

6.5.2 Institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals - institutional reviews and implementation of teaching learning reforms

Harvard Business School Publishing (HBSP) Case Study Module



India Site License Agreement (Usage Based) 2017

This Agreement establishes the relationship between **Sinhgad Technical Education Society ('STES')** and Harvard Business School Publishing (HBSP) regarding membership in the India Site License Program and the terms associated with it.

Harvard Business School Publishing publishes cases, reprints, and book chapters. STES is a qualified institution of higher learning in India that wishes to use HBSP materials in its management degree, diploma and/or Executive Education programs. Accordingly, HBSP hereby licenses Institution on a non-exclusive basis to use the HBSP Materials specified according to the terms and conditions of this Agreement.

Term and Territory

1. This Agreement shall be effective from July 1, 2017 until December 31, 2017.
2. This Agreement is effective in India only, at the following associate institutions:
 - **Sinhgad Technical Education Society**
 - **Shri Yashwantrao Chavan Shikshan Prasarak Mandal**
3. It excludes programs that the Institution operates at campuses or other locations outside India.
4. Upon the termination of this Agreement, all rights revert to HBSP and Institution shall immediately thereafter discontinue reproduction and sale of the Materials. Within six months after the termination or expiration of the Agreement, a final accounting shall be made.

Access to Materials

Institution will obtain electronic access to master copies of and/or links to HBSP materials through HBSP's single click service, and will in turn distribute these copies to its duly enrolled students in print format. Electronic distribution of SingleClick links is not permitted, unless provided for under Schedule W. Unlicensed use of the Materials will result in immediate termination of the Agreement. Institution agrees to the following terms and conditions:

1. Institution is responsible for diligently enforcing the terms of this Agreement, and in particular for seeing that only authorized users can access the products, that only genuine HBSP licensed content is used, and that all information, including the number of actual users, is fully and accurately reported to HBSP. Failure to adhere to these requirements is grounds for immediate termination of this Agreement.
2. Institution will not share its username identification and password beyond those authorized by HBSP policies, and shall not disclose the identity or location of the links from which it accesses Materials.
3. Institution may use electronic masters only for production of course materials during the term of this agreement. Whether protected or unprotected, the content files which contain the electronic masters remain the property of Harvard Business School Publishing, and are authorized for use only by those staff members of Institution involved in course pack production for students. Electronic redistribution of protected or unprotected content files is not permitted. The masters themselves must not be stored, saved, emailed, shared, or posted on any course site. Doing so is in direct violation of the agreement and the school will be held liable for copyright violation.
4. Institution will assign no more than two administrators to be the designated people responsible for downloading master copies and reporting activities. Institution will provide contact information for the administrators to HBSP by emailing hbpcasestaff@marketingoperations@hbsp.harvard.edu
5. Institution will report to HBSP any violations of these terms, and any unauthorized access to, or unauthorized use of, HBSP materials, and will assist HBSP as requested in any subsequent investigation.


President

Sinhgad Technical Education Society
Erandwane, Pune - 411 004.

If HBSP notifies Institution of any cases withdrawn Institution agrees to remove such cases from any filing system -- print or electronic -- immediately and to cease the production of these items. Institution shall remove all masters from any filing system within 6 months of use.

Institution agrees not to use any HBSP materials that have not been supplied by HBSP without prior written approval, nor to permit sale or distribution of unapproved versions of HBSP materials. This license supersedes any right and any reporting mechanism of any Reproduction Rights Organization (RRO) or other collective copyright management organization for which Institution might otherwise be eligible.

Reporting and Payment

This license covers three payment models:

Flat fee license:

- For Schedule A materials used in the degree-granting programs listed in Schedule K, the fee for this license during the Contract Term is a flat fee calculated as follows:
 - USD \$12.73 for each full time 2-year degree / diploma (MBA- PG Semester III) student enrolled during the Contract Term or any part of the term.
 - USD \$7.38 for each full time 3-year degree/diploma (BBA-UG Semester III) student enrolled during the Contract term or any part of the term.
 - USD \$2.46 for each full time 3-year degree/diploma (BBA-UG Semester V common subject) student enrolled during the Contract term or any part of the term.
 - USD \$4.92 for each full time 3-year degree/diploma (BBA-UG Semester I & V Marketing, Finance & HR) student enrolled during the Contract term or any part of the term.
- The account number for these programs will be: 18324250
- HBSP will bill Institution in advance installment and will send the invoice upon contract signing. At the end of the contract term, HBSP will issue an additional invoice incorporating any adjustments necessary due to discrepancies between estimated enrollment and actual reported enrollment.

Usage-based payment for open enrolment programs:

- Fees for the following materials used in programs will be based on usage, at a discount of 42% off of current published U.S. academic list prices:
 - All electronic materials used in programs not listed in Schedule K
 - Electronic Materials used in Schedule K programs but not listed in Schedule A.
- The account number for these programs will be: 19028032
- HBSP will send Institution invoices after each usage report has been processed

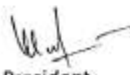
Usage-based payment for Custom Corporate programs:

- Fees for the materials used in "in-company" or company-specific custom executive Education programs will be based on usage, at a discount of 20% off regular academic list prices
- The account number for these programs will be: 19028037
- HBSP will send Institution invoices after each usage report has been processed.

