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 Unique Doc. Reference : SUBIN-PYPY-SELF52835202420091Y
 Purchased by : PLAN FOUNDATION
 Description of Document : Article 5 Agreement or Memorandum of Agreement
 Property Description : MOU
 Consideration Price (Rs.) : 0
 (Zero)
 First Party : PLAN FOUNDATION
 Second Party : SRI VENKATESHWARAA GROUP OF INSTITUTIONS
 Stamp Duty Paid By : PLAN FOUNDATION
 Stamp Duty Amount(Rs.) : 100
 (One Hundred only)



₹100

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 VERIFIED BY THE RECIPIENT AT
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IN-PY00630797260622Y

Memorandum of Understanding

This Memorandum of Understanding is executed on this 29 day of JULY, 2026 at
SRI VENKATESHWARAA GROUP OF INSTITUTIONS

BETWEEN

Participatory Learning and Action Network Foundation (PLAN), a company organized and existing under the Companies Act, 2013 and having its registered office at A – 703, Golden Chariot, Old Lokhandwala Complex, Andheri West – 400053 through its authorized Signatory "Ms. Neha Sasikumar" Director (hereinafter referred to as the "FIRST PARTY")

Statutory Alert:

A Udayakumar

AND

Sri Venkateshwaraa Group of Institutions

is a Educational Institution having its office at 13-A, Pondicherry-Villupuram Main Road, Ariyur, Puducherry - 605 102. acting through its authorized representative Mr.A.Soundarajan, General Manager, hereinafter referred to as the **"SECOND PARTY"**,

The First Party and the Second Party are hereinafter collectively referred to as the **"Parties."**

Whereas the First Party has been actively engaged in creating environmental awareness and implementing sustainable and cost-effective Solid Waste Management (SWM) systems at pan India. The First Party is also a CSR partner of Swarn Lata Motherson Trust (SLMTT) and implementing Project **"Segregation of Waste for Recycling and Treatment (S.O.R.T.)"** under the CSR initiative of SLMTT in Chennai, Pondicherry and Ahmedabad.

Whereas the Second Party is SRI VENKATESHWARAA GROUP OF INSTITUTIONS and shown its interest in taking project S.O.R.T for creating awareness among its residents/students and managing segregated organic waste through community Composters provided by the First Party under Project S.O.R.T.

Whereas, Based on the interest expressed by the Second Party and its adherence to the project selection criteria, the First Party agrees to implement the S.O.R.T. Project at the premises of the Second Party.

This MOU defines the terms and conditions for installation, operation, monitoring, awareness generation, and long-term sustenance of decentralized wet waste management through Community Composter (Aerobin) at the premises of the Second Party.

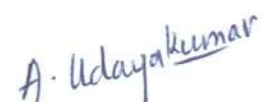
1. About Project S.O.R.T

The S.O.R.T. Project has been implemented in multiple phases across different cities between 2024 and 2026. To date, the project has covered 125 locations across Chennai, Pondicherry and Ahmedabad., including residential societies, schools, colleges, and corporate offices. Under this project, patented community composters (Aerobin) will be installed at the premises of the Second Party. These composters will efficiently transform the wet waste generated within the premises into organic manure, which can be used in open green areas like gardens and parks.

2.PROJECT COVERAGE

2.1 Under this Memorandum of Understanding, the First Party shall implement Project S.O.R.T. across six (6) constituent institutions under the Sri Venkateshwara Group of Institutions, namely Sri Venkateshwaraa College of Physiotherapy, Sri Venkateshwaraa Medical College Hospital + Research Centre, Sri Venkateshwaraa College of Pharmacy, Sri Venkateshwaraa College of Paramedical Science, Sri Venkateshwaraa Dental College, Indrani College of Nursing. A total of twenty-four (24) Aerobins shall be installed under the Project based on the estimated quantity of wet waste generated by the participating institutions. The institution-wise allocation is as follows:





Sl. No.	Institution(s)	No. of Aerobins
1	Sri Venkateshwaraa College of Physiotherapy	4
2	Sri Venkateshwaraa Medical College Hospital + Research Centre	4
3	Sri Venkateshwaraa College of Pharmacy	4
4	Sri Venkateshwaraa College of Paramedical Science	4
5	Sri Venkateshwaraa Dental College	4
6	Indrani College of Nursing	4
	Total	24

Any requirement for additional Aerobins beyond the allocation specified above shall be met by the Second Party from its own funds. The procurement, installation, operation, and maintenance of such additional Aerobins shall be the sole responsibility of the Second Party. The First Party may provide technical guidance to facilitate the procurement of additional Aerobins.

2.2 All proposed project activities, including **installation, operation** along with **all awareness sessions, training programmes, workshops**, shall be carried out by the First Party **within a period of two (2) months from the date of signing of the MOU.**

2.3 The First Party shall further provide **formal monitoring, supervision, technical support, and handholding on a regular basis for a period of six (6) months from the date of signing of the MOU.** The frequency of site visits after handover shall be **three times per month.** Upon completion of the six-month support period, the project shall be formally handed over to the Second Party for continued operation and maintenance, and the Second Party shall ensure the long-term sustainability of the project

3. VALUE OF COMPOSTERS

3.1 The cost of each community composter is ₹23,000/- (Rupees Twenty-Three Thousand only) inclusive of GST and the cost will be taken care under CSR initiative.

