



### Criteria 3.5.1

**Letter from the beneficiary of the consultancy along with details of the consultancy fee.**

## **Appendix-V**

Ref: SAA/Con./Sept/22/02

21-Sept-2022

To,  
**Director,**  
**Atelier Apparels & Footwears Pvt Ltd.**  
E 24 AB Lajpat Nagar 2  
New Delhi - 110024  
011-24062811  
[info@ateliergroup.co.in](mailto:info@ateliergroup.co.in)

**Sub.: Regarding project proposals & fund requirements for consultancy research projects on 'nature inspired design'.**

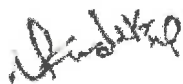
Dear Sir/ Ma'am,

I am writing to share the proposal on '**nature inspired design**' as discussed in the meeting dated 07 September, 2022 in your office.

To conduct this important study, we are seeking a consultancy charge of Rs. 24,90,516/- (Rupees Twenty Four Lakhs Ninety Thousand Five Hundred & Sixteen only) from **Atelier Apparels & Footwears Pvt Ltd.** It includes the consultancy fees of the consultant, workshop space rental & other administrative expenses. The detailed subheads are mentioned in the proposal. Your support will be instrumental in facilitating comprehensive data collection and analysis, as well as disseminating our findings to benefit both academia and industry stakeholders.

I look forward to the opportunity to discuss this proposal further and explore how we can collaborate effectively.

Sincerely,



**Prof. (Col.) Virendra Kumar Malik,**

Dean,  
School of Art and Architecture



## *Proposal for Research Project*

*on*

### **“Nature Inspired Designs”**

#### **About Sushant University:**

Sushant University (Erstwhile Ansal University) was established in 2012 under the Haryana Private Universities Act 2006. Located in the heart of Gurugram, India's largest hub of National and Fortune 500 companies. We have eight schools offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development.

Sushant University has been awarded the National Education Excellence award “Best Private University in Northern India 2017” along with “CSR Excellence in Education” award for two consecutive years i.e. 2017 and 2018. Sushant School of Art and Architecture at Sushant University is the flagship school which started in 1989 and has been consistently ranked No. 1 Private Architecture School in India by Outlook Magazine.

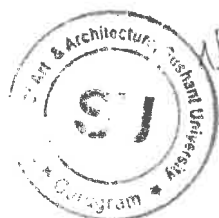
We are a university with the core ideology of being futuristic with the mission "AHEAD. FOR LIFE". The curriculum design is guided by inter and trans-disciplinary approach incorporating pedagogies that expand learning opportunities, ensuring higher order learning outcomes.

The various schools under the University have carved a niche by offering contemporary programmes with renowned faculty acclaimed nationally and internationally, state-of-the-art Infrastructure and facilities to promote academic excellence. The University has collaborated with some of the finest Universities and Institutions in the UK like the University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France in the areas of Curriculum Development, Student and Faculty Exchanges, Joint PhD supervisions, joint research Conferences, seminars and study semesters abroad.

#### **About the School:**

Established as the flagship higher education institute of the Chiranjiv Charitable trust in 1989, School of Art and Architecture has positioned itself as one of the Best Architecture Colleges in India. SAA has been offering a five-year undergraduate degree in Architecture and varied two-years M.Arch programmes. The school is recognized by the Council of Architecture (COA) and University Grant Commission (UGC).

Through the alumni and faculty networks, the schools have cultivated associations with several international universities. International relationships ensure that SAA commands its respected status within the global design community. We aspire to be amongst the world's most advanced architecture and planning institutes known for their stimulating, innovative and outstanding learning environment. Here, best faculty apply innovative pedagogical techniques and encourage young minds to explore the frontiers of research, creating knowledge that will equip them for the challenges of our collective future. Unlike other Architecture Colleges in Delhi, Sushant university offers new programmes to be introduced with the intention of filling gaps that are perceived in the architecture industry.



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The school is also running summer / winter school programmes to educate school-goers about architecture and planning. SAA has strong association with institutions such as the American Institute of Indian Studies (AIIS), Indian Institute of Remote Sensing (IIRS), International Council on Monuments and Sites (ICOMOS), Indian Green Building Council (IGBC), Indian National Trust for Art and Cultural Heritage (INTACH) to facilitate exchange of resources and expertise.

At School of Art and Architecture, we pride ourselves on nurturing talent and expertise in the field of architecture, and we see immense potential in partnering with esteemed companies like yours to bring innovative design solutions to life.

Our faculty members possess a wealth of experience and creativity, and we are keen to offer our services for your upcoming renovation project. Whether it's revitalizing an existing space, optimizing functionality, or enhancing aesthetics, we are confident in our ability to deliver exceptional results that exceed your expectations.

The fusion of architectural innovation with principles derived from the natural world has become increasingly significant in contemporary design practices. This approach not only addresses sustainability challenges but also leads to the creation of aesthetically pleasing and functional structures that harmonize with their surroundings.

Our university boasts a multidisciplinary team of researchers, including architects, engineers, biologists, and environmental scientists, who are passionate about exploring the intersections of nature and architecture. With access to state-of-the-art facilities and a rich academic environment, we are well-equipped to undertake pioneering research in this field.

#### About Investigators:

**Prof. Pooja Lalit Kumar (PI)** is presently serving as a Professor and Postgraduate Programmes Head at the School of Art and Architecture, Sushant University. She graduated as an architect from Sushant School of Art & Architecture in the year 2000. She is the recipient of a gold medal for her Masters in Ekistics from Jamia Millia Islamia. Pooja had more than 17 years of professional experience in conceptualizing, designing and developing ideas into built form before venturing into academics. A 10,000 sqft of office space for AHF India Cares (Nngo working for Aids & LGBTQS rights), 18,000sqft Office space for Hain India , Bharti Cellular, Airtel office pan India, Hindustan Times Delhi & Kolkata office, Keane India to name a few. Her expertise in materiality got her to finish high end Residential interiors- Residence for Aitel CEO – Mr. Sanjay Kapoor, Residence of Dr. Raj Kubba (no.1 Dermatologist in India) to name a few. Her research interests are Impact Assessment, Sustainability, Community Resilience, Disaster risk Assessment, to name a few. She is currently working on the complex water migration nexus in the urban villages of Gurugram and assessing it for Spatial and Socio-Ecological Community Resilience. She is closely working with these communities to come up with a viable outcome.

**Shruti S. Hippalgaonkar (Co-PI)** is an Associate Professor, born & raised in Maharashtra, she completed her undergraduate degree from M.I.T Aurangabad [B.Arch]. Later worked as an Associate Architect with various private firms in Aurangabad for almost 6 years focusing on design & site planning for diverse range of architectural projects in and around the city. Work made her travel across the states giving new



opportunities and challenges along the way, participating in the design competitions for PHC & SHC health care facilities for M.P state and won them in association with Ar. Vibha Shrivastava, Bhopal.

She started focusing on the academic/teaching/research while associated as a visiting faculty at SPA, Bhopal in 2013. Completed her post-graduation in Landscape Architecture from School of Planning & Architecture, Bhopal in 2016. Her area of research includes Landscape Urbanism – streets for people, Conservation & Management of Geo-Heritage Landscapes & Urban farming. She had been associated with School of planning & architecture Poornima University in Jaipur & Ajeenkya D.Y Patil school of architecture in Pune as a full time Assistant Professor for around 5 years prior to joining Sushant School of Art & Architecture, Gurgaon.

## Project details:

### I. Introduction:

We are excited to present a proposal for the development of a new line designs inspired by nature. At **Atelier Apparels & Footwears Pvt. Ltd.**, we understand the importance and sustainability. This proposal aims to merge these aspects by creating designs that not only appeal to humans, but also instill in them a love for nature and environmental consciousness. These designs can further be applied to office spaces, buildings fabrics materials used for interior design.

### II. Background:

Humans are naturally drawn to the wonders of the natural world. Incorporating elements of nature into footwear design not only captures their imagination but also educates them about the beauty and importance of the environment. Furthermore, with increasing concern for sustainability, there is a growing demand for eco-friendly spaces & products.