Institution will report each period's usage to the HBSP Sales Coordinator based on the schedule below, using the reporting template provided by HBSP:

- Oct 15, 2017 (covering usage between Jul, 2017 and Sep, 2017)
- Jan 15, 2018 (covering usage between Oct, 2017 and Dec, 2017)

2



President

Sinhgad Technical Education Society
Erandwane, Pune - 411 004



Institution will make every reasonable effort to capture the status of product usage in Executive Education non-degree programs and will accurately report the results thereof. Usage for non-degree Executive Education programs must be reported separately from other orders. Each reporting period will include all days since the last submitted report. A report must be submitted via email even if there was no activity in the period.

Institution will pay invoices generated by HBSP in a timely manner, in accordance with HBSP's terms and conditions as stated on each invoice.

Tax Indemnity

The payments to be made under the contract are net of all taxes and the institution shall be responsible for any Sn income tax and Indian indirect taxes like service tax, value added tax, goods and services tax, and other similar taxes, as may be applicable, attributable to the payments made or to be made under this contract to HBSP. The licensee hereby agrees to indemnify, hold harmless from against any and all fines, penalties, taxes (including interest thereon) (collectively "Liabilities") that may arise in India, asserted against HBSP to the extent that such Liabilities result from the default in payment of taxes attributable to the payments made or to be made to HBSP in India.

Copyright and Trademarks

All materials are copyrighted by HBSP or President and Fellows of Harvard College. This license conveys no right, title or interest in the intellectual property comprising the materials other than as specifically provided herein. Institution shall ensure that a printed copyright notice appears on each reproduced copy of the Materials in the format noted in Schedule T. Institution acknowledges that the names, marks, graphics and designs listed in Schedule U are the exclusive property of HBSP and/or President and Fellows of Harvard College. All names, marks, shields, graphics and designs to which this paragraph refers are collectively referred to herein as "trademarks", whether or not registered as trademarks in India.

Institution will promptly notify HBSP if it becomes aware of any piracy, counterfeiting, or other unauthorized use of trademarks or copyrighted material, and shall cooperate with HBSP in responding to such unauthorized use.

Right of Inspection

Institution will maintain books and records to document all copies of the materials accessed by institution users for a period of not less than two years. HBSP and/or its authorized representatives shall have the right during normal business hours to inspect, at its own expense, institution books and records insofar as they pertain to the distribution of the materials pursuant to this Agreement. If any inspection discloses inaccurate reporting of past usage, and that inaccurate reporting resulted in over- or under- estimation of the license fee to which HBSP is entitled hereunder, the appropriate amount shall be immediately paid or refunded to the party entitled thereto. Should such audit uncover errors or omissions greater than 10% of what was reported for the period examined, Institution shall reimburse HBSP for the cost of the audit.

A handwritten signature in black ink, appearing to be "Sinhgad", written over a horizontal line.

President

Sinhgad Technical Education Society
Erandwane, Pune - 411 004.

Notices

All notices under this license agreement will be sent to:

a. For HBSP:
Ellen Gandt
Vice President, Sales and
Marketing
Harvard Business School
Publishing
300 North Beacon Street, 1st Floor
Watertown, Massachusetts 02472
United States

b. For STES
Ms. Rachana Navale
Vice-President (Admin)
Sinhgad Technical
Education Society
19/15 Smt. Khilare Marg, Off
Karve Road, Erandwane
Pune, Pin: 411004
India

Agreed to on behalf of:

HBSP

STES

Ellen Gandt

Prof. M.N. Navale

Vice President, Sales and Marketing

Founder President

Signature

Date:

12/7/17

Signature

Date:

President
Sinhgad Technical Education Society
Erandwane, Pune - 411 004.

The news of STES-HBSP (Sinhgad Technical Education Society and Harvard Business School Publishing) tie-up; as published in the supplement of Sakal newspaper, "Sakal Today" dated 29 November, 2013; page no.3.

हार्वर्ड बिझनेस पब्लिशिंगशी 'सिंहगड इन्स्टिट्यूट'चा करार

Sakal Today Dt. 29-11-13, Pg

पुणे, ता. २८ : हार्वर्ड विश्वविद्यालयाशी संलग्न असलेले हार्वर्ड बिझनेस पब्लिशिंग आणि सिंहगड टेक्निकल एज्युकेशन सोसायटी यांच्यात सामंजस्य करार झाला आहे. यानुसार सिंहगड इन्स्टिट्यूटमधील एमबीए आणि बीबीएच्या विद्यार्थ्यांना जागतिक पातळीवरील व्यवस्थापनविषयक उच्च दर्जाची शिक्षण पद्धती व साधनसामग्री उपलब्ध होणार आहे.