3.2 The Community Composters are installed for environmental benefit under the project and shall be governed strictly by the terms and conditions of this MOU.




A. Udayakumar

4. ROLES AND RESPONSIBILITIES OF THE FIRST PARTY (PLAN)

The First Party shall:

- 4.1 Organize education sessions, awareness programs, and training workshops to educate and sensitize residents/students, teachers, staff, waste collectors, housekeeping staff, and maids/servants, as applicable.
- 4.2 Install composters at the premises of the Second Party along with necessary tools required for operation and basic maintenance. The number of Composters shall be determined based on the quantity of wet waste generated and the number of households/kitchens.
- 4.3 Conduct formal monitoring and supervision of the operational efficiency of the composters and provide prompt resolution of issues till exit from the project.
- 4.4 Deliver structured training and technical assistance for effective operation and maintenance of the composters.
- 4.5 Assist the Second Party in procuring additional composters from authorized distributors at competitive market prices, if segregation performance exceeds the capacity of ten (10) composters as per CSR guidelines.
- 4.6 In addition to the aforementioned activities, PLAN shall organize informative sessions, awareness workshops, training programs, and street plays specifically designed for the residents, students, employees, housekeeping staff, cleaning staff, and maids/servants of the society/institution with the objective of educating and sensitizing all stakeholders and equipping them with the necessary knowledge and skills for effective solid waste management.
- 4.7 The First Party shall conduct necessary awareness programmes and training sessions for NSS Volunteers, Coordinators, Eco Club members, and other waste management teams of the Institution. These sessions shall cover the proper use of Aerobin, scientific waste management practices, and sustainable development initiatives. The First Party shall also provide technical guidance and support to ensure effective implementation and long-term sustainability of the waste management project.

5. ROLES AND RESPONSIBILITIES OF THE SECOND PARTY

The Second Party shall:

- 5.1 Provide adequate, safe, and accessible space for:
 - Installation of composters & Provide Concrete base
 - Provide space for Cocopeat and other material storage
 - Waste input preparation
 - Compost curing/drying
- 5.2 Allocate time and ensure participation of all relevant stakeholders in training and awareness programs conducted by PLAN.





5.3 Grant permission for installation of boards/banners displaying project details as determined by the S.O.R.T. Project team.

5.4 If Education Institutions / Society is selected (☐):

Constitute a Waste Management Committee (WMC) comprising at least ten (10) active members (3 R members and 7 volunteer residents/staff).

At least seven (7) volunteers shall not be part of the existing Education Institutions.

5.5 If School / Institution is selected (☐):

Nominate responsible staff members and student eco-club/green committee members (where applicable) for daily monitoring and coordination.

5.6 Appoint a minimum of two (2) housekeeping/waste collection staff for daily operation of the Aerobins and provide their complete identification details for project documentation.

5.7 Ensure continuous availability of segregated wet waste, dry leaves and/or cocopeat, and maintain cleanliness, safety, and upkeep of the Aerobins and tools during and after PLAN's project tenure.

5.8 Arrange for collection and storage of dry leaves within the premises (wherever applicable) for use either as a substitute for or in combination with cocopeat, to be mixed with wet waste prior to input into the Aerobin.

5.9 Transfer project responsibility to a newly formed Education Institution, if applicable, during the project period and keep PLAN informed of any such changes for smooth communication.

5.10 Provide monthly reports and photographs on the functioning of Aerobins, assist in data collection related to the project, and allow PLAN team access to monitor the composters during and after the project tenure (subject to prior intimation).

5.11 Submit a post-project sustainability plan detailing responsible personnel, budget provisions, material procurement, monitoring and maintenance frequency, and compost utilization, to ensure long-term operation of the Aerobins.

5.12 Ensure that project activities are initiated within one (1) month from the date of signing of the MOU. Failure to do so shall result in cancellation of the contract under Project S.O.R.T. at the discretion of PLAN.

5.13 Project Sustainability and Post-Handover Responsibilities

Upon completion of the implementation and handholding period by the First Party, the Second Party shall undertake the following responsibilities to ensure the long-term sustainability of the Project:

- a. **Designation of Project SPOC-** The Second Party shall nominate a designated Single Point of Contact (SPOC) who will coordinate all project-related activities, serve as the primary liaison with PLAN Foundation, and oversee the operation and maintenance of the Aerobins.

