



ਤੇਰਾ ਘਰ ਮੇਰਾ ਅਸੀਂ  
ESTD. 1875



# GOVERNMENT MOHINDRA COLLEGE PATIALA

(Affiliated to Punjabi University, Patiala)



**NAAC ACCREDITED GRADE A+ CYCLE-I**

**NAAC REACCREDITED GRADE A (CGPA 3.86) CYCLE-II**

**AISHE CODE: C-22146**

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**AMARJIT SINGH (PES-I)**  
Principal

**LOVELEEN PARMAR**  
IQAC Coordinator

**MOHAMMAD SOHAIL**  
IQAC Co-Coordinator

**Contact:**

**Telephone: 0175-2321695**

**Website: <https://govtmohindracollege.in/>**

**email: [gcmohindrapatiala@gmail.com](mailto:gcmohindrapatiala@gmail.com)**



**INTERNAL QUALITY ASSURANCE CELL**

**IQAC**



## **GOVERNMENT MOHINDRA COLLEGE, PATIALA**

### **Supporting Documents/Additional Information**

***3.5.1 Number of MOUs, Collaborations/Linkages for Faculty Exchange, Students Exchange, Internship, Field Project, On the Job Training Research and other acadmic activities:***

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**2019-2020**

**Pro-Ace Infotech**



Ref No. *PRO-ACE/12.10.18/10*  
Date *10.11.2019*

**MEMORANDUM OF UNDERSTANDING**

This MoU made and entered into on day of 11<sup>th</sup> November, 2019 between Department of Management, Government Mohindra College, Patiala, Punjab (hereinafter referred to as the "INSTITUTION" which expression shall where the contest so admits include its successors and permitted assigns) of one part.

And

**PRO-ACE INFOTECH**

& registered in India under ISO 9001:2008

having its registered office at Patiala

(hereinafter referred to as "ASSOCIATE" which expression shall where the contest so admits include its successors and permitted assigns) of the other part.

**SCOPE**

The ASSOCIATE is engaged in providing training, skill development, consultation and has strength in development and delivery, innovations and marketing of technology trainings etc. particularly in the areas of IT, Computer Science and Management and has approached the INSTITUTION to establish and have effective relationship in the larger interest of the sector. And WHEREAS the INSTITUTION is a premier educational hub, devoted to the advancement of Science and Technology in Information Technology, Computer Science, Management and other related disciplines, has agreed for this mutual association.

Now therefore in consideration these mutual covenants hereinafter contained, the parties hereto agree to jointly play an effective role in uplifting the practical knowledge through class room and industry specific practical training ensuring quality delivery towards excellence in above mentioned sector.

**OBJECTIVES**

1. To ensure effective collaboration with industry for improved employability.
2. To participate effectively and get integrated with skill development mission.
3. To bring Academia and industry on a common platform and evolving strategy to map the requirements of each other and competent manpower to industry with updated employable knowledge.
4. To evolve and agree on the courses, modules, delivery methodology and size of the batches; frequency and period of the courses.

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- 5. To work for certification & recognition of the programs and issuing certificates jointly.
- 6. To provide guidance, direction and approval regarding methodology for marketing of programs and training courses.
- 7. To suggest and approve amendments in MoU, if so required.

**Role of the INSTITUTION**

- 1. The INSTITUTION shall provide the available infrastructure & basic amenities such as electricity, water, telephone, etc.; suitable and ready for delivering the training courses and other activities in conjunction with the ASSOCIATE in the scope.
- 2. The INSTITUTION shall provide a workable space/ room with basic amenities for the staff of The ASSOCIATE to facilitate marketing & related activities for successful outcome of joint activities.
- 3. The INSTITUTION shall help to develop market through its existing established network and would support in marketing exercise.
- 4. The INSTITUTION shall constitute an **Institute Industry Partnership Cell**; the Convener of the cell shall be nominated as a point of contact (POC) for ASSOCIATE for proper operation of MoU.
- 5. The INSTITUTION shall treat ASSOCIATE as an advisory body for training and placement partner for joint activities for mutual benefits.