पब्लिशिंगचे एशिया-पॅसिफिक विभागाचे व्यवस्थापकीय संचालक विनय हेब्वर म्हणाले, "जागतिक व भारतातील व्यवस्थापनविषयक सर्व शिक्षण साहित्य आणि 'हार्वर्ड बिझनेस स्कूल'मध्ये वापरली जाणारी आधुनिक शिक्षण पद्धतीचा वापर या संस्थेला करता येईल. त्यामुळे संस्थेतील विद्यार्थ्यांमध्ये गुणदोष विवेचनात्मक विचारपद्धती, विश्लेषणात्मक निर्णयक्षमता, संवाद कौशल्ये वाढतील." हेब्वर यांनी इन्स्टिट्यूटच्या विद्यार्थ्यांशी आणि प्राध्यापकांशीही संपर्क साधला. या करारामुळे विद्यार्थ्यांना दीर्घकालीन फायदे होतील. हार्वर्डमधील सहभाग केंद्रित शिक्षणपद्धती आणि व्यवस्थापनविषयक जागतिक पातळीवर प्रसिद्ध झालेले संशोधनात्मक लेख यामुळे विद्यार्थ्यांची कौशल्ये वाढतील, औद्योगिक क्षेत्राला उच्च दर्जा मनुष्यबळ मिळेल, तसेच विद्यार्थी त्यांच्या मूलभूत व प्रमुख विषयांमध्ये संशोधन करण्यास प्रवृत्त होतील. असे सोसायटीचे संस्थापक अध्यक्ष प्रा. एम. एन. नवले यांनी सांगितले.

Access to HBSP for Teachers

The screenshot shows a web browser window with multiple tabs open. The active tab is a Gmail inbox. The address bar shows the URL: <https://mail.google.com/mail/u/0/#search/HBSP/1426f1461db3897e>. The search bar contains the text "HBSP". The email list shows one email from "Customer Service" with the subject "Welcome to Harvard Business for Educators". The email content includes a welcome message, instructions on how to access the site, and contact information for Customer Service.

Customer Service <custserv@hbsp.harvard.edu> 11/19/13

to me

Dear Professor Shinde:

We have received your application for Educator Access to the Harvard Business for Educators web site. Please allow us one business day to review your application and complete the registration process. In the meantime, you can log in to your BASIC level account which allows you to search for materials and save them in your Library for purchase or future reference. Go to <http://www.hbsp.harvard.edu> and use your account login information:

Username: Rajashreeashinde

Sincerely,

Customer Service
Harvard Business Publishing
custserv@hbsp.harvard.edu
800-545-7686 or 617-783-7600
Fax: 617-783-7686
www.hbsp.harvard.edu

Click here to [Reply](#) or [Forward](#)

Using 26.67 GB [Manage](#) [Program Policies](#)
Powered by Last account activity: 15 minutes ago
Open in 1 other location [Details](#)

List of Selected teachers for the HBSP Orientation Programme by Mr. Vinay Hebbar

The screenshot shows a Gmail interface with a search bar containing 'HBSP'. The email content is as follows:

----- Forwarded message -----
From: Dr Chetan Chaudhari <director_sbs@sinhgad.edu>
Date: 10 November 2013 19:21
Subject: Harvard Content Training Orientation Program-21st Nov. 2013
To: "Dr. Nilesh P. Gokhale" <director_siom@sinhgad.edu>, Nilesh Gokhale <nileshgokhale@sinhgad.edu>, Avadhoot Pol <avadhoot.pol@sinhgad.edu>, Dr Avadhoot Pol <director_sbar@sinhgad.edu>, Dr Shalendra Kale <director_sbsname@sinhgad.edu>, "Dr. Parag Kalkar" <director_sbar@sinhgad.edu>, "Dr. Milind Marathe" <director_simca@sinhgad.edu>, MOHSIN SHAIKH <hoomba.simcoe@sinhgad.edu>, Dr John Peter <john.peter@sinhgad.edu>, Manita Mishra <manishra.scoe@sinhgad.edu>, Manita Mishra <manishra.scoe@sinhgad.edu>, manoj008 <manoj008@yahoo.co.in>, Milind Marathe <milindmarathe@sinhgad.edu>, Dr Sunil Ujagare <sbssoms@sinhgad.edu>, Shalendra Kale <shalendra.kale@sinhgad.edu>, Dr Rajashree Shinde <rajashreesinde@sinhgad.edu>, Chetan Chaudhari <chetan.chaudhari@sinhgad.edu>, Dr S D Marande <director_nressocs@sinhgad.edu>, "Dr. Parag Kalkar" <pkalkar@sinhgad.edu>, Dr S D Marande <principal_nressocs@sinhgad.edu>, Principal RMDGSOE <principal_nressocs@sinhgad.edu>, Shashikant Lokhande <sdlokhande.scoe@sinhgad.edu>, Anita Mane <anita.s.mane@gmail.com>, Anita Mane <anita.s.mane@gmail.com>, Vinodra Mangrale <mangrale.vsi@gmail.com>, director_sinsts@sscsm.org, Sharad Inamdar <sharadinamdar_sbar@sinhgad.edu>, "Dr. Chetan Chaudhari" <director_sbs@sinhgad.edu>, Sunil Ujagare <sunil.ujagare@sinhgad.edu>, Hemant Patil <hpatil_sfs@sinhgad.edu>

Respected All,
Greetings of the day!

