**Campus Students Communities Pvt. Ltd\**

**Legal Department As On 8/8/17**

The KRAs are:

1. Building Agreements
2. LOI
3. Licenses from Govt. Authorities
4. NDA
5. Student application Form
6. Employment Verification requirements
7. Misuse of information from employees
8. Financial Irregularities
9. Integrity Pledge
10. Other Contracts/ Vendor Contracts
11. Legal Notices
12. Misuse of Internet

KPI:

Have formats to key Agreements dealt on a day today basis such as:

1. Lease Agreements pertaining to Rental Agreements
2. Format for LOI
3. Format for NDA
4. Licenses that are required for the Company are in its initial stage- under process.

We may require:

* Trade License
* Health Certificate
* Establishment Certificate
* Food License (FSSAI)
* Health License By Municipal Corporation
* Fire Security- NOC from Fire Department
* Lift Clearance by Electrical Inspector
* Environmental Clearance- NOC from pollution board

For this we require an internal Audit with regard to the working conditions of all the Hostels. Some may require upliftment too. In short it is a lengthy and a strenuous process. But it is highly recommended as we are expanding. We may find grave obstacles otherwise.

1. Beat Police- Under Process.
2. Employment Verification and other Process. A steady process is yet to be created. Employees employed till 1st Of June is Verified.
3. Notices: As per the requirement of each department the same is prepared.

**SOP**

**Agreements:**

Lease Agreements:

Steps:

1: Collecting the requirements for the LOI

2. LOI Drafted and signed by both the Parties

3. Due Diligence: at this stage we require all the documents pertaining to the premises intended to Lease out. Such as:

1. Title deed
2. Mother Deed
3. Encumbrance Certificate for minimum of 30 Years
4. Khata
5. Tax Paid Receipts
6. In case o any converted land:- Certificate of Conversion
7. Approved Building Plan and Sanction from BMRDA or there concerned Authorities
8. Joint Development Agreement ( where ever applicable)
9. Power of Attorney ( where ever applicable).

4. Once approved at Due Diligence the same may be further considered for vetting the agreements.

5. Upon mutually agreed terms and condition the same may be vetted , scrutinized and further executed.

**Other Agreements / Vendor Agreements**

**The same may be vetted as per the requirement of CSC, upon mutually agreed Terms and conditions and as per the requirements of our Company.**

**Examples of such Agreements are: Laundry Agreements, Consulting Agreements, Catering Agreements.**

**For Employee Verification :**

1. All The Employees are required to fill in the Persona Data Form.
2. Adhar And Pan Copy should be provided at the time of joining along with original for verification( the original will be returned immediately)
3. Certificates pertaining to their education (from 10th to the highest level of education) ( the original will be returned immediately)
4. Pay Slips fro past 3 Months, former appointment, Relieving Letter ( In case of formerly employed)