### III. Objective:

The primary objective of this proposal is to develop a line of nature-inspired design for use in interior design of office spaces, buildings etc. This will promote environmental awareness, encourages outdoor exploration, and prioritizes sustainability without compromising on design and comfort. It is also shown in research studies have positive impact on mental health and overall productivity.

Nature-inspired architectural design products encompass a wide range of elements and materials that draw inspiration from the natural world to enhance the aesthetics, sustainability, and functionality of built environments. Here are some examples:

- a. **Biomimetic Facades:** Facade systems that mimic natural patterns and textures, such as the fractal patterns of leaves or the scales of fish, to optimize solar shading, daylighting, and ventilation while creating visually striking exteriors.
- b. **Green Roofs and Living Walls:** Incorporating vegetation into building surfaces not only adds a touch of nature but also improves insulation, reduces urban heat island effects, manages storm water runoff, and enhances biodiversity.
- c. **Natural Materials:** Utilizing renewable and biodegradable materials like bamboo, cork, reclaimed wood, and rammed earth for construction to reduce environmental impact and promote a closer connection to nature.



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- d. **Biophilic Interiors:** Interior design elements inspired by nature, such as organic shapes, natural textures, living plants, and water features, to create calming, inviting, and productive indoor environments that support human health and well-being.
- e. **Daylighting Solutions:** Innovative daylighting systems that replicate the diffuse and dynamic qualities of natural light to improve visual comfort, circadian rhythms, and energy efficiency within buildings.
- f. **Solar Biomimicry:** Solar panels and shading devices inspired by natural phenomena like sunflowers and leaves, which track the sun's movement or adjust their orientation to optimize energy capture and usage.
- g. **Water Harvesting and Recycling Systems:** Implementing biomimetic water management systems that mimic natural processes such as rainwater harvesting, greywater recycling, and phytoremediation to reduce water consumption and pollution.
- h. **Flexible and Adaptive Structures:** Adaptive building systems that respond to environmental conditions, inspired by biological systems like trees or flowers that adapt to changes in their surroundings to maximize efficiency and resilience.
- i. **Modular and Prefabricated Solutions:** Prefabricated building components and modular construction techniques that emulate the efficiency and adaptability observed in natural systems, allowing for rapid assembly, disassembly, and reconfiguration.
- j. **Digital Fabrication and 3D Printing:** Leveraging digital fabrication technologies and biomimetic design principles to create complex, customized architectural components with minimal material waste and maximum structural efficiency.

These nature-inspired architectural design products not only enhance the visual appeal and functionality of buildings but also contribute to creating sustainable, resilient, and biophilic environments that foster a deeper connection between occupants and the natural world.

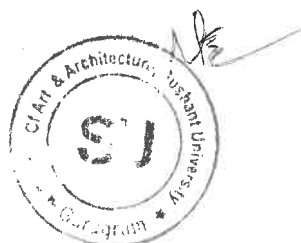
The proposed research project aims to achieve the following objectives:

- **Exploration of Biomorphic Forms:** Investigating organic shapes and structures found in nature and translating them into architectural elements to enhance visual appeal and functionality.
- **Integration of Sustainable Materials:** Examining natural materials and biomimetic technologies to develop environmentally friendly construction materials and building systems.
- **Biophilic Design Principles:** Studying the psychological and physiological effects of incorporating natural elements into built environments to promote occupant well-being and productivity.
- **Simulation and Modeling:** Utilizing advanced computational tools and simulation techniques to simulate natural processes and optimize architectural designs for performance and efficiency.
- **Case Studies and Prototyping:** Analyzing existing nature-inspired architectural projects and prototyping novel design concepts to demonstrate their feasibility and potential impact.

#### IV. Key Features:

**Nature-Inspired Aesthetics:** Incorporate elements such as leaves, flowers, animals, and natural textures into the design to evoke a sense of connection with nature.

**Sustainable Materials:** Utilize eco-friendly and biodegradable materials such as organic cotton, recycled PET, natural rubber, and bamboo to minimize environmental impact





**Educational Elements:** Integrate educational components such as fun facts about wildlife, plants, and ecosystems into the design to engage children and foster a love for nature for use in educational institutions.

**V. Target Market:**

The target market for this line includes corporates, mall, and educational institutions, nature enthusiasts, and consumers who prioritize sustainable and ethically-made products.

**VI. Marketing Strategy:**

**Social Media Campaigns:** Utilize platforms like Instagram, Facebook, and Pinterest to showcase the unique designs, highlight the sustainability aspects, and engage with the target audience through interactive content and user-generated campaigns.

**Collaborations:** Partner with environmental organizations, nature reserves, and educational institutions to promote the footwear line through joint events, workshops, and outreach programs aimed at target audience.

**Influencer Partnerships:** Collaborate with parenting bloggers, eco-conscious influencers, and outdoor enthusiasts to endorse the footwear line and reach a wider audience of potential customers.

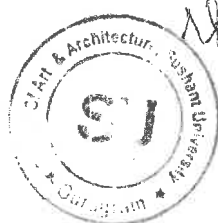
**Retail Partnerships:** Establish partnerships with retailers specializing in sustainable and eco-friendly products to expand distribution channels and increase accessibility to the target market.

By collaborating on this research endeavor, we envision leveraging our respective expertise and resources to advance knowledge in nature-inspired architectural design and contribute to the development of sustainable and resilient built environments. Furthermore, the outcomes of this collaboration could serve as a catalyst for innovative design solutions that benefit both our academic community and your company's projects and initiatives.

We believe that your company's support and sponsorship for this program would be invaluable. By partnering with us, you will not only demonstrate your commitment to environmental sustainability but also gain significant brand visibility and positive publicity within the community.

Key aspects of the partnership might include:

- i. **Financial Support:** The Company will provide funding for the reforestation program, covering expenses such as base preparation, equipment, manpower, and monitoring.
- ii. **Expertise Exchange:** The University may offer its knowledge and research capabilities in areas like natural design restoration, and sustainable building management.
- iii. **Monitoring and Evaluation:** Collaboratively developing methods to monitor the progress and impact of the design program, ensuring accountability and effectiveness.
- iv. **Long-Term Sustainability:** Planning for the continued maintenance and sustainability of the spaces beyond the initial project phase.



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- v. **Publicity and Recognition:** The Company may receive positive publicity and recognition for its CSR efforts, enhancing its reputation and brand image.

**VII. Budget:**

The budget will cover instructor fees, materials, workshop space rental, and administrative expenses. The proposed budget for the Research Project on "Nature Inspired Designs" has been calculated of Rupees Twenty Four Lakhs Ninety Thousand Five Hundred & Sixteen Only (₹24,90,516/-). and the subhead details of which is as follows:


Subhead	Expected Amount
High end.computer system (Dell All-in one 27 series), 5 units	570865
Adobe License (for 5 units)	99651
3D printer	150000
3D printing material	600000
Travel	90000
Contigency	500000
Overhead	480000
<b>Total</b>	<b>2490516</b>

**VIII. Conclusion:**

In conclusion, the development of a nature-inspired designs present an exciting opportunity for **Atelier Apparels & Footwears Pvt. Ltd.** to showcase its commitment to innovation, sustainability, and well-being. By combining elements of nature with high-quality materials and engaging design, we aim to create design that not only delights users but also instills in them a sense of wonder and appreciation for the natural world. We believe that this initiative will not only contribute to the company's growth but also make a positive impact on the environment and future generations.

We look forward to discussing this proposal further and exploring the possibilities of bringing this vision to life.

Sincerely,

  
**Prof. (Col.) Virendra Kumar Malik**  
 Dean,  
 School of Art & Architecture









Ref: SAA/UC/May/23/05

05 May, 2023

### **Utilization Certificate**

This is to certify that the sum of *Twenty Four Lakh Rupees* (INR 24,00,000/-) sanctioned for the project on 'Nature-Inspired Architectural Design' has been utilized in accordance with the approved budget and guidelines. The details of the utilization are as follows:

**Design Development:** INR 6,00,000/-

Engaged architects, interior designers, and sustainability experts to develop detailed design plans and specifications based on the approved concepts and objectives.