The nominated faculties were interviewed last week by Hon. YP (Admin) Ms. Rachana Navale and Mr. Shahani (Sr. Director) for selection to the HBP Content training. The list of selected candidates is attached herewith for your reference.

All selected faculties should be informed to attend an orientation program by Mr. Vinay Hebbar, scheduled on Thursday, 21st November 2013 at SCOE (Old SDOM Building) 4th floor Auditorium at 10.00 am (Change in Timings will be informed, if any). Presence of all Directors & HODs of respective institutes is expected for the said program.

This mail re-iterates to inform all faculty members (irrespective of nominations) to register on the HBP site as a **Premium Educator**. The link for the same is www.hbsp.harvard.edu

Further details will reach you all shortly.

Regards,
Dr. Chetan Chaudhari
Officiating Director,
Sinhgad Business School
Erandwane, Pune.
9667725091

Dr. Chetan Chaudhari
Officiating Director

Faculty Development through A) Indian Institute of Management (IIM), Ahmedabad B) Deputation for International Teaching Experience at Rwanda

Smt.Kashibai Navale Sinhgad School of Business Mgt.
SINHGAD ROAD , PUNE
E-Mail :sknssbmaccounts@sinhgad.edu

Payment Voucher

No. : 69

Dated : 20-May-2014

Particulars	Amount
Account :	
Staff Welfare	1,67,500.00
Bank Charges & Commission	1,000.00
Amount (in words) : Indian Rupees One Lakh Sixty Eight Thousand Five Hundred Only	
₹ 1,68,500.00	

Through :

BOM EXAM CURR A/C60096050429

On Account of :

Being FDP Programme Registration Fees Rs. 167500/- for Prof. Nutan Samdani paid to Indian Institute Of Ahmedabad, Payable at Ahmedabad (FDP from 09.06.2014 to 27.09.2014)

Amount (in words) :

Indian Rupees One Lakh Sixty Eight Thousand Five Hundred Only



Receiver's Signature:

Nutan H Samdani

9730084789



Authorised Signatory

DIRECTOR

Smt. Kashibai Navale Sinhgad School
of Business Management
Plot No. 10/1, Ambegaon (N) L. Pore-411 001.



Nutan Samdani <nhsamdani@gmail.com>

36th FDP

FDP Office IIMSTAFF <fdpoffice@iimahd.ernet.in>
To: Nutan Samdani <nhsamdani@gmail.com>
Cc: director-sknsbm@sinhgad.edu

Mon, May 12, 2014 at 5:45 PM

Professor Arindam Banerjee
Chairperson,
Faculty Development Programme

May 12, 2014

Sub: Selection offer for participation in the 36th Faculty Development Programme in Management (June 09, 2014 to September 27, 2014)

Dear Ms. Nutan Harshwardhan Samdani,

We are pleased to inform you that you have been selected for the 36th Faculty Development Programme in Management to be conducted at the Indian Institute of Management, Ahmedabad, from June 09, 2014 to September 27, 2014.

The programme is fully residential and it is mandatory for all participants to stay on IIM campus. Kindly arrange to reach the campus by the evening of June 08, 2014.

The programme fee of Rs. 1,67,500 (Indian Rupees One Lakh Sixty Seven Thousand Five Hundred only) is payable by Demand Draft. You will be required to send us a Draft for that amount drawn in favour of "Indian Institute of Management, Ahmedabad" payable at Ahmedabad. The Demand Draft should reach FDP Office, IIMA on or before **May 23, 2014**.

The programme fee covers the cost of accommodation in fully furnished air-conditioned rooms, food in our students' mess, and the costs of tuition and course material. Please note that your travel cost to and from Ahmedabad, out-of-pocket expenses and electricity consumption charge for accommodation (based on actuals), during the period of your stay at the Indian Institute of Management, Ahmedabad, will have to be borne by you or your sponsor. Medical insurance up to Rs.1,00,000/- for "hospitalization" expenses, subject to the rules of the insurance company, is provided by the Institute. You are encouraged to bring your own laptop (or computer) with you.

Please send us a reply by email (fdpoffice@iimahd.ernet.in) confirming your acceptance latest by Friday, May 16, 2014.

We are sure that the programme will contribute to your professional development and that you will have an enriching learning experience during your time here. We look forward to having you with us.

Welcome to the IIMA.

Yours sincerely,

S/d

Arindam Banerjee

<https://mail.google.com/mail/u/0/?ui=2&ik=2abcc84a99&view=pt&>



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FDP Office
Indian Institute of Management
Vastrapur
Ahmedabad - 380 015
Phone (O) : 079-66324961





आवक के खाते में
ACCNORSEE ONLY

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Bank of Maharashtra

01576-AMBEGAON BUDRUK

2003-01-16
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703696

किये जाने पर प्राप्त राशि के निमित्त INDIAN INSTITUTE OF
DEMAND PAY MANAGEMENT AHMEDABAD

को या उनके आदेश पर/OR ORDER

One Lakh Sixty Seven Thousand Five
RUPEES

₹ *****1,67,500.00

Hundred only.

