**Memorandum of Understanding (MoU)**

**MKCL’s KLiC Internship** Program is designed to provide students with practical, work-based learning experiences at MKCL’s Authorized Learning Centers (ALCs). This internship aims to enhance students’ employability by offering hands-on experience in various job roles while earning academic credits as per NEP 2020 guidelines.

Under this KLiC internship, students will work at ALCs on various service profiles and projects for 2-3 months in part-time/full-time mode, earning 2 credits (60 hours). The program provides exposure to customer interaction, center management, academic and administrative tasks, and micro-enterprise management. Additionally, MKCL’s KLiC Internship includes training in English communication, soft skills, and essential workplace competencies.

This MoU is made on this \_\_\_ day of \_\_\_\_\_\_\_ 20\_\_, by and between:

**[Name of College]**  
Address: [Address of College]  
Contact: [Contact details of College]  
Represented by: [Principal/Authorized Representative of College]

**[Name of MKCL’s Authorized Learning Center] (ALC)**  
Address: [Address of ALC]  
Contact: [Contact details of ALC]  
Represented by: [Representative of ALC]

**Whereas**, [Name of College] intends to collaborate with the ALC to provide MKCL’s KLiC Internship opportunities to its students.

**Whereas**, the ALC is offering MKCL’s KLiC Internship opportunities to students from nearby colleges, providing work-based experiential learning to enhance their skills and employability.

**Now, therefore, both parties agree to the following terms and conditions for the effective implementation of the internship program:**

**1. Purpose of MKCL’s KLiC Internship Program**

1.1 This MoU facilitates MKCL’s KLiC Internship opportunities for students of [Name of College] at the ALC, ensuring students gain practical and experiential knowledge aligned with their academic curriculum.  
1.2 The internships will focus on job roles such as Assistant Learning Facilitator, Lab Assistant, Counsellor, Office Assistant, Sales Executive, Data Analyst, and other roles specified by the ALC based on its requirements.

**2. Responsibilities of the College**

**2.1 Student Awareness & Nomination:** The college shall inform students about MKCL’s KLiC Internship and may recommend eligible students based on academic merit, interest, and relevance to the internship roles.

**2.2 Facilitation of Student Participation:** The college will encourage students to explore the internship opportunity and guide them to connect with the respective ALC for registration.

**2.3 Feedback and Monitoring:** College representatives may conduct periodic assessments and interact with students to ensure the effectiveness of the internship experience.

**2.4 Compliance with Guidelines:** The college will ensure that students understand the importance of professionalism, adhere to Code of Conduct, and actively participate in required training sessions.

**2.5 Credit Integration:** The college will acknowledge and facilitate the integration of internship credits into students' mark sheets as per NEP 2020 guidelines for official recognition.

**3. Responsibilities of the ALC**

3.1 **Internship Opportunities:** The ALC agrees to provide meaningful KLiC internship opportunities, ensuring structured work, mentorship, and skill-building activities.

3.2 **Internship Lifecycle:** The ALC shall follow the structured KLiC internship lifecycle, including:

* Student registration and onboarding
* Orientation and training sessions
* Assigning job roles and monitoring performance
* Providing mentorship and feedback

3.3 **Monitoring and Reporting:** The ALC will track intern progress and provide periodic reports to the college.

3.4 **Certification:** Upon successful completion, the ALC will facilitate the issuance of **MKCL’s KLiC Internship Certificates**, recognizing the student’s contribution and academic credit earned.

**4. Nominal Charge for Value-Added Services**

4.1 The ALC shall collect a **nominal charge of Rs. 500/- per student** per KLiC internship period to cover **value-added services**, including:

* Soft skills training and basic English communication sessions
* Access to Learning Management System (LMS)
* Internship mentorship and support

4.2 The charge is **mandatory** and is payable directly by the student to the ALC, **not the college**.

**5. Internship Program Details**

5.1 **Duration:** The standard internship period will be **2 to 3 months**

5.2 **Job Roles:** The internship roles shall be aligned with students' academic disciplines and may include:

* Assistant Learning Facilitator
* Lab Assistant
* Technical Support
* Marketing Executive
* Data Entry Operator
* HR Assistant, etc.

**6. Responsibilities of the Intern**

6.1 **Participation:** The intern shall complete assigned tasks and training modules as per the KLiC internship plan.

6.2 **Work Performance:** The intern must demonstrate professionalism, meet deadlines, and submit progress reports.

6.3 **Code of Conduct:** The intern must adhere to the rules and regulations of both the ALC and the college.

**7. Monitoring and Evaluation**

7.1 **Progress Reports:** The intern must submit progress reports, which will be reviewed by the ALC and the college.

7.2 **Evaluation Criteria:** Intern performance will be assessed based on task completion, skill development, and mentor feedback.

7.3 **Final Report:** The intern shall submit a final report summarizing their internship experience.

**8. Termination**

8.1 **Termination by College:** The college may terminate this MoU with **30 days' written notice** in case of a major breach.

8.2 **Termination by ALC:** The ALC may terminate the MoU if students or the college fail to comply with the agreed terms.

8.3 **Termination Process:** In the event of termination, both parties shall mutually decide on the completion of ongoing internships, ensuring minimal disruption to students.

**9. General Terms**

9.1 **Amendment:** This MoU may be amended by mutual written consent.

9.2 **Dispute Resolution:** Any dispute arising shall be resolved amicably through discussion. If unresolved, it will be referred to the competent authorities of **Maharashtra**.