**Procurement of Sustainable Materials:** INR 8,00,000/-

Sourced sustainable materials such as reclaimed wood, recycled glass, and low-emission finishes to minimize the environmental footprint of the building while adding warmth and texture to the interior spaces.

**Construction and Implementation:** INR 9,00,000/-

Engaged contractors and construction teams to execute the construction process in accordance with the approved design plans and specifications.

Implemented nature-inspired architectural elements such as green walls, indoor gardens, and water features to enhance the indoor environment and promote employee well-being.


**Post-Occupancy Evaluation:** INR 1,00,000

Conducted post-occupancy evaluations to assess the performance of the nature-inspired design elements in terms of occupant satisfaction, energy efficiency, and environmental impact.


Implemented necessary adjustments or improvements based on feedback and lessons learned.

**Total Utilization:** INR 24,00,000

We hereby confirm that the funds allocated for the project have been utilized judiciously and in accordance with the objectives and guidelines outlined in the project proposal.

  
**Prof. (Col.) V K Malik**  
**Dean, SAA**



  
**Account & Finance Officer**  
**Sushant University**  
**Gurugram, Haryana**

Ref: SOD/Con./April/22/05

19-April-2022

To,  
Director,  
**Atelier Apparels & Footwears Pvt Ltd.**  
E 24 AB Lajpat Nagar 2  
New Delhi - 110024  
011-24062811  
[info@ateliergroup.co.in](mailto:info@ateliergroup.co.in)

**Sub.: Regarding project proposals & fund requirements for consultancy research projects on 'nature inspired footwear design for children'.**

Dear Sir/ Ma'am,

In continuation to the meeting dated 05 April, 2022 and further telephonic discussion on 09 April, 2022, I am sharing the **consultancy research project** proposal on '**nature inspired footwear design for children**' for your kind consideration.

To conduct this important study, we are seeking a consultancy charge of Rs. 4,00,000/- (Rupees Four Lakhs only) from **Atelier Apparels & Footwears Pvt Ltd.** It includes the consultancy fees & other administrative expenses except GST for six months of the duration. Your support will be helpful in conducting & completion of the project.

I look forward to the opportunity to discuss this proposal further.

Sincerely,

  
**Prof. Koshalpreet Kaur,**

**Dean,  
School of Design**

## *Proposal for Training*

*on*

### **“Nature Inspired Footwear Design for Children”**

#### **About Sushant University:**

Sushant University (Erstwhile Ansal University) was established in 2012 under the Haryana Private Universities Act 2006. Located in the heart of Gurugram, India's largest hub of National and Fortune 500 companies. We have eight schools offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development.

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We are a university with the core ideology of being futuristic with the mission "AHEAD. FOR LIFE". The curriculum design is guided by an inter and trans-disciplinary approach incorporating pedagogies that expand learning opportunities, ensuring higher order learning outcomes.

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#### **About Trainers:**

Dr. Sachin Datt is a visual designer and graphic novelist, who completed his Master's degree in Visual Communication and Ph.D from the Industrial Design Centre, IIT Bombay in the area of teaching science using narratives. He completed his post-doctoral studies from Homi Bhabha Centre for Science Education, Tata Institute of Fundamental Research, Mumbai, where he taught creativity in the teaching of Design and Technology. Dr. Datt currently heads the department of Visual Communication at Sushant School of Design. He is a published author of graphic novels and has considerable research experience in the potential of storytelling in branding, advertising, education and social change.

#### **Training details:**

##### **I. Introduction:**

We are excited to present a proposal for the development of a new line of children's footwear inspired by nature. At **Sushant University**, we understand the importance of innovation, sustainability, and children's comfort and well-being. This proposal aims to merge these aspects by creating footwear designs that not only appeal to children but also instill in them a love for nature and environmental consciousness.



## II. Background:

Children are naturally drawn to the wonders of the natural world. Incorporating elements of nature into footwear design not only captures their imagination but also educates them about the beauty and importance of the environment. Furthermore, with increasing concern for sustainability, there is a growing demand for eco-friendly products, even in children's fashion.

## III. Objective:

The primary objective of this proposal is to develop a line of nature-inspired footwear for children that promotes environmental awareness, encourages outdoor exploration, and prioritizes sustainability without compromising on style and comfort.

## IV. Key Features:

**Nature-Inspired Aesthetics:** Incorporate elements such as leaves, flowers, animals, and natural textures into the design to evoke a sense of connection with nature.

**Sustainable Materials:** Utilize eco-friendly and biodegradable materials such as organic cotton, recycled PET, natural rubber, and bamboo to minimize environmental impact.

**Comfort and Durability:** Ensure that the footwear provides ample support, cushioning, and flexibility to accommodate children's active lifestyles while maintaining durability for extended wear.

**Educational Elements:** Integrate educational components such as fun facts about wildlife, plants, and ecosystems into the design to engage children and foster a love for nature.

**Customization Options:** Offer customizable features such as interchangeable straps, insoles, or accessories inspired by different elements of nature to allow children to personalize their footwear.

## V. Target Market:

The target market for this line of footwear includes environmentally-conscious parents, nature enthusiasts, and consumers who prioritize sustainable and ethically-made products for their children.

## VI. Marketing Strategy:

**Social Media Campaigns:** Utilize platforms like Instagram, Facebook, and Pinterest to showcase the unique designs, highlight the sustainability aspects, and engage with the target audience through interactive content and user-generated campaigns.

**Collaborations:** Partner with environmental organizations, nature reserves, and educational institutions to promote the footwear line through joint events, workshops, and outreach programs aimed at children and families.

**Influencer Partnerships:** Collaborate with parenting bloggers, eco-conscious influencers, and outdoor enthusiasts to endorse the footwear line and reach a wider audience of potential customers.

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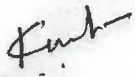


**VII. Conclusion:**

In conclusion, the development of a nature-inspired footwear line for children presents an exciting opportunity for **Sushant University**, to showcase its commitment to innovation, sustainability, and children's well-being. By combining elements of nature with high-quality materials and engaging design, we aim to create footwear that not only delights children but also instills in them a sense of wonder and appreciation for the natural world. We believe that this initiative will not only contribute to the company's growth but also make a positive impact on the environment and future generations.

We look forward to discussing this proposal further and exploring the possibilities of bringing this vision to life.

Sincerely,



Dean,

School of Design.



Ref: SOD/UC/Dec./22/03

10 Dec, 2022

**Utilization Certificate**

This is to certify that the sum of ***Rupees Three Lakh Fifty thousand*** (Rs. 3,50,000/-) sanctioned for the project on 'nature inspired footwear design for children' has been utilized in accordance with the approved budget and guidelines. The details of the utilization are as follows:

**Design Development:** INR 1,50,000/-

Engaged designers, and sustainability experts to develop detailed design plans and specifications based on the approved concepts and objectives.

**Procurement of Sustainable Materials:** Rs. 1,50,000/-

Sourced sustainable materials such as ecofriendly and biodegradable materials to minimize the environmental footprint .

**Campaigning & Administrative expenses:** Rs. 50,000/-

Conducted campaigning for evaluations to assess the performance of the nature-inspired design elements for children in terms of user satisfaction, comfort and environmental impact.

Implemented necessary adjustments or improvements based on feedback and lessons learned.

**Total Utilization:** Rs. 3,50,000/-

We hereby confirm that the funds allocated for the project have been utilized judiciously and in accordance with the objectives and guidelines outlined in the project proposal.