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- (i) The ASSOCIATE shall utilize its strength to align with various skill development programs and initiatives to meet the objectives of the INSTITUTION. It shall accordingly design and deliver various programs within the overall scope of MoU.
- (ii) The quality delivery is the responsibility of The ASSOCIATE and The ASSOCIATE would have to have in-house or engage the required manpower and the faculty as per the requirement, in conjunction with the INSTITUTION.
- (iii) The ASSOCIATE shall work as advisory committee to the Institute Industry Partnership Cell.
- (iv) The ASSOCIATE shall design, develop and provide equipment, software, and practical training to the students.
- (v) The ASSOCIATE shall market the programs to make them successful. It shall also guide

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Email: [proace@proaceinfotech.com](mailto:proace@proaceinfotech.com)



Ref No.....

Date.....

**DURATION AND TERMINATION OF AGREEMENT**

MOU shall be effective from the date of signing and shall remain in force for a period of **five years from 2019 to 2024**. It shall automatically be renewed for next five years until & unless discontinued by either party by a prior notice period of 3 months.

**GENERAL PROVISIONS**

(i) Both the Parties have full power and authority to enter into this MoU and take any action execute any documents required by the terms hereof; and that this MoU, entered into has been duly and validly executed and delivered, and is a valid, and binding obligation of, enforceable in accordance with the terms hereof; and that the executants of this MoU are duly empowered and authorized to execute this MoU and to perform all its obligations in accordance with the terms herein.

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10) The ASSOCIATE & the INSTITUTION shall perform their duties in strict compliance with all applicable laws in India along with rules and regulations of duly constituted Govt. authorities in India and shall obtain all licenses, restrictions or other approval, if any, required by laws in India in connection with the services to be rendered hereunder.

11) If a group of Companies or Industries or a Chamber, then it will be consider as for whole members for all members of a group and/or governing body. This governing body will provide a list of participating members or companies or industry by adding a separate annexure.

12) The ASSOCIATE shall strictly follow the INSTITUTION norms, rules and regulations for conducting the programs and shall maintain the INSTITUTION high standards.

The ASSOCIATES

  
Dr. Manpreet Sharma  
Title: Managing Director

  
Principal  
Govt. Mohindra College  
PATIALA

## Offer letter by Pro Ace INFOTECH



**PRO-ACE INFOTECH**  
DEVELOPMENT | TRAINING | CONSULTANCY

Ref No.....  
Date: 25 NOV. 2019

**Mr. Rajnish Singh**  
Government Mohindra College,  
Patiala  
Subject: Offer Letter

Dear Mr. Rajnish Singh

I would like to offer you a placement in PRO-ACE GROUP as Office Assistant. Your employment is subject to the terms and conditions listed below.

**Starting Date:** 2nd December, 2019

**Work Timings**  
Your work timings are from 9AM to 5PM, Monday to Saturday


**Probation Period**  
You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.

**Salary**  
Your monthly salary will be INR 8000/- per month Plus allowances.

**Annual Leave**  
You are entitled to 12 days of paid leaves per year

I wish you the best of luck in your new post.

You are required to submit your acceptance within 10 days for further proceedings. We look forward to years of fruitful cooperation and success.

Regards,  
  
**Manpreet Sharma**  
Managing Director  
PRO-ACE GROUP

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Mr. Jatin  
Government Mohindra College,  
Patiala

**Subject: Offer Letter**

Dear Mr. Jatin

I would like to offer you a placement in PRO-ACE GROUP as Front Office Executive. Your employment is subject to the terms and conditions listed below.

**Starting Date:** 2<sup>nd</sup> Dec, 2019

**Work Timings**

Your work timings are from 9AM to 5PM, Monday to Saturday

**Probation Period**

You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.

**Salary**

Your monthly salary will be INR 7500/- per month Plus allowances.

**Annual Leave**

You are entitled to 12 days of paid leaves per year

I wish you the best of luck in your new post.