अवा करें FOR VALUE RECEIVED

बैंक ऑफ महाराष्ट्र FOR BANK OF MAHARASHTRA

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44FH9

Sharma
SAR 2003

Ulatkar
A350

बैंक ऑफ महाराष्ट्र BANK OF MAHARASHTRA
MJ/201301153-AHMEDABAD SERVICE BRANCH

प्राधिकृत अधिकारी/AUTHORISED OFFICIAL/S
Please sign above

⑈ 703696⑈ 0000 14000⑈

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Indian Institute of Management, Ahmedabad

Nutan Harshvardhan Samdani

has participated in the

Faculty Development Programme in Management

from June 9 to September 27, 2014

at the Indian Institute of Management, Ahmedabad


Chairperson
Faculty Development Programme


Director



SKN SINHGAD SCHOOL OF BUSINESS MANAGEMENT
S No. 10/1 Ambegaon Bk
Pune-411041
E-Mail : sknssbmaccounts@sinhgad.edu

Journal Voucher


No. : 8

Dated : 27-Apr-2017

Particulars		Amount
Staff Welfare	Dr	1,99,000.00
To STES - CORPORATE OFFICE		1,99,000.00
		₹ 1,99,000.00 ₹ 1,99,000.00

On Account of :

PARTICIPATION FEES FOR
FACULTY DEVELOPMENT
PROGRAMME AT IIM AHMEDABAD
FROM 5.06.2017 TO 23 SEPT 2017
PAID FROM STES CORP OFFICE
FOR DR. PROF. ANAMIKA SINGH


Authorised Signatory

~~Signature~~ Director
S.K.M. Sinhgad School of Business Management
S. no. 10/1, Ambegaon (Bk.), Pune - 411 041

SHINGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)



Sinhgad Institutes

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/Personnel/2016-17/5736

26.04.2017

To,
Dr. Rajashree Shinde
Director
SKN Sinhgad School of Business Management
Ambegaon (Bk), Pune 411 041

Sub : Faculty Development Programme at IIM, Ahmedabad
from 05.06.2017 to 23.09.2017

With reference to your forwarding remarks on the application dated 19.04.2017 of Dr. Anamika Singh, Associate Professor on the above subject, you are informed as under :

- (1) Sanction for deputation of Dr. Anamika Singh, Associate Professor, SKN Sinhgad School of Business Management for the 39th Faculty Development Programme in Management at Indian Institute of Management, Ahmedabad for the period 05.06.2017 to 23.09.2017 is hereby accorded.
- (2) She will be on paid leave for the above mentioned period of deputation.
- (3) Since, the period of deputation is more than three months, Dr. Anamika Singh will have to submit necessary bond in prescribed format on stamp paper of Rs.100/- as per terms and conditions prescribed under our Circular No. STES/Personnel/2011/105 dt. 01.06.2011.
- (4) After completion of the said period, she will have to report for duties as Associate Professor in SKN Sinhgad School of Business Management on 25.09.2017 positively and will have to submit certificate from the institute for completion of the said course.


President

Copy to : (1) Dr. Anamika Singh, Associate Professor, SKN SSBM, Ambegaon (Bk), Pune
(2) Personal File



श्री आनंद को-ऑप बैंक लि. चिंचवड
 SHRI ANAND CO-OP BANK LTD. GHINCHWAD
 1944, Sandesh, Opp. Golhole Park,
 Near Chaphdar Chowk, Chinwad pune 411 033

Clearing Sub - Member of COSMOS Bank, Pune

Valid for 3 months from the date of issue

दिनांक 27 04 20 17
 Date D D M M Y Y Y Y

या धारक को Or Bearer

Pay Anamika Singh

रुपये Rupees one lac ninety nine thousand
 only

अदा करें। ₹ 1,99,000/-

for Sinhgad Technical Education Society

चिठ्ठी नं. /
 A/c No. No 1035

C/A



President
 Please sign above

072247 4111642950

11



Dr. Rajeshree Shinde <director_sknsbm@sinhgad.edu>

39th Faculty Development Programme in Management: June 05, 2017 to September 23, 2017

1 message

Mon, Apr 17, 2017 at 5:07 PM

FDP Office IIMA <fdpoffice@iima.ac.in>
To: anamika singh <anamika.singh.0502@gmail.com>
Cc: director_sknsbm@sinhgad.edu

April 17, 2017

Karthik Sriram

Chairperson

Faculty Development Programme

**Sub: 39th Faculty Development Programme in Management
(June 05, 2017 to September 23, 2017)**

Dear Dr. Anamika Singh:

We are pleased to inform you that you have been selected for the 39th Faculty Development Programme in Management to be conducted at the Indian Institute of Management, Ahmedabad, from June 05, 2017 to September 23, 2017.