**Prof. Koshalpreet Kaur,**

**Dean,**

**School of Design**



**Account & Finance Officer**  
Sushant University  
Gurugram, Haryana



SOL/C&A/May/22/15

21-May-2022

To,  
Director,  
**SELOT Marketing Pvt. Ltd.**  
28, Park Area First Floor,  
Karol Bagh, New Delhi - 110005  
[roc@rckca.com](mailto:roc@rckca.com)

**Sub.: Proposals for Audit consultancy on 'Legal & Statutory compliances'.**

Dear Sir/ Ma'am,

As discussed with your Officials during our visit, regarding the Audit consultancy on '**Legal & Statutory compliances**' at your office of Karol Bagh, we are ready to provide assistance for the same as a paid consultant. The detail proposal is attached herewith for your consideration.

To conduct this audit which includes Regulatory Analysis, Policy and Procedure Review, Reviewing documentation and records to verify compliance with legal and statutory obligations, including licenses, permits, contracts, and other relevant documents, we are seeking a consultancy charge of Rs. 1,25,00,000/- (Rupees One Crore Twenty Five lakhs only) from **SELOT Marketing Pvt. Ltd.** It includes the consultancy fees & other administrative expenses except GST. Your support is expected in conducting the audit.

I look forward to discuss this proposal further.

Sincerely,



Dean,  
School of Law

Sushant University  
Sector-55, Gurugram



## *Proposal of Consultancy*

*for*

### **“Legal & Statutory Compliance Audit”**

#### **About Sushant University:**

Sushant University (Erstwhile Ansal University) was established in 2012 under the Haryana Private Universities Act 2006. Located in the heart of Gurugram, India’s largest hub of National and Fortune 500 companies. We have eight schools offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development.

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The various schools under the University have carved a niche by offering contemporary programmes with renowned faculty acclaimed nationally and internationally, state-of-the-art Infrastructure and facilities to promote academic excellence. The University has collaborated with some of the finest Universities and Institutions in the UK like the University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France in the areas of Curriculum Development, Student and Faculty Exchanges, Joint PhD supervisions, joint research Conferences, seminars and study semesters abroad.

#### **About Trainers:**

Ms. Anushka Choudhary did her B.Com (H) from Shri Ram College of Commerce, the University of Delhi in the year 2009. Thereafter, she joined Campus Law Centre, University of Delhi to complete her LL.B. in the year 2016. After completing her LL.B., she pursued her LL.M. in Business Laws from Amity University, Noida, which she completed in 2017. She qualified UGC NET in November 2017. Before joining Sushant



University, she taught as an Assistant Professor at the NorthCap University, Gurugram. She is also currently pursuing her Ph.D. from University of Delhi.

### **Consultancy details:**

#### **I. Introduction:**

We are pleased to present this proposal for consultancy services aimed at assisting **Selot Marketing Pvt. Ltd.** ensuring comprehensive legal and statutory compliance across your operations. As a reputable academic institution with expertise in legal studies and compliance, we are well-positioned to provide valuable insights and recommendations to support your compliance efforts.

#### **II. Scope of Work:**

Our consultancy services will encompass a thorough audit of your company's legal and statutory compliance framework, with the goal of identifying any areas of non-compliance or potential risk. The scope of work will include, but not be limited to:

- a. **Regulatory Analysis:** Conducting a comprehensive review of relevant laws, regulations, and industry standards applicable to your business operations.
- b. **Policy and Procedure Review:** Assessing the adequacy and effectiveness of your company's policies, procedures, and internal controls to ensure compliance with legal requirements.
- c. **Documentation Audit:** Reviewing documentation and records to verify compliance with legal and statutory obligations, including licenses, permits, contracts, and other relevant documents.
- d. **Risk Assessment:** Identifying potential areas of non-compliance, gaps in compliance, and areas of heightened risk that require attention.
- e. **Remediation Recommendations:** Providing practical recommendations and best practices for addressing identified gaps and improving overall compliance posture.

#### **III. Methodology:**

Our approach will involve a combination of desk-based research, on-site assessments, interviews with key personnel, and a review of documentation and records to gain a comprehensive understanding of your company's compliance landscape.

A handwritten signature in black ink, appearing to be a stylized name or initials.

**IV. Deliverables:**

Upon completion of the audit, we will provide you with a detailed report summarizing our findings, including any areas of non-compliance, associated risks, and recommendations for remediation. Additionally, we will offer ongoing support and guidance to assist with the implementation of recommended measures.

**V. Timeline and Budget:**

We propose a timeline of at least 12 Months for the completion of the audit, with regular progress updates provided throughout the engagement. As for the budget, we will work closely with you to develop a cost-effective solution that aligns with your budgetary constraints.

**VI. Benefits:**

By engaging our consultancy services, **Selot Marketing Pvt. Ltd.** stands to benefit from:

- a. **Enhanced understanding of legal and regulatory requirements.**
- b. **Identification and mitigation of compliance risks.**
- c. **Improved compliance processes and procedures.**
- d. **Enhanced reputation and stakeholder confidence.**

**VII. Conclusion:**

In conclusion, we believe that our consultancy services can provide valuable support to **Selot Marketing Pvt. Ltd.** in ensuring robust legal and statutory compliance across your operations. We look forward to the opportunity to work with you on this important initiative.

Thank you for considering our proposal. We are eager to collaborate with you on this crucial aspect of your business.

Sincerely,

*Jagbir Singh*

Dean,

School of Law, Sushant University

Sushant University  
Sector 55, Gurugram



Ref: SOL/UC/July./23/11

10 - 07- 2023

**Utilization & Completion Certificate**

This is to certify that the sum of **Rs. 1,20,00,000/- (Rupees One Crore Twenty lakhs only)** sanctioned for 'Legal & Statutory Compliance Audit' of SELOT Marketing Pvt. Ltd. for one year has been utilized in accordance with the approved budget and guidelines. It includes Regulatory Analysis, Policy and Procedure Review, Reviewing documentation and records to verify compliance with legal and statutory obligations, including licenses, permits, contracts, and other relevant documents.

**Total Utilization amount : Rs. 1,20,00,000/-**

We hereby confirm that the funds allocated for the project have been utilized judiciously and in accordance with the objectives and guidelines outlined in the project proposal.

*Jagbir Singh*  
Dean,  
School of Law

Sushant University  
Sector-55 Gurugram

*Saujeet*  
Account & Finance Officer  
Sushant University  
Gurugram, Haryana



File no. SET/C&A/Sept/22/09

09-Sept-2022

**To,**  
**Director,**  
**Instant Autogas Equipment Mfg. Pvt. Ltd.**  
J 66, Gautam Nagar  
New Delhi - 110049  
[accounts2@instantag.com](mailto:accounts2@instantag.com)

**Sub.: Consultancy fees for 'Cyber Security Audit of Organisation' - reg.**

Dear Sir/ Ma'am,

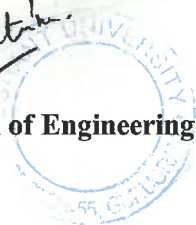
It may please be noted that we are eager to provide assistance to your office as a consultant w.r.t **Cyber Security Audit**. As discussed on with representatives joined the meeting dated 04 th sept, 2022 at the University Campus, I would like to mention we will provide assistance for the same as a paid consultant. It includes - Risk Assessment, Policy and Compliance Review, Security Controls Analysis, Incident Response Preparedness, Employee Awareness and Training & Vendor and Third-Party Risk Management. I am sharing the detail proposal attached herewith for your reference.

To conduct this audit we are seeking a consultancy charge of Rs. 6,00,000/- (Rs. Six Lakhs only) from **Instant Autogas Equipment Mfg. Pvt. Ltd.** including the consultancy fees & other administrative expenses except GST.

I look forward to discuss this proposal & your support to conduct the audit further.

Sincerely,

  
**Dean,**  
**School of Engineering & Technology, SU**





# *Proposal for Training*

*on*

## **“Cyber Security Audit of Organisation”**

### **About Sushant University:**

Sushant University (Erstwhile Ansal University) was established in 2012 under the Haryana Private Universities Act 2006. Located in the heart of Gurugram, India’s largest hub of National and Fortune 500 companies. We have eight schools offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development.