You are required to submit your acceptance within 10 days for further proceedings. We look forward to years of fruitful cooperation and success.

Regards



Manpreet Sharna  
Managing Director  
PRO-ACE GROUP

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**2020-2021**

**PRO-ACE INFOTECH**



Ref No. PRO-ACE/1201/010  
Date 10<sup>th</sup> Mar. 2020.

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Ref No.....

Date.....

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**GENERAL PROVISIONS**

- (i) Both the Parties have full power and authority to enter into this MoU and take any action execute any documents required by the terms hereof; and that this MoU, entered into has been duly and validly executed and delivered, and is a valid, and binding obligation of, enforceable in accordance with the terms hereof; and that the executants of this MoU are duly empowered and authorized to execute this MoU and to perform all its obligations in accordance with the terms herein.

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(ii) The ASSOCIATE & the INSTITUTION shall perform their duties in strict compliance with all applicable laws in India along with rules and regulations of duly constituted Govt. authorities in India and shall obtain all licenses, restrictions or other approval, if any, required by laws in India in connection with the services to be rendered hereunder.

(iii) In the event of the MoU, if Associate is a group of Companies or Industries or a Company Chamber, then it will be consider as for whole reason for all member of a group and/or governing body. This governing body will provide a list of participating members or companies or industries by adding a separate annexure.


(iv) The ASSOCIATE shall strictly follow the INSTITUTION terms, rules and regulations for conducting the programs and shall maintain the INSTITUTION high standards.

The ASSOCIATE:

  
By: Manpreet Sharma  
Title: Managing Director

  
Principal  
Govt. Mohindra College  
PATIALA

## Offer letters to Students by PRO-ACEINFOTECH



**PRO-ACE INFOTECH**  
DEVELOPMENT | TRAINING | CONSULTANCY

Ref No.....  
Date: 22.04.2019

**Mr. Chamkaur Das**  
Government Mohindra College,  
Patiala

**Subject: Offer Letter**

**Dear Mr. Chamkaur Das**  
I would like to offer you a placement in PRO-ACE GROUP as Front Office Executive. Your employment is subject to the terms and conditions listed below.

**Starting Date: 5<sup>th</sup> April 2019**

**Work Timings**  
Your work timings are from 9AM to 5PM, Monday to Saturday

**Probation Period**  
You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.


**Salary**  
Your monthly salary will be INR 7500/- per month Plus allowances.

**Annual Leave**  
You are entitled to 12 days of paid leaves per year

I wish you the best of luck in your new post.

You are required to submit your acceptance within 10 days for further proceedings. We look forward to years of fruitful cooperation and success.

Regards



**Manpreet Sharma**  
Managing Director  
PRO-ACE GROUP

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**Ms. Ritika**  
Government Mohindra College,  
Patiala

**Subject: Offer Letter**

**Dear Ms. Ritika**

I would like to offer you a placement in PRO-ACE GROUP as Front Office Assistant . Your employment is subject to the terms and conditions listed below.

**Starting Date:** 1<sup>st</sup> feb' 2021

**Work Timings**

Your work timings are from 9AM to 5PM, Monday to Saturday

**Probation Period**

You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.

**Salary**

Your monthly salary will be INR 7500/- per month Plus allowances.

**Annual Leave**

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Regards



**Manpreet Sharma**  
Managing Director  
PRO-ACE GROUP

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Ms. Harsimran Kaur  
Government Mohindra College,  
Patiala

Subject: Offer Letter

Dear Mr. Harsimran Kaur

I would like to offer you a placement in PRO-ACE GROUP as Marketing Supervisor. Your employment is subject to the terms and conditions listed below,

Starting Date: 1<sup>st</sup> feb' 2021

Work Timings

Your work timings are from 9AM to 5PM, Monday to Saturday

Probation Period

You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.

Salary

Your monthly salary will be INR 9000/- per month Plus allowances.

