



U-Connect

Memorandum of Understanding

Between

Heartfulness Institute, USA

And

THIRASARAJAR COLLEGE OF PRECEPTORS (AIDED)

TEPPAKULAM

MOORAI-625 029

Tamil nadu.

This Memorandum of Understanding (MOU) is entered into on Date 24 th July 2019 by and between Heartfulness Institute, USA and M/S Thirasarajar College of Preceptors, Tamil nadu, India.

WHERE, Heartfulness Institute, USA, hereinafter referred as HFN, a non-profit NGO, is interested in providing certificate courses on Meditation based Self-development programs for the students and faculty through teaching and practical training by a team of trainers appointed by the institute and a course completion certificate to the participants successfully completing the course.

WHERE, M/S Thirasarajar College of Preceptors, hereinafter referred to as TCP is interested in availing these services for their faculty and students.

NOW, THEREFORE, in consideration of the interest described above, the parties agree to work together in the following manner:

1. Heartfulness Program

HFN Certificate Course on Meditation-Based Student Development Programs is tailored to meet the urgent demands of our time, as listed below:

- Growing scientific interest in meditation and its proven benefits for holistic development.
- Industry and society warming up to the need for holistic development of mind, body and spirit for greater personal effectiveness.
- Shift from IQ towards EQ (Emotional Quotient) and SQ (Spiritual Quotient) leading to demand for workforce comprised of individuals who are balanced and centred, as opposed to merely intelligent or qualified.
- The UGC and Universities in India taking the above demand seriously and including various certificate courses on Self Development/Personal Growth in their curriculum. In 2014, UGC has proposed introduction of Yoga and Meditation courses in all universities.
- NAAC (The National Assessment and Accreditation Council) also seeks value based education programs.

www.heartfulness.org E-mail: chennai@heartfulness.org

(Does not serve or represent any commercial purpose)

2. Program Design Principles

- Spiritual development must go hand in hand with Physical and Mental/Intellectual development to realize one's true potential as a human being.
- External motivation fails to create lasting inspiration unless it is complemented by a simple daily discipline.
 - "Nothing ever becomes real till it is experienced" – John Keats
 - "The only source of knowledge is experience" – Albert Einstein
- Crux of self-development is thus a process facilitated by meditation.

3. Approach

To develop a practical and interactive curriculum spanning:

- Meditation as an essential life-skill and as a means to a balanced-existence.
- Explore practical means that interface the ever-changing human situation with the unchanging absolute.
- Personal transformation and "how to" sessions for self-development and growth.
- Ongoing campus support to continue practice after formal completion of course.

4. Desired Outcome

- Become adept in the art of meditation and the means to continue this exploration life-long.
- Inspired and self-motivated to pursue a balanced life.
- Confidence and courage to face the demands of life and the ability to draw inspiration from within oneself.
- Honest and capable students with hopes of a better India and humanity.

5. Duration and Frequency

- 30-week program(15 week basic course + 15 week advanced course spread over 2 semesters)
- Once a week
- 45 to 60 Minutes in class sessions
- Outdoor projects as appropriate



6. Class Formats by HFN

1. Talks and Lectures from Scholars and Professionals via webinars
2. Group Discussions & Workshops at HFN's campus, Manapakkam – on a "Need to" basis
3. Continuous online assistance available from the faculty / assigned facilitators
4. Additional material via Emails and Handouts
5. Weekly group meditation sessions conducted remotely
6. The introduction session, at the discretion of HFN, can be conducted remotely as well

7. Indicative List of Modules

Following is an indicative list and not exhaustive:

- Orientation – Introduction to Meditation and Understanding the Crux of Self Development
- Discussion on Values
 - Understanding Aspiration, Ambition, Attitudes & Aptitudes
 - Personal and Universal Values and How to set & align values to goals
- Meditation – Learning and Deepening Skills
 - Being the Observer
 - Additional Meditation Techniques (Gradual and Systematic deepening of Meditation Skills - **Some examples listed**)
 - i. Relaxation Technique (Learn to relax body and mind)
 - ii. Meditation Basics (Role of the Heart in Transformation, Discipline etc)
 - iii. Rejuvenation / Cleaning Technique (Stress Management, Sleep Cycle Management etc)
 - iv. Finer Aspects of Meditation
 - v. Finer Aspects of Cleaning

• SELF DEVELOPMENT COURSE

Following objectives are expected to be achieved through these modules:

- **EXPERIENCE:** By learning to use the simple tools of Heartfulness Meditation practice, we experience a deep state of relaxation, enhanced concentration and inner balance.
- **EXCELLENCE:** By integrating these tools in our lives, we begin the journey of self-development and gain courage and confidence leading to inner and outer excellence.