- Name of Project SPOC: J. DHANAKANTHARAJ
- Designation: MAINTENANCE MANAGER
- Department: MAINTENANCE
- Mobile Number: 9597156466
- Email ID: j.dhanakantharaj@gmail.com





- b. **Continued Operation of Aerobins**- Ensure uninterrupted operation of all Aerobins after formal handover by the First Party and process the wet waste generated within the premises in accordance with the operational guidelines provided during the project period.
- c. **Provision of Operational Resources**-The Second Party shall arrange and bear the cost of all consumables and operational materials required for the efficient functioning of the Aerobins, including cocopeat, sawdust, dry leaves, curing bags, tools, replacement parts, and other maintenance materials.
The institution confirms that these Operation & Maintenance (O&M) expenses shall be funded through:
☐ Annual Institutional Budget
☐ Separate Maintenance/Contingency Fund
☐ Other (Please specify): _____
- d. **Dedicated Human Resources**-The Second Party shall assign adequate housekeeping or waste management personnel for the daily feeding, monitoring, cleaning, compost harvesting, and routine maintenance of the Aerobins.
- Number of dedicated personnel proposed: _____
 - Designation(s): _____
 - Department/Agency (if outsourced): _____
- e. **Prevent Misuse of the Aerobins**-Ensure that the Aerobins are used solely for processing segregated biodegradable waste and are not relocated, dismantled, sold, or used for any purpose other than that intended under Project S.O.R.T. without prior written approval from PLAN Foundation.
- f. **Maintain Source Segregation**-Continue to promote and enforce source segregation practices within the institution to ensure that only segregated organic waste is fed into the Aerobins.
- g. **Infrastructure Maintenance**-Maintain the composting area, concrete platform, drainage arrangements, storage space for dry leaves/cocopeat, and surrounding cleanliness to facilitate safe and efficient operations.
- h. **Utilization of Compost**-Utilize the compost produced for gardening, landscaping, plantations, or other approved purposes within the campus. Any sale or commercial use of compost shall comply with applicable statutory requirements.
- i. **Monthly Monitoring and Reporting**-Submit a monthly operational report to PLAN Foundation detailing the status of the Aerobins, quantity of wet waste processed, compost harvested, operational challenges, corrective actions taken, and photographs of the units in the prescribed reporting format.
- j. **Facilitate Monitoring Visits**-Permit representatives of PLAN Foundation, Swarn Lata Motherson Trust (SLMTT), or any authorized third party to visit the premises periodically for monitoring, documentation, impact assessment, or audit purposes, subject to prior intimation.
- k. **Notification of Changes**-Promptly inform PLAN Foundation of any change in the designated SPOC, housekeeping staff, institutional management, or any circumstance that may affect the implementation or sustainability of the project.
- l. **Knowledge Transfer**-Ensure that whenever there is a change in housekeeping staff or project coordinators, proper orientation and training are provided to the incoming personnel to maintain continuity of operations.





- m. Maintenance of Records**-Maintain records of daily feeding, compost harvesting, maintenance activities, and any operational issues, and make such records available to PLAN Foundation upon request.

5.14 The Second Party, through its NSS Volunteers, Coordinators, and Eco Club members, shall regularly monitor and maintain the proper functioning of the Aerobin units. They shall ensure that all students are made aware of the working and benefits of the Aerobin system. The Second Party shall also actively create awareness among students about the project, promote scientific waste management practices, and support sustainable development programmes within the Institution.

6. SAFETY, SECURITY, AND LIABILITY

6.1 The Second Party shall be solely responsible for the safety, security, and protection of the Aerobins installed at its premises.

6.2 In case of loss, theft, damage, vandalism, misuse, negligence, or tampering of the Aerobins, the Second Party shall be fully liable.

6.3 The Second Party shall compensate PLAN for such loss or damage at the rate of ₹23,000/- per Aerobin.

7. LIFTING AND TAKING BACK OF AEROBINS

7.1 If the Aerobins are found unused, non-functional due to negligence, or poorly maintained, PLAN and SLMTT reserve the right to lift and take back the Aerobins.

7.2 A one (1) month written notice shall be provided to the Second Party for rectification prior to such action.

8. GENERAL CONDITIONS

8.1 This contract does not create any partnership, employment, or financial relationship beyond the scope of this project.

8.2 Any amendment shall be valid only if made in writing and signed by both Parties.

9. PROPOSED PROJECT ACTIVITIES

Activity Name	No. of Activities Planned
• Signing of MOU and Formation of WMC	1
• Pre-Intervention KAP Study	1
• Training Program for Students / Teachers	1




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Activity Name	No. of Activities Planned
• Training Program for Waste Collectors / Housekeeping Staff / Kitchen Staff / Cleaning Staff / Maids & Servants	1
• Demonstration of Waste Management to Students (for Schools & Colleges)	1
• Installation of Composters	As per requirement
• Operation & Maintenance of Composters	Monthly
• Post-Intervention KAP Study	1
• Training for WMC Members	1
• Culmination & Felicitation Ceremony	1

10. SIGNATURES

FOR THE FIRST PARTY

Participatory Learning and Action Network Foundation (PLAN)

Name: A. UDAYA KUMAR

Designation: OFFICER

Signature: A. Udaya Kumar

Date: 29/07/2026

FOR THE SECOND PARTY

Name: B. VIDHYA

Designation: CHIEF OPERATING OFFICER

Signature: [Signature]

Date: 29/07/2026

Dr. B. VIDHYA, MDS.,
Chief Operating Officer,
Sri Venkateshwaraa Group of Institutions,
No. 13-A, Pondy-Villupuram Main Road,
Ariyur, Puducherry - 605 102.

[Signature]

A. Udaya Kumar