



U-Connect



Heartfulness

THROUGH MEDITATION, JOY

## Memorandum of Understanding

Between

Heartfulness Institute, USA

And

D.R.B.C.C.C.HINDU COLLEGE, Chennai, India.

To Mr. Guruswami  
13/1/20  
9/3/20

This Memorandum of Understanding (MOU) is entered into on Date 17-06-2019 by and between Heartfulness Institute, USA and D.R.B.C.C.C.HINDU COLLEGE, Chennai, India.

WHERE, Heartfulness Institute, USA, hereinafter referred as HFN, a non-profit NGO, is interested in providing certificate courses on Meditation based Self-development programs for the students and faculty through teaching and practical training by a team of trainers appointed by the institute and a course completion certificate to the participants successfully completing the course.

WHERE, D.R.B.C.C.C.HINDU COLLEGE Chennai, hereinafter referred to as Organizer - is interested in availing these services for their faculty and students.

NOW, THEREFORE, in consideration of the interest described above, the parties agree to work together in the following manner:

### 1. Heartfulness Program

HFN Certificate Course on Heartfulness-Experience of Life's Potential is a Meditation-Based Student Development Programs is tailored to meet the urgent demands of our time, as listed below:

- Growing scientific interest in meditation and its proven benefits for holistic development.
- Industry and society warming up to the need for holistic development of mind, body and spirit for greater personal effectiveness.
- Shift from IQ towards EQ (Emotional Quotient) and SQ (Spiritual Quotient) leading to demand for workforce comprised of individuals who are balanced and centred, as opposed to merely intelligent or qualified.
- The UGC and Universities in India taking the above demand seriously and including various certificate courses on Self Development / Personal Growth in their curriculum. In 2014, UGC has proposed introduction of Yoga and Meditation courses in all universities.
- NAAC (The National Assessment and Accreditation Council) also seeks value based education programs.

### 2. Program Design Principles

- Spiritual development must go hand in hand with Physical and Mental / Intellectual development to realize one's true potential as a human being.
- External motivation fails to create lasting inspiration unless it is complemented by a simple daily discipline.
  - "Nothing ever becomes real till it is experienced" - John Keats
  - "The only source of knowledge is experience" - Albert Einstein
- Crux of self-development is thus a process facilitated by meditation.

### 3. Approach

To develop a practical and interactive curriculum spanning:

- Meditation as an essential life-skill and as a means to a balanced-existence.
- Explore practical means that interface the ever-changing human situation with the unchanging absolute.
- Personal transformation and "how to" sessions for self-development and growth.
- Ongoing campus support to continue practice after formal completion of course.

### 4. Desired Outcome

- Become adept in the art of meditation and the means to continue this exploration life-long.
- Inspired and self-motivated to pursue a balanced life.
- Confidence and courage to face the demands of life and the ability to draw inspiration from within oneself.
- Honest and capable students with hopes of a better India and humanity.

### 5. Duration and Frequency

- 16-week program (Heartfulness-Experience of Life's Potential)
- Mostly once a week
- 45 to 60 Minutes in class sessions
- Outdoor projects as appropriate

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World Headquarters: Babuji Memorial Ashram, Sri Ram Chandra Mission Road, Manapakkam, Chennai 600 116, India  
Tel: +91 (44) 2252.1099, 4217.1111 • Fax: +91 (44) 4201-4421

## 6. Class Formats by HFN

1. Talks and Lectures from Scholars and Professionals via webinars
2. Group Discussions & Workshops at HFN's campus, Manapakkam – on a "Need to" basis
3. Continuous online assistance available from the faculty / assigned facilitators
4. Additional material via Emails and Handouts
5. Weekly group meditation sessions conducted remotely
6. The introduction session, at the discretion of HFN, can be conducted remotely as well

## 7. Indicative List of Modules

Following is an indicative list and not exhaustive:

- Orientation – Introduction to Meditation and Understanding the Crux of Self Development
- Discussion on Values
  - Understanding Aspiration, Ambition, Attitudes & Aptitudes
  - Personal and Universal Values and How to set & align values to goals
- Meditation – Learning and Deepening Skills
  - Being the Observer
  - Additional Meditation Techniques (Gradual and Systematic deepening of Meditation Skills - Some examples listed)
    - i. Relaxation Technique (Learn to relax body and mind)
    - ii. Meditation Basics (Role of the Heart in Transformation, Discipline etc)
    - iii. Rejuvenation / Cleaning Technique (Stress Management, Sleep Cycle Management etc)
    - iv. Finer Aspects of Meditation
    - v. Finer Aspects of Cleaning
- SELF DEVELOPMENT COURSE

Following objectives are expected to be achieved through these modules:

- **EXPERIENCE:** By learning to use the simple tools of Heartfulness Meditation practice, we experience a deep state of relaxation, enhanced concentration and inner balance.
  - **EXCELLENCE:** By integrating these tools in our lives, we begin the journey of self-development and gain courage and confidence leading to inner and outer excellence.
- Introductory sessions on the First 3 consecutive days – 60 min each day - followed by Weekly Sessions

<ul style="list-style-type: none"><li>• <b>PRESENTATION SESSION: 30 MINUTES</b><ul style="list-style-type: none"><li>• Settle down – 5 minutes</li><li>• Topic Presentation – 15 minutes</li><li>• Interaction / Discussion – 10 minutes</li></ul></li><li>• <b>PRACTICAL SESSION: 30 MINUTES</b><ul style="list-style-type: none"><li>• Guided Relaxation – 5 minutes</li><li>• Guided Meditation – 25 minutes</li></ul></li></ul>
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**16 WEEK (HFN-HELP) PROGRAM – 45 TO 60 MINS EACH WEEK (SUGGESTED TOPICS – CAN CHANGE DYNAMICALLY BASED ON NEED & SITUATION)**