The programme is fully residential and it is mandatory for all participants to stay on IIM campus. Kindly arrange to reach the campus by the evening of June 04, 2017.

The programme fee of Rs. 1,99,000/- (Rupees One Lakh Ninety Nine Thousand Only) is payable by online through this link: https://web.iima.ac.in/index.php?id=544&p_id=119 on or before May 01, 2017 (It is advisable to pay through Net banking).

The programme fee covers the cost of accommodation in fully furnished air-conditioned rooms, food in our students' mess, and the costs of tuition and course material. Please note that your travel cost to and from Ahmedabad, out-of-pocket expenses and electricity consumption charge for accommodation (based on actuals), during the period of your stay at the Indian Institute of Management, Ahmedabad, will have to be borne by you or your sponsor. Medical insurance up to Rs.1,00,000/- for "hospitalization" expenses, subject to the rules of the insurance company, is provided by the Institute. You are encouraged to bring your own laptop with you. All participants who successfully complete the programme will become the member of IIMA Alumni Network.

Please send us a reply by email (fdpoffice@iima.ac.in) confirming your acceptance latest by 5.30 pm on Thursday, April 20, 2017.

FDP

FACULTY DEVELOPMENT PROGRAMME IN MANAGEMENT A Programme for Management Teachers

June 5 to September 23, 2017

The Faculty Development Programme (FDP) of the Indian Institute of Management, Ahmedabad, India (IIMA) aims at the professional development of faculty members of institutions of management education. The first FDP was offered in 1979. Over the years, the FDP has developed a strong reputation for excellence in the professional development of management educators. IIMA is now pleased to announce its 39th Faculty Development Programme, which will be offered from June 5 to September 23, 2017.

FOR WHOM

The FDP is designed for management teachers and researchers working in management schools, universities, colleges and professional institutes. Individuals teaching in staff training colleges, training centres of industrial organizations, and staff training institutes of central and state governments which teach management and allied subjects are also welcome to apply.

SELECTION CONSIDERATIONS

Participants should have post-graduate level teaching experience in management or research experience of at least two years. Preference will be given to participants less than 45 years of age. Past experience indicates that participants in the early stages of their teaching or research careers benefit most. Since the FDP is offered in the English language, participants are expected to be fluent in English. Considerations for selecting participants include teaching and/or research experience, level of preparedness for the programme as indicated by educational qualifications and statements of purpose, and anticipated benefits to sponsors (see the application form).

BENEFITS

The major focus of the FDP is on upgrading the teaching, training, and research skills of management teachers—especially those teachers who have not had an opportunity to acquaint themselves with recent developments in teaching and research methods. The programme enables participants to develop competence in general management education as well as in management research and pedagogy.

COURSEWORK

The programme is structured around the following components:

1. Courses in the area of general management (Introductory and Integrative)
2. Management discipline-related courses (e.g., Understanding Organizational Behaviour, Economics, and Information Technology for Management)
3. Courses in functional areas of management (e.g., Accounting and Finance, Human Resources, Marketing, and Operations)
4. Academic skill-related courses (e.g., Research Methods, Statistical Analysis, Communication for Management Teachers, Case Method in Management Education)
5. Elective module: Participants will be required to attend specially designed courses in one of the following areas, Marketing, Finance & Accounting or Organisational Behaviour & Human Resource Management.



EDUCATIONAL APPROACH

DP relies on a variety of learning settings like classrooms, workshops and seminars, and a participatory approach to learning. There is an emphasis on the case method of teaching and learning. Other educational methods such as lectures, small group exercises, management games, and presentations are also used. Computers, statistical kits, and audio-visual aids complement these methods. Participants are also encouraged to develop insights into curriculum planning and academic administration.

Participants will have access to the computing facilities at the computer lab having network connectivity. The educational approach of the programme requires a high level of effort from the participants in terms of individual preparation and working in groups.

CERTIFICATION

Participants who complete the programme satisfactorily will be awarded a certificate of participation and will become members of the IIMA Alumni Association.

ACCOMMODATION AND BOARDING

The programme is fully residential and participants are required to stay in the furnished accommodation on campus. Permission to stay outside the campus is not usually granted; only under very exceptional circumstances will participants be allowed to stay outside. Participants will dine at the students' mess which offers a mix of north Indian and south Indian cuisine. While the cuisine is predominantly vegetarian, non-vegetarian food is also available three to four times a week.

SPONSORSHIP

Ordinarily, applicants should be sponsored by their employers. However, under special circumstances, participants who are not sponsored by any institution may be considered for the programme.

FEES

The programme fee payable by the sponsoring institution includes tuition fees, cost of course materials, lodging and boarding, alumni fee, and limited medical insurance for hospitalization in case of emergency. For participants from India, Nepal, and Bhutan, the programme fee is Rs. 1,99,000. (Rs. 1,60,000 plus Rs. 24,000 Service Tax and Rs. 15,000 Alumni Fee); the fee is non-refundable. The programme fee of Rs. 1,99,000/- is inclusive of Rs. 15,000 for IIMA Alumni status. Any institution sponsoring three or more participants is eligible for a 10% discount on Programme Fee. Electricity charges for accommodation are to be borne by the participants on the basis of actual consumption.