Sushant University has been awarded the National Education Excellence award “Best Private University in Northern India 2017” along with “CSR Excellence in Education” award for two consecutive years i.e. 2017 and 2018. Sushant School of Art and Architecture at Sushant University is the flagship school which started in 1989 and has been consistently ranked No. 1 Private Architecture School in India by Outlook Magazine.

We are a university with the core ideology of being futuristic with the mission "AHEAD. FOR LIFE". The curriculum design is guided by inter and trans-disciplinary approach incorporating pedagogies that expand learning opportunities, ensuring higher order learning outcomes.

The various schools under the University have carved a niche by offering contemporary programmes with renowned faculty acclaimed nationally and internationally, state-of-the-art Infrastructure and facilities to promote academic excellence. The University has collaborated with some of the finest Universities and Institutions in the UK like the University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France in the areas of Curriculum Development, Student and Faculty Exchanges, Joint PhD supervisions, joint research Conferences, seminars and study semesters abroad.

### **About Trainers:**

Dr. Shaily Bhashanjaly holds qualifications as a Doctorate in Sociology, Post Graduate Diploma in Management as well as a Post Graduate Diploma in Rural Development. For the past 20 years, Dr. Bhashanjaly has been a visiting faculty in colleges and universities on eclectic subjects such as sociology, organizational behaviour and employability skills etc. Dr. Bhashanjaly has been associated as a subject expert with Indira Gandhi National Open University (IGNOU) and has had her work published in the IGNOU course material. Dr. Bhashanjaly has written popular articles and educational material on topics ranging around gender, inclusiveness and community development. She was awarded a senior fellowship from the Ministry of Culture, Government of India, in 2018.

Apart from academia, as an experienced radio broadcaster with FM Rainbow, All India Radio since 2003, Dr. Bhashanjaly has hosted popular programs like Citylights, Helpline, Sandesh to Soldiers etc. She has also interviewed Honorable Union ministers of Railways, Commerce & Industry and Civil Aviation in her duties as a broadcaster, highlighting socio-economic concerns and civil society initiatives. She has done English commentary on All India Radio for national events such as World Food India 2017, Sardar Patel



Run for Unity 2017, BSF Raising Day 2017, and Smart India Hackathon and Hindi Commentary on 'Antim yatra- Atal Bihari Vajpayee'

Dr. Bhashanjaly has been awarded the 1st World Women Award in recognition of her exemplary contributions. She also serves a Member on the Committee for Prevention of Sexual Harassment of Women at the All India Chess Federation (AICF). **Training details:**

#### I. Introduction:

As cyber threats continue to evolve and pose significant risks to organizations worldwide, it is imperative for companies to prioritize cybersecurity measures to protect sensitive data, maintain operational integrity, and safeguard against potential breaches. We are pleased to present this proposal for conducting a comprehensive cybersecurity audit of Instant Autogas Equip. Mfg. Pvt. Ltd.

#### II. Objective:

The primary objective of this proposal is to assess the current state of cybersecurity of Instant Autogas Equip. Mfg. Pvt. Ltd. and identify any vulnerabilities, weaknesses, or gaps in existing security measures. By conducting a thorough audit, we aim to provide actionable insights and recommendations to enhance the organization's cybersecurity posture and mitigate potential risks.

#### III. Scope of Work:

**Risk Assessment:** Evaluate the organization's IT infrastructure, systems, and networks to identify potential security risks, including but not limited to vulnerabilities, misconfigurations, and exposure to external threats.

**Policy and Compliance Review:** Review existing cybersecurity policies, procedures, and compliance frameworks to ensure alignment with industry best practices, regulatory requirements, and internal security standards.

**Security Controls Analysis:** Assess the effectiveness of security controls, such as firewalls, antivirus software, intrusion detection systems, and encryption mechanisms, in place to protect against unauthorized access and data breaches.

**Incident Response Preparedness:** Evaluate the organization's incident response plan, including procedures for detecting, responding to, and recovering from cybersecurity incidents, to ensure readiness in the event of a breach.

**Employee Awareness and Training:** Assess the level of cybersecurity awareness among employees and evaluate the effectiveness of training programs in educating staff about cybersecurity threats, best practices, and their role in maintaining a secure environment.

**Vendor and Third-Party Risk Management:** Review the organization's relationships with vendors and third-party service providers to assess the potential risks associated with outsourcing critical functions and ensure adequate security measures are in place.

#### IV. Deliverables:



- a) Detailed assessment report outlining findings, observations, and recommendations for improving cybersecurity posture.
- b) Prioritized action plan with actionable steps to address identified vulnerabilities and enhance security measures.
- c) Executive summary presentation highlighting key findings and proposed strategies for senior management and stakeholders.
- d) Ongoing support and guidance for implementing recommended security enhancements and monitoring progress over time.

V. **Timeline:**

The cybersecurity audit is estimated to be completed within [insert timeframe], including preparation, assessment, analysis, and reporting phases. The timeline may vary based on the complexity of the organization's IT environment and the scope of work involved.

VI. **Benefits:**

**Enhanced Security:** By identifying and addressing vulnerabilities, Instant Autogas Equip. Mfg. Pvt. Ltd. can enhance its overall cybersecurity posture and reduce the risk of data breaches and cyber-attacks.

**Compliance Assurance:** Ensuring compliance with relevant regulatory requirements and industry standards demonstrates Instant Autogas Equip. Mfg. Pvt. Ltd.'s commitment to protecting sensitive information and maintaining customer trust.

**Cost Savings:** Proactively addressing security risks can help prevent costly data breaches, legal liabilities, and reputational damage associated with cyber incidents.

**Stakeholder Confidence:** Providing stakeholders with assurance that adequate security measures are in place can enhance investor confidence, customer loyalty, and business reputation.

VII. **Conclusion:**

In conclusion, conducting a comprehensive cybersecurity audit of Instant Autogas Equip. Mfg. Pvt. Ltd. is essential for identifying and mitigating potential risks, strengthening security controls, and safeguarding against cyber threats. By partnering with us for this initiative, Instant Autogas Equip. Mfg. Pvt. Ltd. can demonstrate its commitment to cybersecurity excellence and ensure the protection of critical assets and sensitive information.

We look forward to the opportunity to work together and support Instant Autogas Equip. Mfg. Pvt. Ltd. in achieving its cybersecurity goals and objectives.

Sincerely,

  
Dean,

School of Engineering & Technology.





Ref: SET/UC/Mar./23/21


29/03/2023

**Utilization & Completion Certificate**

This is to certify that the sum of **Rs.5,00,000/- (Rupees five lakhs only)** provided for **Cyber Security Audit of Organisation'** of **Instant Autogas Equipment Mfg. Pvt. Ltd.** for six months has been utilized in accordance with the approved budget and guidelines. It includes - Risk Assessment, Policy and Compliance Review, Security Controls Analysis, Incident Response Preparedness, Employee Awareness and Training & Vendor and Third-Party Risk Management. The expenses are including of the consultancy fees & other administrative expenses except GST

**Total Utilization amount : Rs.5,00,000/-**

We hereby confirm that the funds allocated for the project have been utilized judiciously and in accordance with the objectives and guidelines outlined in the project proposal.

  
Dean,**School of Engineering & Technology, SU**  
**Account & Finance Officer  
Sushant University  
Gurugram, Haryana**

SOL/C&A/Nov/22/07

03-Nov-2022

To,  
Director,  
Instant Autogas Equipment Mfg. Pvt. Ltd.  
J 66, Gautam Nagar  
New Delhi - 110049  
[accounts2@instantag.com](mailto:accounts2@instantag.com)

**Sub.: Proposals for training on 'Essential Legal & Soft Skills – Communication Skills, Behaviour Skills, Negotiation Skills, Team Building and Work Life Balance'.**

Dear Sir/ Ma'am,

As discussed with you, regarding the Audit & training consultancy on '**Essential Legal & Soft Skills – Communication Skills, Behaviour Skills, Negotiation Skills, Team Building and Work Life Balance**', we are ready to provide assistance for the same as a paid consultant. The detail proposal is attached herewith for your consideration.