Week	Topic	Objectives
1	Meditation – The technique to Connect with your Inner Self	What is meditation? The technic & it's benefits
2	De cluttering the mind - to remove hindrances to the inner connection	The technique of rejuvenation through cleaning the heart/mind and removing unwanted thoughts
3	Techniques to strengthen the inner connection	Maintaining the inner connection through the day and night
4	HFN Orientation	Introduction about Heartfulness
5	Goals and Aspirations	Identify the self goals and Aspirations
6	Smart Goals	Identify your smart goals, prepare a plan to achieve those
7	Power of thoughts	To accumulate our concentration, focus on a mind thoughts
8	My Strength	To improve our confident level through strength
9	Communication Skills	How to understand, persuade, influence and improve relationships through effective communication?
10	Balance	To identity of Balance mind
11	Need For Courage	Improve our courage
12	Courage and Confident	Boosting our self confidence
13	Heartfulness Yoga	Physical well being
14	Leadership skills	Gain the ability to make decisions and leadership skill for oneself or for a group; to positively influence the actions of others
15	Time Managements	Identify your biggest 'time stealers' which reduce your productivity. Stop them from stopping you.
16	Decision Making	To develop the decision making skill
17	Healthy Living	To improve Body and mind healthy
18	Sustainable Development	to encourages us to conserve and enhance our resource base by mind and body
19	Designing Destiny	To design our own destiny through meditation

**8. Responsibilities of D.R.B.C.C.C.HINDU COLLEGE**

The following provisions are to be arranged by D.R.B.C.C.C.HINDU COLLEGE

- Assign a staff member as Single Point of Contact (SPOC) for the program
- Provide large enough Classroom / auditorium with Multimedia capability to conduct sessions (Mike, LCD projector etc.) as per the requested configuration / specifications
- Make sure availability of 4G (or above) internet connectivity for the seamless live streaming of webinars
- Facilitate the sessions by gathering the students, connecting to the webinar link provided at the specified time.
- Refreshments and conveyance arrangements to the HFN team during their scheduled visits
- Make sure the appropriate instructions are given to the participants on the adherence to the timings and discipline
- Facilitate the conduct of online test / assessment at the end of the program (once in a semester)
- Facilitate printing of certificates in the college.
- Arrange for a convocation program

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### 9. Duration and Termination

This MOU will begin from 17-06-2019 and will remain in effect for 5 years and may be renewed upon written agreement of both the parties.

Should either party choose not to renew this MOU, it will give the other party not less than two months' prior notice in writing of its intent not to renew. The either party may terminate this MOU hereto by giving written notice to the other party ninety days in advance of a specified date of termination.

### 10. Cost

- This program is conducted by HFN on a cost neutral basis.
- No coaching/professional fee is collected by HFN either from the participants or from
- D.R.B.C.C.C.HINDU COLLEGE shall provide conveyance to the HFN team from the regional office located at Manapakkam (or within a reasonable pickup distance), near Guindy, Chennai.
- D.R.B.C.C.C.HINDU COLLEGE shall take care of the printing of the teaching materials / brochures for internal circulation- if required.

### 11. Correspondence and Notices

- All Notices and communications arising from this MOU shall be deemed to have been delivered.
- In case of E-mail, upon due acknowledgement of receipt by the receiving party.
- In the case of hand delivery, upon written acknowledgement of receipt by authorized representative of the receiving party.
- In the case of registered mail, speed post; upon acknowledge receipt by the receiving Party.
- Notices and communications under this MOU must be addressed to the Authorized Representatives of the Parties at the following address:

**For HFN:**

Mr. S. Prakash  
Zonal Coordinator  
Chennai Metro Zone  
Heartfulness Institute, USA  
Regional Office:  
Babuji Memorial Ashram, Manapakkam, Chennai-600116  
Tel: +91 (44) 2252.1099, 4217.1111 □ Fax: +91 (44) 4201-4421 □ E-mail: chennai@heartfulness.org

**For D.R.B.C.C.C.HINDU COLLEGE:**


Name: **Dr. (Smt.) VLAKSHMI MA, M.Fin, Ph.D.**  
DESIGNATION: **PRINCIPAL**  
Address: Dharmamurthi Rao Bahadur  
Calavala Cunnan Chetty's Hindu College  
Phone: Dharmamurthi Nagar,  
Email: Pattabiram, Chennai-600072.

### 12. Signature

This MOU is effective upon the signature of all Parties here to.

**For Heartfulness Institute**

**For D.R.B.C.C.C.HINDU COLLEGE**

  
A. Kalukumar V. Lakshmi  
Date: 17/MARCH/2020 9/3/20  
**PRINCIPAL**  
**DHARMAMURTHI RAO BAHADUR CALAVALA**  
**CUNNAN CHETTY'S HINDU COLLEGE,**  
**DHARMAMURTHI NAGAR, PATTABIRAM,**  
**CHENNAI - 600 072.**  
Date: 9/3/20  
**PRINCIPAL**  
Dharmamurthi Rao Bahadur  
Calavala Cunnan Chetty's Hindu College (Shift 2)  
Dharmamurthi Nagar,  
Pattabiram, Chennai-600072.

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