by the First Party.

4.2 Representatives of the Second Party, **RR Academy Educational Trust**, shall be present at the premises of the First Party during the admission process to facilitate coordination.

4.3 In the event that any candidate seeks admission exclusively to an add-on course offered by the Second Party, such admission shall be subject to prior review and formal approval by the First Party. Confirmation of such admissions shall be granted only upon receipt of such approval.

5. Fees and Commercial terms



5.1 The fee structure and revenue-sharing arrangement between the Parties shall be as specified in *Annexure A*, which shall form an integral part of this MoU.

5.2 The approved fee structure shall be transparently communicated to all prospective candidates, clearly distinguishing between (i) the fee applicable to the degree programme and (ii) the fee applicable to the add-on course(s).

5.3 All fees pertaining to the add-on courses offered under this MoU shall be collected exclusively at the office of the Second Party.

5.4 The Second Party shall issue official receipts to students for all fees collected.

5.5 Upon receipt of the transferred amount, the Second Party shall issue a duly acknowledged receipt/invoice to the students.

5.6 The refund policy shall be mutually agreed upon by both Parties prior to the commencement of the admission process and shall be clearly communicated to students. The policy shall be in compliance with applicable regulatory guidelines, including those issued by the University Grants Commission (UGC), wherever applicable.

5.7 Neither Party shall unilaterally revise or modify the approved fee structure during the validity of this MoU without prior written consent of the other Party.

5.8 Students shall be clearly informed in advance of any optional certification charges, re-examination or retake fees, or any other charges not included in the base fee structure.

5.9 All University-related statutory or tertiary fees shall be paid separately by the student directly to the concerned University, as advised by the First Party.

5.10 In the event that a student fails to pay the prescribed fee for the add-on course, such student shall be deemed ineligible to enrol in or attend the add-on course, and shall not be permitted to participate in or attend any add-on course classes until the applicable fee has been duly paid.

6. Course Details and Duration

6.1 The detailed description of each add-on course offered by the Second Party shall be provided as *Annexure B* to this MoU and shall form an integral part hereof.



6.2 The course details shall include a clearly structured syllabus for each add-on course, appropriately distributed across six (6) semesters, with defined learning outcomes for each semester.

6.3 The number of academic credits, along with the allocation of theory hours and practical/laboratory hours for each course and each semester, shall be explicitly specified.

6.4 A tentative semester-wise timetable for the conduct of the add-on courses shall be prepared by the Second Party in consultation with the First Party and shared prior to the execution of this MoU.

6.5 The Second Party shall be responsible for providing appropriate and adequate study materials, including digital and/or printed resources, to students enrolled in the add-on courses in a timely manner.

6.6 The syllabus and study materials shall be aligned with and comply with the academic standards, subject requirements, and guidelines prescribed by the relevant certifying authority.

7. Faculty Qualification

7.1 The faculty engaged by the Second Party for the delivery of the add-on courses shall possess qualifications, certifications (where applicable), and relevant industry experience that meet or exceed the prevailing academic and professional standards for the respective subject areas.

7.2 The Second Party shall provide the First Party with prior written intimation of the proposed faculty members, including details of their academic qualifications, professional certifications, teaching experience, and industry exposure, well in advance of the commencement of the courses.

7.3 The First Party shall have the right to review the credentials of the proposed faculty and may raise reasonable objections, if any, based on academic or institutional requirements. The Second Party shall address such objections and, where necessary, propose suitably qualified alternative faculty.

7.4 In the event of any change or replacement of faculty during the tenure of the course, the Second Party shall promptly inform the First Party and ensure that the replacement faculty possesses qualifications and experience equivalent to or higher than those of the originally



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approved faculty. The résumé of such replacement faculty shall also be shared with the First Party.

7.5 The Second Party shall ensure that all faculty engaged under this MoU comply with applicable statutory, regulatory, and labour law requirements.