Annual Leave

You are entitled to 12 days of paid leaves per year

I wish you the best of luck in your new post.

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Regards

  
Manpreet Sharma  
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Ref No.....

Date 25 Jan 21

**Mr. Gurpreet Singh**  
Government Mohindra College,  
Patiala

**Subject: Offer Letter**

**Dear Mr. Gurpreet Singh**

I would like to offer you a placement in PRO-ACE GROUP as Office Assistant . Your employment is subject to the terms and conditions listed below.

**Starting Date:** 1<sup>st</sup> Feb' 2021

**Work Timings**

Your work timings are from 9AM to 5PM, Monday to Saturday.

**Probation Period**

You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.

**Salary**

Your monthly salary will be INR 8000/- per month Plus allowances.

**Annual Leave**

You are entitled to 12 days of paid leaves per year.

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Mr. Veer Bahadur Singh  
Government Mohindra College,  
Patiala

**Subject: Offer Letter**

Dear Mr. Veer Bahadur Singh  
I would like to offer you a placement in PRO-ACE GROUP as Marketing Supervisor. Your employment is subject to the terms and conditions listed below.

**Starting Date:** 1<sup>st</sup> April 2021

**Work Timings**

Your work timings are from 9AM to 5PM, Monday to Saturday.

**Probation Period**

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Ref No.....  
Date 22 March 21

Ms. Sukhbir Kaur  
Government Mohindra College,  
Patiala

Subject: Offer Letter

Dear Ms. Sukhbir Kaur

I would like to offer you a placement in PRO-ACE GROUP as Office Assistant. Your employment is subject to the terms and conditions listed below.

Starting Date: 1<sup>st</sup> April 2021

Work Timings

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**2021-22**

**Pro-Ace Infotech**



**PRO-ACE INFOTECH**  
DEVELOPMENT | TRAINING | CONSULTANCY

Ref No.....  
Date.....

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The ASSOCIATES

  
By: Manpreet Sharma  
Title: Managing Director

*Simrat Kaur*  
Principal  
Govt. Mohindra College  
PATIALA

Ms. Harshdeep Kaur  
Government Mohindra College,  
Patiala

**Subject: Offer Letter**

Dear Ms. Harshdeep Kaur  
I would like to offer you a placement in PRO-ACE GROUP as Front Office Executive. Your employment is subject to the terms and conditions listed below:

**Starting Date:** 17<sup>th</sup> Jan, 2022

**Work Timings**

Your work timings are from 9AM to 5PM, Monday to Saturday

**Probation Period**

You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.

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I would like to offer you a placement in PRO-ACE GROUP as Office Assistant. Your employment is subject to the terms and conditions listed below.

**Starting Date:** 17<sup>th</sup> Jan, 2022

**Work Timings**

Your work timings are from 9AM to 5PM, Monday to Saturday

**Probation Period**

You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.

**Salary**

Your monthly salary will be INR 8000/- per month Plus allowances.

**Annual Leave**

You are entitled to 12 days of paid leaves per year

I wish you the best of luck in your new post.

You are required to submit your acceptance within 10 days for further proceedings. We look forward to years of fruitful cooperation and success.

Regards

  
Manpreet Sharma  
Managing Director  
PRO-ACE GROUP


📍 Opposite ICICI Bank, Leela Bhawan, Patiala-147001 (Punjab)

🌐 proacegroup.com 📧 proace05@gmail.com

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**2022-23**

**Pro-Ace Infotech,**



Ref No. PR.ACE/HR/PP/10  
Date 10<sup>th</sup> Nov. 2018

**MEMORANDUM OF UNDERSTANDING**

This MoU made and entered into on day of 11<sup>th</sup> November, 2019 between Department of Management, Government Mohindra College, Patiala, Punjab (hereinafter referred to as the "INSTITUTION" which expression shall where the contest so admits include its successors and permitted assigns) of one part.

And

**PRO-ACE INFOTECH**  
& registered in India under ISO 9001:2008  
having its registered office at Patiala  
(hereinafter referred to as "ASSOCIATE" which expression shall where the contest so admits include its successors and permitted assigns) of the other part.