To conduct this short-term (One Week) training which includes legal support & assistance, effective Communication Skills Training, Behaviour Skills, Negotiation skills, Team Building, Work Life Balance, we are seeking a consultancy charge of Rs.50,000/- (Rupees Fifty Thousand only). It includes the consultancy fees & other administrative expenses except GST.

I look forward to discuss this proposal further.

Sincerely,



Dean,  
School of Law

Sushant University  
Sector-55, Gurugram



## *Proposal for Training*

*on*

### **“Essential Soft Skills – Communication Skills, Behavior Skills, Negotiation Skills, Team Building and Work Life Balance”**

#### **About Sushant University:**

Sushant University (Erstwhile Ansal University) was established in 2012 under the Haryana Private Universities Act 2006. Located in the heart of Gurugram, India’s largest hub of National and Fortune 500 companies. We have eight schools offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development.

Sushant University has been awarded the National Education Excellence award “Best Private University in Northern India 2017” along with “CSR Excellence in Education” award for two consecutive years i.e. 2017 and 2018. Sushant School of Art and Architecture at Sushant University is the flagship school which started in 1989 and has been consistently ranked No. 1 Private Architecture School in India by Outlook Magazine.

We are a university with the core ideology of being futuristic with the mission "AHEAD. FOR LIFE". The curriculum design is guided by inter and trans-disciplinary approach incorporating pedagogies that expand learning opportunities, ensuring higher order learning outcomes.

The various schools under the University have carved a niche by offering contemporary programmes with renowned faculty acclaimed nationally and internationally, state-of-the-art Infrastructure and facilities to promote academic excellence. The University has collaborated with some of the finest Universities and Institutions in the UK like the University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France in the areas of Curriculum Development, Student and Faculty Exchanges, Joint PhD supervisions, joint research Conferences, seminars and study semesters abroad.

#### **About Trainers:**

Ms. Kirty Lamba holds a distinguished educational background, having earned her B.A.-LL.B. (Hons) degree from B.P.S Women University, the first women’s only state university in North India, situated in Sonipat. Following this, she pursued her LL.M. in Human Rights and Humanitarian Law from the esteemed Indian





Law Institute in New Delhi. Her academic prowess was further demonstrated by her successful clearance of the National Eligibility Test administered by the University Grant Commission in December 2018.

Transitioning into the realm of academia, Ms. Lamba has engaged in teaching at the Campus Law Centre II, Faculty of Law, Delhi University. Leveraging her four years of experience as a legal practitioner, she plays a pivotal role in facilitating internships and recruitment opportunities for students at school of law in prestigious law firms and multinational corporations across the nation. Her active involvement in the Internship & Recruitment Committee underscores her dedication to nurturing the professional growth of aspiring lawyers.

Moreover, Ms. Lamba holds the distinction of being the sole SPOC for NAAC Criteria II from the School of Law, further exemplifying her commitment to academic excellence and institutional development. Recognized for her contributions, she has been honoured with a Class I Commendation Certificate by the Inspector General of Police, Rohtak Range, along with a cash prize.

In addition to her impactful professional endeavours, Ms. Lamba is a prolific scholar, with a notable presence in both national and international academic circles. She has presented numerous papers at various prestigious conferences and seminars and has authored several research papers published in leading journals. Recently, Ms. Kirty Lamba achieved a significant milestone by publishing a paper in a prestigious Scopus-indexed journal. Her expertise spans a diverse array of legal domains, including Property Law, Family Law, Women's Law and Policy, and Humanitarian Law.

#### **Training details:**

##### **Module 1 – Effective Communication Skills Training**

Active listening, Assertive Verbal Skills, Barriers to Effective Communication, Communicating with Confidence, Healthy Communication, Non-verbal communication, persuasive communication

##### **Module 2 – Behaviour Skills**

Problem solving, interpersonal skills, teamwork, goal setting, influencing skills, motivation skills, self-leadership, delegation skills, conflict resolution, stress management, agility, resilience, risk taking

##### **Module 3 – Negotiation skills**

Hard-bargaining skills, handling conflict of interest, leveraging emotions, controlling emotions, building relationships, role plays, scorable negotiating exercises



#### **Module 4 – Team Building**

Outdoor activities, events etc

#### **Module 5 – Work Life Balance**

Saying “no”, leave work at work, effective communication, prioritize and focus, talk about it, take breaks, care for health, be mindful, build support system

#### **Duration – 32 weeks**

##### **I. Scope of Work:**

**Risk Assessment:** Evaluate the organization's IT infrastructure, systems, and networks to identify potential security risks, including but not limited to vulnerabilities, misconfigurations, and exposure to external threats.

**Policy and Compliance Review:** Review existing cybersecurity policies, procedures, and compliance frameworks to ensure alignment with industry best practices, regulatory requirements, and internal security standards.

**Security Controls Analysis:** Assess the effectiveness of security controls, such as firewalls, antivirus software, intrusion detection systems, and encryption mechanisms, in place to protect against unauthorized access and data breaches.

**Incident Response Preparedness:** Evaluate the organization's incident response plan, including procedures for detecting, responding to, and recovering from cybersecurity incidents, to ensure readiness in the event of a breach.

**Employee Awareness and Training:** Assess the level of cybersecurity awareness among employees and evaluate the effectiveness of training programs in educating staff about cybersecurity threats, best practices, and their role in maintaining a secure environment.

**Vendor and Third-Party Risk Management:** Review the organization's relationships with vendors and third-party service providers to assess the potential risks associated with outsourcing critical functions and ensure adequate security measures are in place.

##### **II. Deliverables:**



- a) Detailed assessment report outlining findings, observations, and recommendations for improving cybersecurity posture.
- b) Prioritized action plan with actionable steps to address identified vulnerabilities and enhance security measures.
- c) Executive summary presentation highlighting key findings and proposed strategies for senior management and stakeholders.
- d) Ongoing support and guidance for implementing recommended security enhancements and monitoring progress over time.

**III. Timeline:**

The cybersecurity audit is estimated to be completed within [insert timeframe], including preparation, assessment, analysis, and reporting phases. The timeline may vary based on the complexity of the organization's IT environment and the scope of work involved.

**IV. Benefits:**

**Enhanced Security:** By identifying and addressing vulnerabilities, Instant Autogas Equip. Mfg. Pvt. Ltd. can enhance its overall cybersecurity posture and reduce the risk of data breaches and cyber-attacks.

**Compliance Assurance:** Ensuring compliance with relevant regulatory requirements and industry standards demonstrates Instant Autogas Equip. Mfg. Pvt. Ltd.'s commitment to protecting sensitive information and maintaining customer trust.

**Cost Savings:** Proactively addressing security risks can help prevent costly data breaches, legal liabilities, and reputational damage associated with cyber incidents.

**Stakeholder Confidence:** Providing stakeholders with assurance that adequate security measures are in place can enhance investor confidence, customer loyalty, and business reputation.

**V. Conclusion:**

In conclusion, conducting a comprehensive cybersecurity audit of Instant Autogas Equip. Mfg. Pvt. Ltd. is essential for identifying and mitigating potential risks, strengthening security controls, and safeguarding against cyber threats. By partnering with us for this initiative, Instant Autogas Equip. Mfg. Pvt. Ltd. can demonstrate its commitment to cybersecurity excellence and ensure the protection of critical assets and sensitive information.



We look forward to the opportunity to work together and support Instant Autogas Equip. Mfg. Pvt. Ltd. in achieving its cybersecurity goals and objectives.

Sincerely,



Dean,

School of Engineering & Technology.



