



Memorandum of Understanding

between

**Department of Information Management (DoIM),
University of the Punjab, Lahore**

and

**Amal Academy,
259/B Khizer Road, Upper Mall, Lahore**

This Memorandum of Understanding (MOU) sets for the terms and understanding between Department of Information Management at Punjab University and Amal Academy to run Amal Academy's Career-Prep Fellowship on location at the Department of Information Management at Punjab University on a recurring basis.

Background

The Amal Career-Prep Fellowship is a 3-month leadership program, initially funded by Stanford University, focused on developing the job skills (communication, interviewing, CV writing, etc.) and mindsets (purpose, self-efficacy, etc.) of students entering the job market. Amal originally launched the Fellowship in collaboration with PEEF, and has now trained over 1,000 fellows (including 300+ students from PU), over 80% of whom have been able to secure quality jobs within 3 months of completing the fellowship.

University of the Punjab was among Amal Academy's earliest partners and it hosted 11 fellowship sessions at the Institute of Chemical Engineering Technology (ICET), although without a formal MOU.

Purpose

This collaboration with the DoIM will result in a convenient and consistent venue for students mainly from the Punjab University to participate in the Fellowship and build skills that will help them towards realizing their potential and achieving their career aspirations.

It will formalize the PU role as a progressive frontrunner in bridging the academia-industry skills gap amongst students, which is widely being recognized as a focus area by the HEC. So far, UET, UMT, GCU, UOE, UVAS, Comsats and UAF, have hosted or are in the process of hosting the Amal Career Prep Fellowship on their campuses, and the HEC has also run a version of the fellowship for faculty members from HEC affiliated universities.

This partnership will also highlight the Department of Information Management's role in driving initiatives that go beyond departmental boundaries and university enrollment to benefit all students regardless of their affiliation status.

Obligations of the Parties

The above goals will be accomplished through the following commitments:

The Department of Information Management, Punjab University, commits to:

- Host sessions of two to three fellowship batches every semester. Each fellowship batch will require a total of 23-24 in-person sessions. Each session will last three hours, and will be scheduled for two days a week (typically Saturday-Sunday) for a period of 12 weeks. Each session will require:
 - o A lecture hall with adequate seating for 50 students
 - o A multimedia projector and speaker system
 - o UPS backup to cover power outages
 - o Adequate provisions for cooling
- Designate a point-person responsible for coordinating the locking/unlocking of the lecture hall and other logistical aspects of each session. Host will be responsible to pay the honorarium, etc. to the staff designated for logistical support.
- Provide security clearance for Amal Academy staff, volunteers, and fellows to enter campus for the purpose of attending or coordinating fellowship sessions or related activities.

Amal Academy commits to:

- Maximize the number of Punjab University students in fellowship batches being hosted at DoIM, PU, QA campus, subject to fellowship selection criteria and appropriate level of diversity in each fellowship batch. Amal Academy will target a minimum 80% of each fellowship batch at PU to consist of PU students and alumni.
- Accommodate PU students in the Career-Prep Fellowship held at other venues beyond Punjab University (subject to selection criteria).
- Provide participant details as required for security clearance for entrance to PU campus
- Communicate schedules and arrangements as far in advance as possible to DoIM administration
- Use DoIM resources responsibly and with ownership
- List the DoIM, Punjab University as partner on its Facebook page and website.
- Highlight the effort that DoIM and PU are investing during our presentations and trainings with the HEC
- Accommodate faculty members from DoIM in our HEC faculty training courses.
- In case of damages to the facilities and equipments provided by DoIM, Amal Academy will be responsible for repairing/replacing/cover the damages.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials. This MOU shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent.



Contact Information

Partner name: Department of Information Management, University of the Punjab, Lahore
Partner representative: Prof. Dr. Kanwal Ameen
Position: Chairperson
Address: Department of Information Management, University of the Punjab, Quaid-e-Azam
Campus, Lahore
Telephone: +92 (0) 42 99231224
Fax:
E-mail: chairperson.im@pu.edu.pk

Partner name: Amal Academy
Partner representative: Benje Williams
Position: Chief Executive Officer
Address: 259/B Khizer Road, Upper Mall, Lahore
Telephone: +92 308 732 2344
E-mail: Benje@amalacademy.org

Focal Person

Dr. Fouzia Hadi Ali, Director External Linkages, University of the Punjab, Lahore will be the focal person.

Signatures

Date: 6/07/2017

Prof. Dr. Zafar Mueen Nasir
Vice Chancellor,
University of the Punjab, Lahore

Date: 6 July 2017

Benje Williams
CEO,
Amal Academy