**SCOPE**

The ASSOCIATE is engaged in providing training, skill development, consultation and has strength in development and delivery, innovations and marketing of technology trainings etc. particularly in the areas of IT, Computer Science and Management and has approached the INSTITUTION to establish and have effective relationship in the larger interest of the sector. And WHEREAS the INSTITUTION is a premier educational hub, devoted to the advancement of Science and Technology in Information Technology, Computer Science, Management and other related disciplines, has agreed for this mutual association.

Now therefore in consideration these mutual covenants hereinafter contained, the parties hereto agree to jointly play an effective role in uplifting the practical knowledge through class room and industry specific practical training ensuring quality delivery towards excellence in above mentioned sector.

**OBJECTIVES**

1. To ensure effective collaboration with industry for improved employability.
2. To participate effectively and get integrated with skill development mission.
3. To bring Academia and industry on a common platform and evolving strategy to map the requirements of each other and competent manpower to industry with updated employable knowledge.
4. To evolve and agree on the courses, modules, delivery methodology and size of the batches; frequency and period of the courses.

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5. To work for certification & recognition of the programs and issuing certificates jointly.
6. To provide guidance, direction and approval regarding methodology for marketing of programs and training courses.
7. To suggest and approve amendments in MoU, if so required.

**Role of the INSTITUTION**

1. The INSTITUTION shall provide the available infrastructure & basic amenities such as electricity, water, telephone, etc.; suitable and ready for delivering the training courses and other activities in conjunction with the ASSOCIATE in the scope.
2. The INSTITUTION shall provide a workable space/ room with basic amenities for the staff of The ASSOCIATE to facilitate marketing & related activities for successful outcome of joint activities.
3. The INSTITUTION shall help to develop market through its existing established network and would support in marketing exercise.
4. The INSTITUTION shall constitute an **Institute Industry Partnership Cell**; the Convener of the cell shall be nominated as a point of contact (POC) for ASSOCIATE for proper operation of MoU.
5. The INSTITUTION shall treat ASSOCIATE as an advisory body for training and placement partner for joint activities for mutual benefits.

**Role of the ASSOCIATE**

- (i) The ASSOCIATE shall utilize its strength to align with various skill development programs and initiatives to meet the objectives of the INSTITUTION. It shall accordingly design and deliver various programs within the overall scope of MoU.
- (ii) The quality delivery is the responsibility of The ASSOCIATE and The ASSOCIATE would have to have in-house or engage the required manpower and the faculty as per the requirement, in conjunction with the INSTITUTION.
- (iii) The ASSOCIATE shall work as advisory committee to the Institute Industry Partnership Cell.
- (iv) The ASSOCIATE shall design, develop and provide required equipment for practical training to the students.
- (v) The ASSOCIATE shall market the programs to make them successful. It shall also guide

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**DURATION AND TERMINATION OF AGREEMENT**

MOU shall be effective from the date of signing and shall remain in force for a period of **five years from 2019 to 2024**. It shall automatically be renewed for next five years until & unless discontinued by either party by a prior notice period of 3 months.

**GENERAL PROVISIONS**

- (i) Both the Parties have full power and authority to enter into this MoU and take any action execute any documents required by the terms hereof; and that this MoU, entered into has been duly and validly executed and delivered, and is a valid, and binding obligation of, enforceable in accordance with the terms hereof; and that the executants of this MoU are duly empowered and authorized to execute this MoU and to perform all its obligations in accordance with the terms herein.

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This MoU shall not be binding for any other agreement for either party. Parties shall be free and independent to carry on other services and trainings besides that covered under the scope of this MoU.