7.6 While conducting classes or undertaking academic responsibilities at the premises of the First Party, the faculty of the Second Party shall adhere to the academic regulations, code of conduct, discipline policies, and administrative guidelines of the First Party.

8. Mode of Delivery

8.1 The Second Party shall be solely responsible for the delivery and conduct of the add-on courses at the premises of the First Party, using duly qualified faculty engaged by the Second Party in accordance with the terms of this MoU.

8.2 The add-on courses shall ordinarily be conducted on campus. However, delivery may be undertaken in a mutually agreed hybrid mode (a combination of physical and online sessions), subject to prior written approval of both Parties.

8.3 Training sessions shall normally be scheduled on weekends, designated holidays, or at such other times as may be mutually agreed upon in writing, ensuring that the regular academic schedule of the First Party is not disrupted.

8.4 Internship, industrial training, project work, or experiential learning components, where applicable, may run parallel to the regular academic semesters, subject to mutual agreement and proper coordination between the Parties.

8.5 The detailed class schedule for each semester shall be mutually finalized prior to the commencement of the semester.

8.6 Academic Calendar Alignment: The conduct of the add-on courses, including assessments, examinations, internships, and certification activities, shall be aligned with the academic calendar of the First Party to ensure academic coherence and to avoid conflicts with university examinations and institutional programmes.

8.7 Infrastructure and Resources: Classrooms for theory sessions and computer laboratories for practical sessions shall be provided by the First Party. The First Party shall also provide internet connectivity necessary for the conduct of classes and practical sessions. The Second Party shall be responsible for procuring, installing, and maintaining all required software,



licenses, tools, and other technical resources necessary for the effective delivery of the add-on courses.

9. Quality Assurance and Monitoring

9.1 The Second Party shall establish and implement a structured quality assurance and monitoring mechanism to oversee the effective conduct of the add-on courses. The details of such mechanism shall be specified in *Annexure C*, which shall form an integral part of this MoU.

9.2 The Second Party shall ensure that the approved syllabus is fully covered and delivered strictly in accordance with the prescribed timetable, academic schedule, and agreed course plan.

9.3 Periodic academic assessments, including internal examinations, assignments, practical evaluations, project reviews, and/or continuous evaluation methods, as applicable, shall be conducted to assess student performance and achievement of learning outcomes.

9.4 A proper and verifiable attendance register shall be maintained for all students enrolled in the add-on courses. Students shall be required to maintain the minimum attendance percentage prescribed by the First Party and/or certifying authority as a condition for appearing in assessments and for certification.

9.5 All academic content shall be delivered in a structured, disciplined, and professionally regulated manner, consistent with the academic policies, quality benchmarks, and institutional norms of the First Party.

9.6 The Second Party shall implement a structured student feedback mechanism at least once every semester and shall share a summary of feedback outcomes and corrective measures, if any, with the First Party.

9.7 The First Party reserves the right to review, monitor, and evaluate the quality of programme delivery, faculty performance, student assessments, academic records, and overall conduct of the add-on courses at any time during the tenure of this MoU.

9.8 Joint review meetings shall be conducted at mutually agreed intervals, but at least once in each semester, to review academic progress, quality benchmarks, student performance, and operational compliance.



9.9 The Second Party shall submit periodic academic and performance reports, including syllabus coverage status, attendance records, assessment results, and faculty deployment details, to the First Party as may be reasonably required.

9.10 In the event of any deviation from the agreed academic, administrative, or quality standards, either Party may recommend or seek corrective actions. The Parties shall mutually cooperate to implement such remedial measures within a reasonable and mutually agreed timeframe.

9.11 In cases of material or repeated non-compliance affecting academic quality or institutional standards, the First Party reserves the right to temporarily suspend the delivery of the add-on courses until such deficiencies are satisfactorily rectified, without prejudice to its other rights under this MoU.

9.12 The Second Party shall facilitate and cooperate with any academic inspection, audit, or review conducted by the First Party, the certifying authority, or any statutory or regulatory body having jurisdiction over the courses offered under this MoU.

