

महाराष्ट्र MAHARASHTRA

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प्रधान मुद्रांक कार्यालय, मुंबई  
प.मु.वि.क्र. ८०००००९  
23 NOV 2021  
सक्षम अधिकारी

MEMORANDUM OF UNDERSTANDING (MoU)

श्री. दि. क. गवई

This MoU entered on 30<sup>th</sup> day of November 2021

BETWEEN

S.I.W.S. N. R. SWAMY COLLEGE OF COMMERCE & ECONOMICS  
AND

SMT. THIRUMALAI COLLEGE OF SCIENCE  
Plot No. 337, Sewri Wadala Estate, Major R. Parmeshwaran Marg,  
Wadala, Mumbai 400 031

AND

MRS KIRTHIKA RAJASEELAN, COUNSELLOR, residing (hereinafter known as  
Counsellor) residing at 20/275 Gope Niwas, Sion (East), Mumbai 400 022



*S. N. S.*  
PRINCIPAL  
S.I.W.S. N.R. Swamy College  
Commerce & Economics and  
Smt. Thirumalai College of Science,  
Wadala, Mumbai-400 031

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*R. Kirthika*

Dr. KIRTHIKA RAJASEELAN  
Counsellor And Occupational Therapist  
B.O.T; MSC (Psy), PGDG & C, PGDLD  
Reg. No. L-5037/17



This MoU is entered on 30<sup>th</sup> day of November 2021 by and between S.I.W.S. N. R. SWAMY COLLEGE OF COMMERCE & ECONOMICS AND SMT. THIRUMALAI COLLEGE OF SCIENCE, Plot No. 337, Sewri Wadala Estate, Major R. Parmeshwaran Marg, Wadala, Mumbai 400031 (hereinafter called S.I.W.S. College), affiliated to The University of Mumbai

And

Mrs. Kirthika Rajaseelan (hereinafter known as Counsellor) residing at 20/275 Gope Niwas, Sion (East), Mumbai 400 022

This document will serve as the operating agreement between SIWS College and Mrs. Kirthika Rajaseelan Counsellor for the purpose of delivering counseling services to the students and staff attending the said College.

WHEREAS, SIWS College desires to facilitating counseling services to its staff and students and Counsellor is willing to provide the same.

Counselling services include:

- a) Guidance on issues relating to mental health
- b) Help students to overcome stress by generating self-confidence
- c) Help in promoting personality development, stress management, time management and goal setting
- d) Create awareness among students regarding code of conduct, discipline, personal hygiene, cleanliness, environment friendly attitude
- e) Create awareness on gender sensitive approaches and encourage to develop life skills for employability

Now, therefore, SIWS College and the Counsellor, in consideration of the mutual promises and undertakings herein contained, agree as follows:

**I. Purpose and Scope**

- a) The sole aim of the MoU is to promote and ensure mental health care, as well as other support services to students helping them to achieve optimal health status and maximizing their academic performance.
- b) The aim is that the Counsellor will take an active role in providing counsel for mental health care services to all both teaching and non-teaching staff who are currently employed and all students who are currently studying in SIWS College to better understand and manage their own mental health.



*f. jha*  
PRINCIPAL  
S.I.W.S. N.R. Swamy College of  
Commerce & Economics and  
Smt. Thirumalai College of Science,  
Wadala, Mumbai-400 031

*R. Kirthika*  
Dr. KIRTHIKA RAJASEELAN  
Counsellor And Occupational Therapist  
B.O.T; MSC (Psy), PGDG & C, PGDL  
Reg. No. L-5037/17



## II. Role and Responsibilities

- a) Counsellor will do counseling for two days in a week for two hours at the Counselling cell room of SIWS College.
- b) The Counsellor will provide referral services to the participants of the program.
- c) The Counsellor will also be providing workshops/seminars online or offline to staff and students on topics as per their requirements.
- d) One teaching staff will be designated to take the responsibility of enrolling the staff and students at the time of counseling by the Counsellor.
- e) The class teacher i.e. the designated mentor will take the responsibility to send students of her respective class to the Counsellor as per schedule
- f) The participants with mental health issues will be asked to come again for follow up as per requirements by Counsellor to ensure preventive methods and promote good mental health.

## III. Terms and Conditions

- a. The Counsellor will continue the service provision to teachers and students, the financial arrangements will be made as per the mutually agreed terms.
- b. This MoU may be amended, renewed and terminated by mutual written agreement of the parties at any time.
- c. Either party shall have the right to terminate this MoU upon 30 days prior written notice to the other party.
- d. On mutual consent of both the parties, review meetings will be conducted once in three months with co-ordinators, Vice-Principals and Principal.
- e. The Counsellor has to provide a report to the College once in three months about the activities conducted.
- f. The delivery of services by the Counsellor should be within the established policies and procedures of SIWS College and in accordance with their requirements.

## IV. Duration of MoU

This MoU unless extended by mutual written consent of the parties, shall expire in **three years** after the effective date specified in the opening paragraph. However, on review, this MoU shall be extended for another three years by mutual consent.

## V. Consent form

Counselling services from **Counsellor** will be permitted only with signed parental consent. Participants will have to sign a consent form before undergoing the service.



*[Signature]*  
**PRINCIPAL**  
S.N.S.N.A. Swamy College of  
Commerce & Economics and  
Sanjivani College of Science,  
Wadala, Mumbai-400 031

*[Signature]*  
**Dr. KIRTHIKA RAJASEELAN**  
Counsellor And Occupational Therapist  
B.O.T; MSC (Psy), PGDG & C, PGDLD  
Reg. No. L-5037/17

VI. **Space and Utilities:** SIWS College will provide space and utilities to the Counsellor to operate.

VII. **Confidentiality:** Counsellor will abide by policies and procedures with respect to confidentiality of the students' educational and other records.

VIII. **Force Majeure.** In the event and to the extent either Party is unable to perform its obligations under this Agreement because of any act of nature, civil disturbance, fire, flood, riot, war, terrorist attack, picketing, strike, lockout, work stoppage, loss of transportation facilities, governmental action or any condition or cause beyond such Party's control, such Party shall be excused from performance of the Contract.

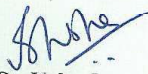
IX. SIWS College will intermittently review practices of the Counsellor to monitor outcomes and fulfillment of the compliances with parental consent.

All activities undertaken through this memorandum are for the purpose of maintaining good mental health of students attending the College and supporting the college's educational mission.

Counsellor will work collaboratively to meet goals, objectives and requirements of SIWS College.

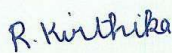
#### SPECIAL CERTIFICATION

The individual signing this agreement certifies by his/her signature that he/she is authorized to sign this agreement on behalf of the responsible governing board.

  
Dr Usha Iyer  
Principal  
SIWS College

PRINCIPAL  
SIWS.N.R. Swamy College of  
Commerce & Economics and  
Smt. Tulimale College of Science,  
Wadala, Mumbai-400 031



  
Mrs Kirthika Rajaseelan  
Counsellor

Dr. KIRTHIKA RAJASEELAN  
Counsellor And Occupational Therapist  
B.O.T; MSC (Psy), PGDG & C, PGDLD  
Reg. No. L-5037/17

Dated: On this 30<sup>th</sup> November 2021

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