- (ii) The ASSOCIATE & The INSTITUTION shall perform their duties in strict compliance with all applicable laws in India along with rules and regulations of duly constituted Govt, authorities in India and shall obtain all licenses, restrictions or other approval, if any, required by laws in India in connection with the services to be rendered hereunder.
- (iii) By signing of this MoU, if Associate is a group of Companies or Industries or a Commerce Chamber, then it will be consider as for whole means for all member of a group and/or governing body. This governing body will provide a list of participating members or companies or industries by adding a separate annexure.
- (iv) The ASSOCIATE shall strictly follow the INSTITUTION norms, rules and regulations for conducting the programs and shall maintain the INSTITUTION high standards.

The ASSOCIATES



By: Manpreet Sharma  
Title: Managing Director

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Ms. Navpreet Kaur  
Government Mohindra College,  
Patiala

**Subject: Offer Letter**

Dear Ms. Navpreet Kaur

I would like to offer you a placement in PRO-ACE GROUP as Liaison Officer. Your employment is subject to the terms and conditions listed below.

**Starting Date:** 12<sup>th</sup> June, 2023

**Work Timings**

Your work timings are from 9AM to 5PM, Monday to Saturday.

**Probation Period**

You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.

**Salary**

Your monthly salary will be INR 9500/- per month Plus allowances.

**Annual Leave**

You are entitled to 12 days of paid leaves per year

I wish you the best of luck in your new post.

You are required to submit your acceptance within 10 days for further proceedings. We look forward to years of fruitful cooperation and success.

Regards

  
Manpreet Sharma  
Managing Director  
PRO-ACE GROUP

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Ref No.....

Date..21 June 2023

Ms. Aarti Mawar  
Government Mohindra College,  
Patiala

**Subject: Offer Letter**

**Dear Ms. Aarti Mawar**

I would like to offer you a placement in PRO-ACE GROUP as Marketing Supervisor . Your employment is subject to the terms and conditions listed below.

**Starting Date:** 12<sup>th</sup> June' 2023

**Work Timings**

Your work timings are from 9AM to 5PM, Monday to Saturday

**Probation Period**

You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.

**Salary**

Your monthly salary will be INR 9000/- per month Plus allowances.

**Annual Leave**

You are entitled to 12 days of paid leaves per year.

I wish you the best of luck in your new post.

You are required to submit your acceptance within 10 days for further proceedings. We look forward to years of fruitful cooperation and success.

Regards

  
Manpreet Sharma  
Managing Director  
PRO-ACE GROUP

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Mr. Yash Saini  
Government Mohindra College,  
Patiala

Subject: Offer Letter

Dear Mr. Yash Saini

I would like to offer you a placement in PRO-ACE GROUP as Front office Executive . Your employment is subject to the terms and conditions listed below.

Starting Date: 12<sup>th</sup> June 2023

Work Timings

Your work timings are from 9AM to 5PM, Monday to Saturday

Probation Period

You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.

Salary

Your monthly salary will be INR 7500/- per month Plus allowances.

Annual Leave

You are entitled to 12 days of paid leaves per year

I wish you the best of luck in your new post.

You are required to submit your acceptance within 10 days for further proceedings. We look forward to years of fruitful cooperation and success.

Regards

  
Manpreet Sharma  
Managing Director  
PRO-ACE GROUP

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Mr. Lovepreet Singh  
Government Mohindra College,  
Patiala

Subject: Offer Letter

Dear Mr. Lovepreet Singh

I would like to offer you a placement in PRO-ACE GROUP as Office Executive . Your employment is subject to the terms and conditions listed below.

Starting Date: 12<sup>th</sup> June, 2023

Work Timings

Your work timings are from 9AM to 5PM, Monday to Saturday

Probation Period

You will be on probation for the first six months. Upon Successfully Completing the probation period, your employment will become of permanent status. Notice period for resignation will be 30 days.

Salary

Your monthly salary will be INR 8000/- per month Plus allowances.

Annual Leave

You are entitled to 12 days of paid leaves per year

I wish you the best of luck in your new post.

You are required to submit your acceptance within 10 days for further proceedings. We look forward to years of fruitful cooperation and success.

Regards

  
Manpreet Sharma  
Managing Director  
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