10. Certification and Assessment

10.1 The Second Party shall be solely responsible for the academic delivery of the add-on courses covered under this MoU, including the conduct of internal assessments, preparatory training, and coordination related to the issuance of relevant industry-recognized certifications.

10.2 The Second Party shall adequately prepare and train students to appear for examinations conducted by the respective certifying authority, in accordance with the prescribed syllabus and examination standards.

10.3 The schedule of examinations conducted by the certifying authority shall be communicated to students well in advance to ensure timely registration and preparation.

10.4 Students may avail themselves of re-examination or retake opportunities conducted by the certifying authority, subject to payment of additional fees as prescribed by the respective certification body. Such additional fees shall be borne by the student.

10.5 Any University-recognized certificates, academic credits, or programme completion documents linked to the degree programme shall be issued through the First Party in accordance with applicable University regulations.



11. Industry Readiness, Finishing School, and Placement Support

11.1 One of the primary objectives of offering the add-on courses under this MoU is to bridge the gap between academic learning and industry requirements, thereby enhancing the employability and professional readiness of students.

11.2 The add-on courses, delivered over a period of three (3) academic years, shall be structured to provide students with industry-relevant technical competencies, practical exposure, applied learning, and skill development aligned with current industry standards.

11.3 The Second Party shall organize and conduct a structured *Finishing School* programme during the fifth and sixth semesters to prepare students for industry recruitment processes and professional careers.

11.4 The Finishing School programme shall include, but not be limited to:

- Mock interviews (technical and HR rounds)
- Résumé/CV preparation and professional profiling
- Technical interview preparation and domain-specific assessments
- Aptitude, quantitative reasoning, and logical ability training
- Communication skills, workplace etiquette, and soft skills development
- Group discussions, case studies, and presentation skills

11.5 The Second Party shall endeavour to establish a structured pathway linking internships, live projects, or industrial training opportunities to potential placement prospects, wherever feasible. Efforts shall be made to engage industry partners in offering pre-placement interviews or recruitment consideration to eligible interns based on performance.

11.6 Students shall be eligible to participate in placement facilitation activities subject to meeting minimum prescribed criteria, including:

- Required attendance percentage
- Satisfactory academic and assessment performance
- Completion of mandatory internship or project components
- Fulfilment of any additional eligibility norms prescribed by recruiting organizations

11.7 The Second Party shall provide career mentorship support, which may include one-on-one mentoring sessions, group counselling, industry interaction sessions, and career guidance workshops conducted by experienced faculty members or industry professionals.



11.8 The Second Party shall maintain active industry collaborations and partnerships for the purposes of internships, industrial exposure, live projects, and placement facilitation. Details of such industry partners and the scope of engagement shall be shared with the First Party for academic coordination and records.

11.9 The Second Party shall make reasonable and bona fide efforts to facilitate placement opportunities for eligible students. However, it is expressly clarified that placement cannot be guaranteed and shall depend on individual student performance, compliance with eligibility criteria, and prevailing market conditions.

12. Roles and Responsibilities

12.1 Academic & Infrastructure Responsibilities

The First Party shall:

- 12.1.1 Provide access to classrooms, seminar hall, and laboratories as required for the conduct of classes and related academic activities.
- 12.1.2 Appoint a Coordinator as the Single Point of Contact (SPoC) for communication and coordination with the Second Party.
- 12.1.3 Facilitate scheduling of classes in consultation with the Second Party.
- 12.1.4 Regularly share details of seat availability and admission progress across courses to enable effective planning and execution by **RR Academy Educational Trust**.