For participants from other countries and non-resident Indians, the fee is US\$ 3650 or its equivalent. The fee, which is non-refundable, does not include cost of travel to and from Ahmedabad and expenses incurred by participants on items like photocopying, computer printouts, typing, stationery or items of personal nature. International participants from Commonwealth Nations are encouraged to apply through their respective Commonwealth Fund for Technical Cooperation (CFTC) nodal points for funding.



APPLICATION PROCEDURE

Application Form and Brochure will be available online : <https://www.iima.ac.in/web/fdp/apply/how-to-apply>
Applicants can fill up 'Part A' of the application form online; Part B of the form should be completed by the sponsoring authority responsible for granting the applicant leave for his/her career development.

Applicants are advised to submit their application along with the sponsorship from the employer before April 10, 2017. In case sponsorship papers are not ready, Part A of the application form may be submitted online before April 10, 2017 and 'Part B' can be sent separately electronically or by post.

Decisions regarding admission to the programme will be communicated to the applicants and sponsoring institutions by April 17, 2017.

Foreign participants are advised to complete all visa formalities on their own, well in time. Requests for extension of time to join the programme will not be entertained.

Contact Address (for further details):

Faculty Development Programme Office

IIM Ahmedabad

Amambajpur, Ahmedabad - 380 015, India

Phone: 91-79 - 26324941 • Fax: 91-79 - 26306896 / 66826896 • Email: fdpoffice@iima.ac.in

For further details, please visit <http://www.iima.ac.in/web/fdp>

ABOUT THE INSTITUTE

IIMA was set up by the Government of India in collaboration with the Government of Gujarat and Indian industry as an autonomous institution in 1961. The Institute provides education, training, consulting and research facilities in management.

Major Programmes Offered by IIMA

- Two-Year Post-Graduate Programme in Management (equivalent to MBA).
- Two-Year Post-Graduate Programme in Food and Agri-business Management (equivalent to MBA).
- Two-Year ePGP (IIMA's e-Mode PGP) for working professionals and entrepreneurs with a minimum 3 years work experience.
- Fellow Programme in Management (equivalent to Ph.D.).
- Faculty Development Programme in Management for management teachers and trainers in universities and colleges.
- One-Year Post-Graduate Programme in Management for Executives (PGPX, equivalent to MBA).
- Executive Education Programmes (EEPs) for industry, business, agricultural and rural sectors, and public systems covering education, health, transport, and population.

The Institute has more than 90 faculty members working in the following management areas and sectors:

Areas/Groups/Centres

- Centre for Management in Agriculture
- Ravi J. Mathai Centre for Educational Innovation
- Business Policy
- Communication
- Economics
- Finance and Accounting
- Human Resources Management
- Information Systems
- Marketing
- Organizational Behaviour
- Production and Quantitative Methods
- Public Systems Group
- Centre for Innovation Incubation, and Entrepreneurship
- India Gold Policy Centre
- Centre for e-Governance
- Centre for Gender Equity, Diversity and Inclusivity
- Centre for Infrastructure Policy and Regulation
- Centre for Management of Health Services
- Centre for Retailing
- IIMA-Telecom Centre of Excellence

To,

Prof. M.N. Navale

Date: 19/04/2017

Hon. Founder President

STES

Erandwane, Pune

Subject: Financial Support for attending Faculty Development Programme at IIM-Ahmadabad from 5th June 2017 to 23rd September 2017.

Respected Sir,

I am pleased to inform you that with your colossal encouragement, I had applied for FDP at IIM-Ahmadabad to be conducted from 5th June 2017 to 23rd September 2017 and I have been selected for the same.

A copy of mail confirming selection for the programme is attached herewith for your kind persual.

I hereby apply for providing me with financial support to attend the FDP. The Fees for the programme is Rs. 1, 99,000. (Rs.1,60,000 plus Rs.24,000 Service Tax and Rs.15,000 Alumni Fee) which has to be remitted before 1st May, 2017. I also request you to kindly sanction the above period of programme from 5th June 2017 to 23rd September 2017 as paid leave.

Request you to please approve the said application and oblige. I would be deeply indebted and grateful for your kind support.

Best Regards,

Anamika

Dr. Anamika Singh

Associate Professor

SKNSSBM

Forwarded to
Prof. M.N. Navale
Hon. Founder President
STES.

through Director, S.K.N.S.S.B.P.
Dr. Rajashree Shinde.

Shinde
19/4/2017.