Ref: SOL/UC/July./23/11

29 - 11- 2022

### Utilization & Completion Certificate

This is to certify that the sum of Rs.50,000/- (Rupees Fifty Thousand only) sanctioned for a short term audit & training consultancy on 'Essential Legal & Soft Skills – Communication Skills, Behaviour Skills, Negotiation Skills, Team Building and Work Life Balance' at the Office of Instant Autogas Equipment Mfg. Pvt. Ltd. Gautam Nagar, New Delhi. for a week has been utilized in accordance with the approved budget and guidelines. It includes legal support & assistance, effective Communication Skills Training, Behaviour Skills, Negotiation skills, Team Building, Work Life Balance.

**Total Utilization amount : Rs. 50,000/-**

We hereby confirm that the funds allocated for the project have been utilized judiciously and in accordance with the objectives and guidelines outlined in the project proposal.

*Jagbir Singh*

Dean,  
School of Law



Sushant University  
Sector-55, Gurugram

*Saurabh*  
Account & Finance Officer  
Sushant University  
Gurugram, Haryana



SOL/C&A/Feb/24/05

03-Feb-2024

To,  
**Director,**  
**SELOT Marketing Pvt. Ltd.**  
28, Park Area First Floor,  
Karol Bagh, New Delhi - 110005  
[roc@rckca.com](mailto:roc@rckca.com)

**Sub.: Proposals for Audit consultancy on 'Legal Implications on Wood, Veneer, Panel and other composite products'.**

Dear Sir/ Ma'am,

In line with your discussion held at your office on 15 Jan, 2024, regarding the Audit consultancy on '**Legal Implications on Wood, Veneer, Panel and other composite products**', we are ready to provide assistance for the same as a paid consultant. The detail proposal is attached herewith for your consideration.

To conduct this audit which includes the legal implications in production and marketing of Wood, Veneer, Panel and other composite products in compliance with legal and statutory obligations, including licenses, permits, contracts, and other relevant documents, we are seeking a consultancy charge of Rs. 40,00,000/- (Rupees Forty lakhs only) from **SELOT Marketing Pvt. Ltd.** It includes the consultancy fees & other administrative expenses except GST for one year.

Your support is expected in conducting the audit. I look forward to discuss this proposal further.

Sincerely,



**Dean,**  
**School of Law**

Sushant University  
Sector-55, Gurugram





## *Proposal of Consultancy*

*for*

### **“Legal Implications on Wood, Veneer, Panel and other composite Products”**

#### **About Sushant University:**

Sushant University (Erstwhile Ansal University) was established in 2012 under the Haryana Private Universities Act 2006. Located in the heart of Gurugram, India’s largest hub of National and Fortune 500 companies. We have eight schools offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development.

Sushant University has been awarded the National Education Excellence award “Best Private University in Northern India 2017” along with “CSR Excellence in Education” award for two consecutive years i.e. 2017 and 2018. Sushant School of Art and Architecture at Sushant University is the flagship school which started in 1989 and has been consistently ranked No. 1 Private Architecture School in India by Outlook Magazine.

We are a university with the core ideology of being futuristic with the mission "AHEAD. FOR LIFE". The curriculum design is guided by inter and trans-disciplinary approach incorporating pedagogies that expand learning opportunities, ensuring higher order learning outcomes.

The various schools under the University have carved a niche by offering contemporary programmes with renowned faculty acclaimed nationally and internationally, state-of-the-art Infrastructure and facilities to promote academic excellence. The University has collaborated with some of the finest Universities and Institutions in the UK like the University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France in the areas of Curriculum Development, Student and Faculty Exchanges, Joint PhD supervisions, joint research Conferences, seminars and study semesters abroad.

#### **About Trainers:**

An alumna of JNU, Dr. Anjali Sehrawat is a dynamic personality who teaches Politics and International Relations to law students. She also heads the Cultural Committee of Sushant University. As the



coordinator of the committee, she has significantly empowered students to launch diverse cultural initiatives, igniting a vibrant atmosphere on campus. She is also a core committee member of Sushant University's Internal Quality Assurance Cell (IQAC), where her dedication further enhances the quality assurance initiatives, ensuring academic excellence and continuous improvement within the University. Ms. Sehrawat has completed her M.A from the Centre for Political Studies (CPS/JNU) and M.Phil. and Ph.D. from the School of International Studies (SIS/JNU). She has qualified UGC Net exam (Political Science) in 2010. Her Ph.D. thesis is titled "Ethno-Regional Divide and Political Transformation in Kyrgyzstan, 1991-2011" (CIAS/SIS/JNU). She worked for almost 4 years as a Senior Researcher for the QUIP (Qatar Unified Imaging Project) funded by the Qatar Foundation in association with the University of Exeter, UK. She has presented a paper at a prestigious platform like American Association of Geographers (AAG) Chicago, USA. She has consistently presented papers in esteemed Universities like Jamia Millia Islamia, JNU, and DU. She has also worked on a United Nations project in the capacity of a Consultant - Researcher – 'Socio-Economic Impact Study of COVID-19 - UN Women India' in the year 2020. Recently, she chaired a session at the esteemed International Political Science Association (IPSA) 27th World Congress of Political Science. The event took place from July 15th to July 19th, 2023, in Buenos Aires, Argentina, under the theme: Politics in the Age of Transboundary Crises: Vulnerability and Resilience.

**Training details:****I. Introduction:**

This proposal for consultancy services aimed at assisting **Selot Marketing Pvt. Ltd.** in achieving significant reductions in manufacturing costs. As a leading academic institution dedicated to research and innovation, we believe our expertise can be invaluable in addressing the challenges you face in optimizing your manufacturing processes.

**II. Scope of Work:**

Our consultancy services will encompass a comprehensive analysis of Legal Implications on your manufacturing operations, with a focus on identifying opportunities for cost reduction while maintaining or improving product quality and efficiency of Wood, Veneer, Panel and other composite Products. The scope of work will include, but not be limited to:

- a) **Process Evaluation:** Analyzing your current manufacturing processes to identify inefficiencies, bottlenecks, and areas for optimization.



- b) **Cost Analysis:** Conducting a detailed cost analysis to identify cost drivers and areas where savings can be realized.
- c) **Technology Assessment:** Evaluating existing technologies and exploring innovative solutions that could enhance productivity and reduce costs.
- d) **Supply Chain Optimization:** Assessing your supply chain structure and logistics to identify opportunities for streamlining and cost savings.
- e) **Training and Implementation Support:** Providing training sessions and ongoing support to ensure successful implementation of recommended cost-saving measures.

### III. Methodology:

Our approach will involve a combination of on-site assessments, data analysis, stakeholder interviews, and collaboration with your team to ensure that the solutions proposed are tailored to your specific needs and constraints.

### IV. Deliverables:

Upon completion of the consultancy engagement, we will provide you with a detailed report outlining our findings, recommendations, and a roadmap for implementation. Additionally, we will offer ongoing support and assistance as needed to ensure the successful execution of the proposed strategies.

### V. Timeline and Budget:

We propose a timeline of [Insert Timeline] for the completion of the consultancy project, with regular progress updates provided throughout the engagement. As for the budget, we will work closely with you to develop a cost-effective solution that aligns with your budgetary constraints.

### VI. Benefits:

By engaging our consultancy services, [Company Name] stands to benefit from:

- a. **Substantial reductions in manufacturing costs.**
- b. **Enhanced efficiency and productivity.**
- c. **Improved competitiveness in the market.**
- d. **Access to cutting-edge research and innovative solutions.**

### VII. Conclusion:



In conclusion, we are confident that our consultancy services can provide Selot Marketing Pvt. Ltd. with the expertise and support needed to achieve significant reductions in manufacturing costs while maintaining the highest standards of quality and efficiency. We look forward to the opportunity to collaborate with you on this important initiative.

Thank you for considering our proposal. We eagerly await the opportunity to work with you.

