



# SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

Accredited by NAAC and MBA Programme Accredited by NBA

Approved by the All India Council for Technical Education & Affiliated to M. G. University

This is to certify that The Director, LBS center of Science and Technology (The first party) and The Vice Chairman, SCMS Group of Educational Institutions, Pratap Nagar, Muttom, Aluva, Cochin (The second party) mutually agreed to conduct Short term computer course on “MS Office Certification”. The Terms and conditions will be the same as mentioned in the MoU signed on 27.10.2020.

Name of MoU	Short term training
Name of institutions / industry with home the MoU is made	LBS Centre for Science and Technology
Activities under MoU	<b>Special Training Programme on MS Office Certification</b>
Start date	27.10.2020
End date	26.10.2022

  
**Dr. G Sashi Kumar**  
**Principal- SSTM**





# LBS CENTRE FOR SCIENCE AND TECHNOLOGY

(A Government of Kerala Undertaking)

Nandavanam, Palayam, Thiruvananthapuram - 695 033, Kerala

Phone: 0471 - 2324396, 2324148, 2324101; Fax: 0471 - 2337055

Email: director.lbs@kerala.gov.in; Website: www.lbscentre.kerala.gov.in

B4 2749/2017

04--11-2022

The Principal  
SCMS School of Technology and Management  
SCMS Campus, Prathap Nagar  
Muttom, Aluva, Cochin

Sub: Conduct of LBS Short term course - reg

Ref: Your mail dated 21-10-2022

Vide reference cited above: the revised agreement is approved and you are requested to execute an agreement worth Rs.220/- stamp paper at the earliest.



*M Anupama (PA to Chairman)*  
1) Kindly arrange for a stamp paper for agreement.  
2) I am enclosing the agreement which is the previous one in the year also excepting for the date  
*Donk*  
*8/11/22*

Yours faithfully

Sd/-

Dr. M. Abdul Rahiman  
DIRECTOR

Forwarded/By Order

*[Signature]*  
Assistant Director  
(Academic)

Encl: Copy of Revised Agreement

Copy to :

The Assistant Director, LBS Regional Unit Kalamassery

## AGREEMENT

The agreement made on this ----- (-----2022) between the Director, LBS Centre for Science & Technology (The first party, hereinafter referred to as LBS Centre) on one part and the Principal, SCMS School of Technology and Management, Prathap Nagar, Muttom, Aluva, Cochin (hereinafter referred to as second party) on the other part.

### We mutually agree as follows:

Whereas the second party has entrusted the LBS Centre with the conduct of Short term Computer Course on 'Special Training Programme on MS Office Certification' with the following terms and conditions.

- 1) Syllabus should be the approved LBS Syllabus for the course
- 2) The course will be conducted at the premises of second party using their own Lab facilities.
- 3) Overall course duration will be 45 hours.
- 4) 5 separate batches with maximum strength of 45 students per batch shall be there for the session.
- 5) A Minimum of 20 students should be there in each batch.
- 6) An amount of Rs.2000 + 18% GST per student will be collected and remitted to LBS Centre by the second party.
- 7) No expenses will be incurred from the part of LBS Centre other than the remuneration of guest faculties if any, for the conduct of the examination and issue of certificates.
- 8) End examination including theory and practical will be conducted by the LBS Centre

Whereas the second party will be paying the course fee within 15 days to 30 days after the commencement of each batch along with the list of candidates and all relevant documents to LBS Centre. The period of this agreement shall be one year from the date of this agreement.

Both the parties unconditionally agree and consent that in case any dispute arises in respect of the agreement the same shall be resolved through adjudication by a team constituted for the purpose by both parties.

### Signed and delivered by

**Vice Chairman**  
**SCMS Group of Educational Institutions**  
**Prathap Nagar**  
**Muttom, Aluva, Cochin-683106**

**Director**  
**LBS Centre for Science & Technology,**  
**Nandavanam, Palayam,**  
**Thiruvananthapuram**

Date:

Date:

भारतीय नैर - यायिक

एक सौ रुपये

Rs. 100

रु. 100



सत्यमेव जयते

ONE  
HUNDRED RUPEES

भारत INDIA

INDIA NON JUDICIAL

കേരളം केरल KERALA

CZ 537458

AGREEMENT

The agreement made on this day (18/11/2021) between the Director, LBS Centre for Science & Technology (The first party, hereinafter referred to as LBS Centre) on one part and the Vice Chairman, SCMS Group of Educational Institutions, Prathap Nagar, Muttom, Aluva, Cochin (hereinafter referred to as second party) on the other part.

We mutually agree as follows:

Whereas the second party has entrusted the LBS Centre with the conduct of Short term Computer Course on 'Special Training Programme on MS Office Certification' with the following terms and conditions.

- 1) Syllabus should be the approved LBS Syllabus for the course
- 2) The course will be conducted at the premises of second party using their own Lab facilities.

Contd...2

35225

27.10.2021



VALUE OF

SOLD TO

SCMS School of Technology and Management.

Dr. M.A. KUNJIBHOOTHY  
HIGH COURT

Muttom, Aluva.

26 OCT 2021

ER...

भारतीय गैर-न्यायिक

एक सौ रुपये

Rs. 100

रु. 100



सत्यमेव जयते

ONE  
HUNDRED RUPEES

भारत INDIA  
INDIA NON JUDICIAL

കേരളം केरल KERALA

CZ 537459

: 2 :

- 3) Overall course duration will be 45 hours.
- 4) 5 separate batches with maximum strength of 45 students per batch shall be there for the session.
- 5) A Minimum of 20 students should be there in each batch.
- 6) An amount of Rs.2360 /- per student will be collected and remitted to LBS Centre by the second party.
- 7) No expenses will be incurred from the part of LBS Centre other than for the conduct of the examination and issue of certificates.
- 8) End examination including theory and practical will be conducted by the LBS Centre

Whereas the second party will be paying the course fee within 15 days to 30 days after the commencement of each batch along with the list of candidates and all relevant documents to LBS Centre. The period of this agreement shall be one year from the date of this agreement.

Contd..3



3522p  
VALUE OF  
SOLD TO

27.10.2021

100/-

*Bar*  
M.A. KUNJU DEVI  
HIGH COURT VENDOR

S.C.S.M.S. School of Technology and  
Management  
Mutham, Aluva.





കേരളം കേരल KERALA

25AA 364493

: 3:

Both the parties unconditionally agree and consent that in case any dispute arises in respect of the agreement the same shall be resolved through adjudication by a team constituted for the purpose by both parties.

Signed and delivered by

Vice Chairman  
SCMS Group of Educational Institutions  
Prathap Nagar  
Muttom, Aluva, Cochin-683106

Director  
LBS Centre for Science & Technology,  
Nandavanam, Palayam,  
Thiruvananthapuram

Date:



Date:



NO 35227 DATE 27.10.2021

VALUE OF RS 20/-

SOLD TO SCMS School of Technology and Management

Muttom, Aluva

KUNJU BEEVI  
HIGH COURT VENDOR



No. FBCA-371



**LBS CENTRE FOR SCIENCE AND TECHNOLOGY**  
(A Government of Kerala Undertaking)  
Thiruvananthapuram

**Special Training Programme on MS Office Certification**

This is to certify that

**DANIEL VARGHESE K J**

has successfully completed the programme

with grade **A+**

during the period from **29/11/2021** to **13/12/2021**

  
Course Co-ordinator

Date : 15/06/2022



  
Director

90% and above 'A++', 70% to 89% 'A+', 50% to 69% 'A', 40% to 49% 'B'