Indian Institute of Management Ahmedabad

Anamika Singh

has participated in the

Faculty Development Programme in Management

from June 05 to September 23, 2017

at the Indian Institute of Management Ahmedabad

Karthik Srinivasan

Chairperson
Faculty Development Programme

Pradeep Wadhwa

Director-in-Charge



SINHGAD TECHNICAL EDUCATION SOCIETY™

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

S. No. 44/1, Vadgaon (Budruk), Off Sinhgad Road, Pune - 411 041. Tel. / Fax : (020) 2435 4721 Email : stes@sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

Memorandum of Understanding

1. Purpose

The purpose is to create a partnership between ECTA, P.O. Box 3450, Kigali, Rwanda, which is registered in Rwanda, Trade License Code number 100461576, and SINHGAD TECHNICAL EDUCATION SOCIETY, 44/1, VADGAON BK, PUNE - 41, MAHARASHTRA, INDIA.

ECTA which is specialized in Construction and Architecture want participate to the development of Rwanda through an Educational Institute in Technology with good quality of teaching with international level in order to promote Industries in Rwanda, created jobs and maintain the quality of work, ECTA propose to STES which has rich experience in education field, to be a partner in this project.

2. Program Description

- ECTA is going to prepare all required for an Educational Institution according to Rwandan bylaws and infrastructures to accommodate the institute as standard required as guided by STES.
- Sinhgad STES is interested to work with ECTA in this project and is going to provide teachers according to international level and in respect of Rwandans bylaws without any income from the project only the institute will provide transport, accommodation and salaries to the Director, Teacher Tech. Assistant, and other supporting staff from India according to Indian or Rwandan salaries.
- Once all preparation with respect to Infrastructure, Lab, classroom, workshop, library are ready then STES will immediately send the requested teaching and non teaching faculty.

3. Operating Procedure

- The educational institute will have her own management system but if required Sinhgad Will come as a consultant for supervision and execution of the institute and if STES doesn't have qualified teachers in any course, the institute will negotiate with others Educational institution.
- STES accepts to give all information's required for the preparation for program, library, equipment and others for starting the Institute.
- STES accept in order to prepare future Rwandese teachers, to train students recommended by ECTA in India with same cost as a local.

4. Liability

ECTA and STES are liable in order to maintain the quality of education for that ECTA will represent, STES in Rwanda and shall avoid others African Countries in order to avoid conflicts.

5. Use of Confidential Information

The parties understand the importance of the protection of intellectual property. The parties agree to:

- Receive and maintain the confidential information in confidence;
- Not reproduce the confidential information or any part thereof without the express written consent of disclosing party;
- Not, directly or indirectly, make known, divulge, publish or communicate the confidential information to any person, firm or corporation without the express written consent of disclosing party;
- limit the internal dissemination of the confidential information and the internal disclosure of the confidential information received from the disclosing party to those officers and employees, if any, of

Handwritten signatures and initials.





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M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

- the receiving party who have a need to know and an obligation to protect it;
- (e) Not use or utilize the confidential information without the express written consent of disclosing party;
- (f) not use the confidential information or any part there of as a basis for the design or creation of any method, system, apparatus or device similar to any method, system, apparatus or device embodied in the confidential information unless expressly authorized in writing by disclosing party;
- (g) Utilize the best efforts possible to protect and safeguard the confidential information from loss, theft, destruction, or the like.
- (h) All information provided by the disclosing party shall remain the property of the disclosing party.

6. Dispute resolution

The parties agree to try to resolve policy or practice disputes at the lowest level possible. If issues cannot be resolved at this level, a third party may be called in to help mediate any dispute. Informal mediation services, however, shall be explored prior to any other formal or legal process. Each party agrees to be responsible for its own financial obligation in this matter.

7. Duration and Modification of the MOU

Initial period of MOU shall be binding in both parties for 5 years. The parties understand that implementation of the MOU is dependent on both parties working together in good faith. The partners agree that the terms of the MOU will take effect upon signature of both parties when project start and will continue in effect as long as the parties choose to work together.

Termination of the MOU will be effective in either of two situations:

1. All partners agree in writing to its termination; or
2. One of the parties receives written notification of termination from the other party. In the event that it becomes necessary for one party to cease being a party to this MOU that said party shall notify the other party, in writing, ninety (90) days in advance of that intention. However, Sinhgad cannot terminate the MOU during an ongoing project before one course degree to avoiding a void in education.

This MOU may be reviewed and renewed annually and modified, altered, or revised, as necessary, by mutual consent of both parties, through the issuance of a written amendment, signed and dated by all parties

Each party enters into this Agreement in a spirit of cooperation and collaboration, for the purposes described above.

SIGNATURES

In WITNESS THEREOF, the parties to this MOU execute this agreement.

BY: Prof. M. N. Navale
Founder President
STES

Dated: 27/03/2012



Mr. NZITONDA KIYENGO
ECTA General Manager
KIGALI, RAWANDA

Place: PUNE(INDIA)



**SINHGAD TECHNICAL EDUCATION SOCIETY-RWANDA
KIGALI CAMPUS**

2/07/2014

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Prof. (Dr.) Krishna M. Sharma worked with us from 13/4/2014 to 02/07/2014 as Associate Professor-Marketing in our college.

We wish him all the best.


(NZITONDA KIYENGO)

LEGAL REPRESENTATIVE