



# St Xavier's College - Jaipur

Approved under Section 2(f) & 12(B) of the UGC Act, 1956  
(Affiliated to the University of Rajasthan, Jaipur)  
(A Christian Minority Jesuit Institution)



**REPC** | RAJASTHAN  
EXPORT  
PROMOTION  
COUNCIL

## MEMORANDUM OF UNDERSTANDING

Between

**ST. XAVIER'S COLLEGE JAIPUR**

&

**RAJASTHAN EXPORT PROMOTION COUNCIL**

This Memorandum of Understanding is made on the day of **24<sup>th</sup> November 2023** BETWEEN **St. Xavier's College Jaipur** (hereinafter referred to as 'SXC Jaipur') having an address at Nevta- Mahapura Road, Nevta, Jaipur, Rajasthan – 302029 AND **Rajasthan Export Promotion Council** (hereafter referred to as 'REPC') having an address at Udyog Bhawan, Tilak Marg, Jaipur. 302005.

We are pleased to express our mutual interest in fostering educational and professional development by establishing a Memorandum of Understanding (MOU) between **St. Xavier's College Jaipur** and **Rajasthan Export Promotion Council**. This MOU outlines the terms and conditions under which our students of **Department of Business Administration** with the **Training, Internship and Placement Cell** may engage in internships at your esteemed organization.

### **Purpose and Objectives:**

This MOU is intended to provide a framework for collaboration between our college and your organization to offer valuable internship opportunities for our students. The primary objectives are:

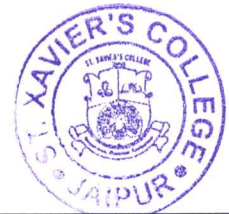
- To facilitate hands-on learning experiences for our students.
- To provide students with the opportunity to apply their academic knowledge in real-world settings.
- To strengthen the relationship between the two organisations.

### **Internship Guidelines:**

a. **Internship Duration:** Internship periods shall be mutually agreed upon.

b. **Internship Roles:** Interns will be assigned roles and responsibilities that align with their academic programs and the needs of REPC.

c. **Supervision:** A designated supervisor from REPC will oversee the interns' work and provide guidance and mentorship.



*"To create men and women for others"*

Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India Tel: +91 9680791955, 9828726366  
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**d. Compensation:** It is understood that internships may be paid Stipend or will be unpaid as per the Project, unless otherwise mutually agreed upon. Terms related to compensations will be mutually consented before the start of internship.

**e. Evaluation:** Periodic evaluations of the intern's performance will be conducted to provide feedback and assess progress.

### **Legal and Ethical Considerations:**

Both parties agree to adhere to all applicable laws and regulations governing internships, including those related to labour standards, confidentiality, and intellectual property rights.

### **Termination:**

Either party may terminate an internship at any time for valid reasons. The termination process and reasons for termination shall be discussed in the event of such an occurrence.

### **Confidentiality:**

Both parties agree to maintain the confidentiality of any sensitive or proprietary information shared during the course of the internship.

### **Communication and Reporting:**

Regular communication and periodic progress reports will be maintained between SXC Jaipur and REPC.

### **College Examination Timing**

In consideration of the academic commitments of the students participating in internships, both parties agree to the following:

**Examination Schedule:** The REPC acknowledges that SXC Jaipur has a predefined academic examination schedule. The internships will be structured in a way that does not conflict with the examination dates and timings of the College.

**Flexible Scheduling:** Whenever possible REPC will work with the SXC Jaipur to create a flexible work schedule for interns during the examination periods. This flexibility may include allowing interns to take time off for study and exams, or rearranging their work hours to accommodate their academic responsibilities.

**Advance Notice:** If it becomes necessary for an intern to adjust their internship schedule due to an upcoming examination, the intern will provide the REPC with as much advance notice as possible, and both parties will cooperate to find a suitable solution.



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**Conflict Resolution:** In cases where it is not feasible to accommodate an intern's examination schedule without disrupting the normal operations of the REPC both parties will work together to find an appropriate solution that minimizes disruptions to the intern's studies.

**Amendments:**

Any changes or amendments to this MOU must be made in writing and signed by authorized representatives of both parties.

**Dispute Resolution:**

Any disputes arising from this MOU will be resolved through negotiations and discussions between the parties involved.

**Duration:**

This MOU will become effective on the date of signing and remain in effect for one year and can be renewed every year, unless terminated by both the parties.

**St. Xavier's College Jaipur**

Address: The Office of the Principal,  
St Xavier's College Jaipur,  
Nevta - Mahapura Road, Nevta  
Jaipur, Rajasthan – 302029.

**Rajasthan Export Promotion Council,**

Address: Udyog Bhawan, Tilak Marg,  
C-Scheme, Jaipur. 302005

For RAJASTHAN EXPORT PROMOTION  
COUNCIL

For ST. XAVIER'S COLLEGE JAIPUR

Chief Executive Officer

Seal

Date: 24.11.2023

*(Signature)*  
P. K. Sharma  
Chief Executive Officer  
Rajasthan Export Promotion Council  
Udyog Bhawan, Jaipur-302005

Principal

Seal

Date: 24/11/23

*(Signature)*  
Principal

St. Xavier's College, Jaipur  
Nevta-Mahapura Road, Jaipur



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