Introductory sessions on the First 3 consecutive days – 60 min each day - followed by Weekly Sessions

- **PRESENTATION SESSION: 30 MINUTES**
 - Settle down – 5 minutes
 - Topic Presentation – 15 minutes
 - Interaction / Discussion – 10 minutes
- **PRACTICAL SESSION: 30 MINUTES**
 - Guided Relaxation – 5 minutes
 - Guided Meditation – 25 minutes

www.heartfulness.org E-mail: chennai@heartfulness.org

(Does not serve or represent any commercial purpose)

30 WEEK PROGRAM – 45 TO 60 MINS EACH WEEK (SUGGESTED TOPICS – CAN CHANGE DYNAMICALLY BASED ON NEED & SITUATION)

Sl.No	Main Topic	Sub Topic
1	Attitude Building	Keeping yourself fit
2		Complaining
3		Smile More Often
4		Positive Rephrasing
5	Building Self-Belief	Taking Small Decisions
6		Complimenting Others
7		Self-Talk
8		Handling Criticism
9	Time Management	Handling Procrastination
10		Time Savers
11		Prioritization
12		Daily Plan
13	Communication Skills	Communicate Twice
14		Conversation Technique Through Probing
15		Don't hide behind Emails
16		Importance of Feedback
17		Politeness
18		Non Verbal Communication
19		Being Assertive
20		4 types of assertive behavior
21		5 Tips for being assertive
22		Meetings
23		Conducting Official Meetings

www.heartfulness.org E-mail: chennai@heartfulness.org

(Does not serve or represent any commercial purpose)

U-Connect

24		Power of Silence or Pause
25	Effective Inter Personal Skill	Power of Recognition
26		Smile More Often
27		Power of Being a Coach
28		Power of Memory of special events
29		Conflict Resolution
30		Empathy
31		Team Effectiveness
32	Motivation	
33	Feedback	
34	Problem Solving	
35	Outcome Thinking	
36	3Rs of Team Building	
37	Emotional Intelligence	
38		The First Steps of Intra Personal EI
39		Emotional Bank Account
40	Creative Thinking Skills	Brain Storming Techniques
41		The 5 Why & the Six Universal Questions Approach
42		Random Stimulation
43	Goal Setting and Planning	Writing down Goals
44		Get your Goals to be SMART
45		Get your Goals to be SMART
46		Planning - 7 Steps Process
47		Planning - 7 Steps Process
48	Leadership Perspectives	Leadership Perspectives 1
50		Leadership Perspectives-2

www.heartfulness.org E-mail: chennai@heartfulness.org

(Does not serve or represent any commercial purpose)

U-Connect

8. Responsibilities of the **University**

The following provisions are to be arranged by the **University**:

- Assign a staff member as Single Point of Contact (SPOC) for the program
- Provide large enough Classroom / auditorium with Multimedia capability to conduct sessions (Mike, LCD projector etc.) as per the requested configuration / specifications
- Make sure availability of 4G (or above) internet connectivity for the seamless live streaming of webinars
- Facilitate the sessions by gathering the students, connecting to the webinar link provided at the specified time.
- Refreshments and conveyance arrangements to the HFN team during their scheduled visits
- Make sure the appropriate instructions are given to the participants on the adherence to the timings and discipline
- Facilitate the conduct of online test / assessment at the end of the program (once in a semester)
- Facilitate printing of certificates in the university.
- Arrange for a convocation program

www.heartfulness.org E-mail: chennai@heartfulness.org

(Does not serve or represent any commercial purpose)



UConnect

9. Duration and Termination

This MOU will begin from 24 th July 2019 and will remain in effect for 5 years and may be renewed upon written agreement of both the parties.

Should either party choose not to renew this MOU, it will give the other party not less than two months' prior notice in writing of its intent not to renew. The either party may terminate this MOU hereto by giving written notice to the other party ninety days in advance of a specified date of termination.

10. Cost

This program is conducted by HFNon a cost neutral basis.

- No coaching/professional fee is collected by HFN either from the participants or from the university authorities.
- The University shall provide conveyance to the HFN team from the regional office located at Manapakkam (or within a reasonable pickup distance), near Guindy, Chennai.
- XX (the college) shall take care of the printing of the teaching materials/ brochures for internal circulation- if required.

11. Correspondence and Notices

All Notices and communications arising from this MOU shall be deemed to have been delivered.

- In case of E-mail, upon due acknowledgement of receipt by the receiving party.
- In the case of hand delivery, upon written acknowledgement of receipt by authorized representative of the receiving party.
- In the case of registered mail, speed post; upon acknowledge receipt by the receiving Party.
- Notices and communications under this MOU must be addressed to the Authorized Representatives of the Parties at the following address:

For HFN:

Name: Thangam mohan
Designation: Trainer
Address: Madurai.
Heartfulness Institute
Cell No : 9360027899
Email: vgthangam@gmail.com

For XXXXX (the college):

Name: Dr. S. Prakash

Let's connect

DESIGNATION: *Principal*

Address: *Thiagarajar college of Preceptors (Aided), Madurai.*

Phone: *0452-2311682*

Email: *kcpmadurai9@gmail.com*

12. Signature

This MOU is effective upon the signature of all Parties here to.

For Heartfulness Institute

For COLLEGE

VW _____

Date: 21.09.19

(P) _____
21/09/19

21.09.19 Date: _____

Dr. S. PRAKASHI, M.Sc., M.Ed., B.Phil., Ph.D. (Edn.),
Principal
Thiagarajar College of Preceptors
Teppakulam, Madurai-625 009
Tamil Nadu