Sincerely,

*Jyoti Singh*

Dean,

School of Business

*[Handwritten signature]*



SOL/C&A/Feb/24/05

03-Feb-2024

To,  
Director,  
**KWA KIDS Learning Pvt. Ltd.**  
9th Floor, Grande Palladium, 175 CST Road  
Kalina, Santa Cruz, Mumbai - 400098  
[directorprojects@kwakids.co.in](mailto:directorprojects@kwakids.co.in)

**Sub.: Proposals for training on 'Basic Law Awareness Programme' for the corporate staffs.**

Dear Sir/ Ma'am,

I am hereby to share you the training proposal on '**Basic Law Awareness Programme**', as discussed on our online meeting. We are ready to provide assistance for the same as a paid consultant. The detail proposal is attached herewith for your consideration.

To conduct this training which includes educating the participants about fundamental legal concepts, principles, and terminology, increase awareness of relevant laws, regulations, and company policies applicable to their roles, clarification on rights, responsibilities, and obligations under the law, both as individuals and as employees and foster a culture of legal literacy, ethical behaviour, and accountability within the organization we are seeking a consultancy charge of Rs. 15,00,000/- (Rupees Fifteen lakhs only) including the consultancy fees & other administrative expenses except GST for one year from **KWA KIDS Learning Pvt. Ltd.**

Your support is expected in conducting the training. I look forward to discuss this proposal further.

Sincerely,



Dean,  
School of Law

Sushant University  
Sector-55, Gurugram



## Proposal for Training

on

### “Basic Law Awareness Programme”

#### **About Sushant University:**

Sushant University (Erstwhile Ansal University) was established in 2012 under the Haryana Private Universities Act 2006. Located in the heart of Gurugram, India's largest hub of National and Fortune 500 companies. We have eight schools offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development.

Sushant University has been awarded the National Education Excellence award “Best Private University in Northern India 2017” along with “CSR Excellence in Education” award for two consecutive years i.e. 2017 and 2018. Sushant School of Art and Architecture at Sushant University is the flagship school which started in 1989 and has been consistently ranked No. 1 Private Architecture School in India by Outlook Magazine.

We are a university with the core ideology of being futuristic with the mission "AHEAD. FOR LIFE". The curriculum design is guided by inter and trans-disciplinary approach incorporating pedagogies that expand learning opportunities, ensuring higher order learning outcomes.

The various schools under the University have carved a niche by offering contemporary programmes with renowned faculty acclaimed nationally and internationally, state-of-the-art Infrastructure and facilities to promote academic excellence. The University has collaborated with some of the finest Universities and Institutions in the UK like the University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France in the areas of Curriculum Development, Student and Faculty Exchanges, Joint PhD supervisions, joint research Conferences, seminars and study semesters abroad.

#### **About Trainer:**

Dr. Sulakshana Banerjee Mukherjee, presently working as an Associate Professor in School of Law, Sushant University (Erstwhile Ansal University), Gurugram, Haryana. All through her academic career she is well known for her meritorious performances. She is a versatile genius and has proven her skills in different aspects of academics. She started her legal career under the auspices of eminent criminal Advocate Mr. Golak Bihari Ghosh. She joined Durgapur Institute of Legal Studies as a Lecturer as she got selected in the panel. She has received University of Burdwan Gold medal, Renupada Chowdhury Memorial Gold Medal, Gopa Adhikary Memorial Gold Medal and Saroj Ranjan Majumdar Prize for achieving 1st class 1st position consecutively for three years. She has also achieved University of Burdwan Gold medal for securing 1st class 1st in LL.M. The then Hon'ble Ex-Governor of West Bengal Mr. Gopal Krishna Gandhi awarded her all gold medals. She has done her Ph.D under the valuable guidance of Prof. (Dr.) Sanjeevy Shanthakumar at present, Director, GNLU. She has presented numerous papers in various National and International Conferences and Seminars. Also, she has published research papers, articles in leading journals and chapters in different books. Besides, she has Chaired and Co-Chaired in different International and National Seminars and Conferences with distinguished legal personalities. Under her supervision students have been publishing research



papers in different Journals of repute. She has been working as a Dissertation Guide and also Supervisor for different Research Scholars of different States. Dr.Sulakshana won "Women Empowerment Award" 2024 and also in the year 2019 from the Delhi State Legal Services Authority in collaboration with Bhagidari Jan Sahyog Samiti and Human Foundation. She has also received the National Teacher's Award, 2023 for her outstanding contribution in the field of Legal Studies held at Indian Institute of Engineers, New Delhi. She was also honoured with the "Woman Innovator Award (Gold)" 2022 by the PNGI Group in collaboration with G.D Goenka University, Gurugram. For her commendable task in International Conference on Ethics and Integrity, 2019 she has received Certificate of Recognition from Indus Foundation of Education Research and Social welfare (UGC recognized) as Guest Editor. She has also received an award for Outstanding Performance in a Conference named "Protection of Child Rights in the Digital Age" held at New Delhi. She acted as an Expert Member (SRC) of Ph.D of School of Journalism and Mass communication K.R Mangalam University, Gurugram, Haryana. She handles the School of Law Ranking and an active SPOC of the Research and Development Centre ,Sushant University .Also ,she is an efficient member of the Indian Debate Committee , and the inventor of e-newsletter "Leglytical "(Treasure of Law) in School of Law, Sushant University.

#### **Training details:**

##### **Introduction:**

In today's complex and dynamic world, having a basic understanding of the law is essential for individuals to navigate legal matters effectively and uphold their rights and responsibilities. To address this need, we propose the implementation of a Basic Law Awareness Programme aimed at providing foundational legal knowledge to our employees. This programme will empower participants to make informed decisions, mitigate legal risks, and contribute to a culture of compliance within our organization.

##### **Objectives:**

- To educate participants about fundamental legal concepts, principles, and terminology.
- To increase awareness of relevant laws, regulations, and company policies applicable to their roles.
- To clarify rights, responsibilities, and obligations under the law, both as individuals and as employees.
- To foster a culture of legal literacy, ethical behavior, and accountability within the organization.

##### **Programme Structure:**

###### **Introduction to Legal Concepts:**

- Overview of legal systems, sources of law, and the judiciary.
- Understanding legal terminology, principles, and concepts.

###### **Employment Law Essentials:**

- Rights and obligations of employees and employers.





- Employment contracts, workplace policies, and regulations.

**Contractual Agreements:**

- Basics of contract law, elements of a contract, and contract interpretation.
- Common contractual terms, clauses, and best practices.

**Regulatory Compliance:**

- Industry-specific regulations, compliance requirements, and standards.
- Data protection laws, privacy regulations, and cybersecurity measures.
- Corporate governance principles and ethical standards.

**Delivery Method:**

The programme will be delivered through a series of interactive workshops, presentations, and discussions conducted by legal experts, compliance professionals, and industry practitioners. Participants will have the opportunity to engage in case studies, role-playing exercises, and practical scenarios to apply legal concepts to real-world situations.

**Target Audience:**

The programme is designed for all employees across departments and levels within the organization, including managers, supervisors, and frontline staff. Specialized sessions may be organized for specific departments or roles to address their unique legal considerations and responsibilities.

**Resources Needed:**

- Suitable venues equipped with audio-visual tools for workshop delivery.
- Presentation materials, handouts, and online resources for participants.
- Administrative support for programme coordination, logistics, and evaluation.

**Evaluation and Feedback:**

- Pre and post-programme assessments to measure knowledge acquisition and retention.
- Feedback surveys to gather participant input and assess programme effectiveness.
- Ongoing monitoring of compliance metrics and incident reports to evaluate the impact of the programme.



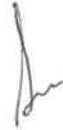
**Conclusion:**

The Basic Law Awareness Programme will equip our employees with the foundational legal knowledge necessary to navigate legal issues confidently and ethically. By investing in our employees' legal literacy, we can enhance risk management, ensure compliance, and foster a culture of integrity within our organization. We believe that this programme will empower our workforce and contribute to the long-term success and sustainability of the company.

**Thank you for considering our proposal. We eagerly await the opportunity to work with you.**

**Sincerely,**

*Jeetendra Singh*



**Dean,**

**School of Law**

