

MEMORANDUM OF UNDERSTANDING (MoU)

Between

Save The Quest (STQ)

And

Panjab University, Chandigarh

1. Preamble

This Memorandum of Understanding (MoU) is executed on this 5th day of May 2020, between:

1.1 Save The Quest (STQ)

A registered non-profit organisation (Registration No. 882), working in the domain of inclusive education and accessibility, having its registered office at:

148, Abul Fazal Enclave, Part-1,
Delhi – 110025

Represented by: **Mr. Saif Ahmad Khan, Founder/Director**
(Hereinafter referred to as “STQ”)

AND

1.2 Panjab University, Chandigarh

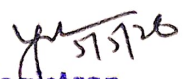
A Central University established under the Panjab University Act, 1947, having its campus at Sector 14 and Sector 25, Chandigarh,

Represented by: **Professor Renu Vig, VC**
(Hereinafter referred to as “the University”)

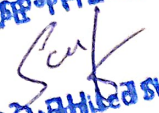
STQ and the University are hereinafter collectively referred to as the “Parties” and individually as a “Party”.

2. Background

Save The Quest (STQ) implements **The Scribe Bank**, a technology-enabled platform designed to support visually impaired students by facilitating access to trained and verified volunteer scribes during examinations and academic activities.


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Punjab University is committed to promoting inclusive education and ensuring equal academic opportunities for students with disabilities across its departments and affiliated colleges.

Recognising the need for structured, ethical, and reliable scribe support and disability advocacy within the University ecosystem, the Parties wish to collaborate under this MoU.

3. Purpose and Scope

The purpose of this MoU is to establish a formal collaboration between STQ and the University to:

1. Provide structured scribe support to visually impaired students of Punjab University during examinations.
2. Conduct awareness and advocacy initiatives related to accessibility and inclusive education.
3. Engage and onboard student volunteers from the University campus and affiliated colleges.
4. Create opportunities for social work and allied discipline students to engage as interns in implementation and outreach activities.
5. Extend the scope of this collaboration, where feasible, to colleges affiliated with Punjab University.

This MoU is non-commercial in nature and is intended for social and educational impact.

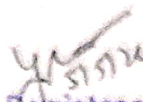
4. Geographic Scope

4.1 The collaboration under this MoU shall primarily cover the Punjab University campus in Chandigarh and extend to colleges affiliated with Punjab University under similar terms and conditions.

5. Roles and Responsibilities

5.1 Responsibilities of Save The Quest (STQ)

STQ shall:


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a. Scribe Support and Operations

- Design and implement the Scribe Bank programme for visually impaired students.
- Facilitate trained and verified volunteer scribes in accordance with applicable examination rules.
- Provide SOPs and coordination support for examination-day processes.

b. Awareness and Advocacy

- Conduct awareness programmes, workshops, and campaigns on campus related to disability inclusion and scribe support.
- Support advocacy initiatives for improving accessibility for visually impaired students.

c. Volunteer and Internship Engagement

- Recruit, onboard, and train student volunteers as scribes.
- Engage students, particularly from social work and allied disciplines, as interns to support coordination, outreach, and implementation activities.

d. Training, Monitoring, and Reporting

- Develop and deliver training modules for volunteers.
- Collect feedback and maintain basic programme records for internal review.

e. Provide Access to The Scribe Bank Platform

- Offer PU an admin access to www.thescribepank.com for:
 - Volunteer onboarding and profiling
 - Scribe–student matching
 - Assignment tracking and confirmation
 - Generation of basic MIS/summary data for internal review

f. Issue **digital certificates** to volunteers who complete required training and assignments, as per STQ norms.

g. Scribe Honorarium (₹400 per Exam)

The honorarium given to the scribes is funded by IOCL. The honorarium will be assured by STQ as long as IOCL funds this project. The honorarium will be given after completing the required verification process.


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7.1 This MoU does not involve any financial commitment by the University.

7.2 Any financial arrangements, if required in the future, shall be governed by a separate written agreement.

8. Branding and Communication

8.1 Use of the name or logo of either Party for communication or publicity shall be subject to prior written approval of the other Party.

8.2 Both Parties agree to represent the collaboration accurately and responsibly.

9. Confidentiality and Data Protection

9.1 Both Parties shall maintain confidentiality of student data and institutional information.

9.2 Personal data shall be used only for purposes related to this collaboration and in compliance with applicable laws.

10. Term and Termination

10.1 This MoU shall be valid for a period of **three (3) years** from the date of signing.

10.2 Either Party may terminate this MoU by giving **30 days' written notice** to the other Party.

10.3 Termination shall not affect activities already in progress, unless mutually agreed.

11. Dispute Resolution and Governing Law

11.1 Any disputes shall be resolved amicably through mutual discussion.

11.2 This MoU shall be governed by the laws of India.
The courts at Chandigarh shall have jurisdiction.


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12. Amendments

Any amendment to this MoU shall be valid only if made in writing and signed by authorised representatives of both Parties.

13. Signatures

This MoU is signed in two (2) original copies, each Party retaining one signed copy.

For Save The Quest (STQ)

Name: _____
Designation: _____
Signature: _____
Date: _____
Seal: _____

For Panjab University, Chandigarh

Name: _____
Designation: _____
Signature: _____
Date: _____
Seal: _____

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