The Second Party shall:

- 12.1.5 Provide qualified trainers in accordance with industry standards for the courses defined under this Agreement.
- 12.1.6 Be responsible for the professional delivery of all courses and training modules.
- 12.1.7 Provide the curriculum, Learning Management System (LMS), and all required study materials.
- 12.1.8 Conduct all training sessions, including practical and hands-on components of the programme.
- 12.1.9 Conduct student assessments and evaluate projects in accordance with the prescribed evaluation methodology.
- 12.1.10 Ensure that a minimum of one representative from the **Second Party** is available on the campus of the **First Party** throughout the academic year for counselling and coordination of the **Add-on** courses.



12.1.11 Maintain attendance records of all enrolled students and share reports with the **First Party** as required.

12.1.12 Provide internship exposure, live projects, and placement support to students enrolled in the programme.

12.1.13 Assign a dedicated coordinator to regularly interact with and support the students

12.1.14 Conduct background verification of enrolled students, wherever required by the certifying body or programme guidelines.

12.1.15 Fulfil and support all audit and compliance requirements of the certifying body related to the programme.

12.2 Joint Responsibilities

12.2.1 Maintain academic quality and brand reputation of both Parties at all times

12.2.2 Share information relevant to students for the smooth conduct of operations

12.2.3 Address grievances through joint review committee in relation to this MoU

12.2.4 Students shall go through the admission process of the **First party**, supported by the **Second party**.

12.2.5 The admission process shall be clearly defined to ensure both parties communicate consistent and accurate information.

12.2.6 Complete transparency regarding the fee structure shall be ensured, clearly stating total fees, inclusions, and exclusions. Examination fees and any additional charges shall be borne by the students. Any other potential expenses related to certification courses must also be communicated in advance.

13. Non-exclusivity and ethical conduct

13.1 The **First Party** shall not run identical programmes with third parties within the campus during the validity of the MoU.

13.2 Faculty engaged under this MoU shall not be directly hired by the other Party during the term without written and mutual consent.

14. Data Protection and Confidentiality

Both Parties shall maintain the confidentiality of:

- Student data
- Financial terms



- Training materials
- Operational processes

Data shall not be shared with third parties without consent unless required by law.

15. Intellectual Property Rights

Curriculum and training material developed by the **Second Party** shall remain its intellectual property unless otherwise agreed. The First party may use such material solely for academic and accreditation purposes.

16. Term and Termination

The MoU shall remain valid from 13 MAY 2026 to 31 August 2031. Either Party may terminate this MoU by giving 90 days' prior written notice.

However, such termination shall not adversely affect any students already enrolled in the programme. Both Parties shall jointly ensure completion of all ongoing training, assessments, and certification requirements for the affected batches. All eligible students shall be issued the respective certificates by the concerned certifying authority without delay, and the Parties shall cooperate to implement a mutually agreed academic continuation or transition arrangement, if required, to safeguard the students' academic and certification outcomes.

17. Liability and Indemnity

All persons engaged under this MoU while present on the campus of the **First Party** shall be subject to the disciplinary rules and procedures of the **First Party**. In the event of any incident involving fraud or misrepresentation, legal violation, or academic misconduct, the **First Party's** disciplinary process shall apply. The **Second Party** shall cooperate with the inquiry and shall take appropriate action with respect to its personnel based on the findings, without prejudice to any applicable legal proceedings.

18. Dispute Resolution

Disputes shall first be resolved through a joint review committee of Both **First Party** and **Second Party**. If unresolved, arbitration shall be conducted under the Arbitration and Conciliation Act 10108.



Venue & Jurisdiction: Pallippuram, Palakkad

19. Relationship between parties

This MoU does not create partnership, franchise, employment, or agency relationship. Both Parties act as independent collaborators.

17. Signatures

For St. Mercy College (First Party)

Signature: _____

Name: Dr.Sr.N M Louly (Sr. Merin)

Designation: Principal


PRINCIPAL
Mercy College, Palakkad-06



For RR Academy Educational Trust (Second Party)

Name: 1) Nidhin P.G, Director, _____

Designation: Managing Trustee

2) Abinanth B Director _____

Designation: Managing Trustee

