

Date: 08.10.2018

**APPROVAL FOR PAYMENT**

Sub: Renewal of HBSP subscription from June 2018 to May 2019

As per NFA: IMIBH:Lib18/40 we already process renewal of HBSP subscription. Package 4 is approved in NFA, a combination of Standard License and Ivey Starter Pack.

For session 2018-19 - Total Students Strenght 168 1) PGDM 2017-19 (69 Students) 2) PGDM 2018-20 (99 Students)				Total amount for session 2018-19
Package 4	Standard License Fee + Ivey Starter Pack	(\$ 69.35 + \$ 20)	\$ 89.35	\$ 15010.80

Package 4	Discount	Final Amount
\$ 89.35 ✓ (\$ 69.35 + \$ 20) Standard Licence Fee + Ivey Starter Pack ✓	IMI Group Discount 4% \$ 89.35 - 4%	Students = 69 PGDM 2 <sup>nd</sup> Year Students = 99 PGDM 1 <sup>st</sup> Year <b>\$ 85.776 per student</b> ✓
<b>\$ 15010.80</b>	<b>\$ 600.432</b> ✓	<b>\$ 14410.37</b> ✓

<b>Access Provider</b>	: Harvard Business Publishing		
<b>Cases Available by</b>	: HBSP Standard Licence and Ivey Starter Pack		
<b>Item</b>	: License Fee		
<b>Price</b>	: HBSP Standard License	-	\$ 69.35
	: Ivey License (Starter Pack)	-	\$ 20.00
<b>Negotiated</b>	: Standard License + Ivey Starter Pack	-	(4% IMI Group Discount)
<b>Final Amount</b>	: To Pay	-	\$ 14410.37
<b>Payment</b>	: 100% Advance		
<b>In favour of</b>	: Harvard Business School Publishing Corporation, US		(Electronic transfer)

Submitted for Payment Approval on the above subscription rate.

Enclosure:

- Invoice No. 10340084 & Wire Payment Details.
- Approved Note for Approval.

Arvind Negi  
(Initiator)

Mr. P. Ghosh  
(Manager- F&A)

Mr. Arup Sil  
(CAO)

*R.G. Choudhury*  
Prof. R.G. Choudhury  
(Chairperson -Library)

Prof. R.K. Panigrahi  
(Chairperson - Purchase)

**Director**

Rec'd by -  
checking on 2/18  
dated 2-10-18



RESERVE BANK OF INDIA  
Foreign Exchange Department  
Central Office  
Mumbai - 400 001

FORM A2

(For payments other than imports and remittances covering intermediary trade)

AD Code No.  
Form No.

(To be filled in by the Authorised Dealer)

Application for  
Remittance Abroad

Serial No.

(For use of Reserve Bank of India)

Currency DOLLAR Amount 14410.37  
Equivalent to Rs.

(To be completed by Authorised Dealer)

I/We INTERNATIONAL MANAGEMENT INSTITUTE, BHUBANESWAR

(Name of applicant remitter)

Authorize Bapuji Nagar, Main Branch to debit my/cur  
(Name of AD branch)

Savings Bank/ Current/ RFC/ EEFC A/c. No. 50071252726 together with  
their charges and

\* a) Issue a draft : Beneficiary's Name

Address

- \* b) Effect the foreign exchange remittance directly -
- 1) Beneficiary's Name HARVARD BUSINESS SCHOOL PUBLISHING CORPORATION.
  - 2) Name and address of the bank J P MORGAN CHASE, 270 PARK AVE,
  - 3) Account No. 2000000011593 NEW YORK, NY-10017
  - 4) SWIFT Code CHASUS33

\* c) Issue travelers cheques for

\* d) Issue foreign currency notes for

\* (Strike out whichever is not applicable)  
for the purpose indicated below:

(Remitter should put a tick (✓) against an appropriate purpose code. In case of doubt/  
difficulty, the AD bank should be consulted.)

S. d. Chelam ku?

Signature

Date :

Name :

Sr. No.	Purpose Group Name	Purpose Code	Description
		S0305	
As per the Annex -I			

**Declaration  
(Under FEMA 1999)**

I, declare that –

\* (1) The total amount of foreign exchange purchased from or remitted through, all sources in India during this calendar year including this application is within USD 250,000.00 (USD Two Hundred Fifty Thousand only) the annual limit prescribed by Reserve Bank of India for the said purpose.

\* (2) Foreign exchange purchased from you is for the purpose indicated above.

\* (Strike out whichever is not applicable )

Date :

Name

Signature

INTERNATIONAL MANAGEMENT INSTITUTE, BHUBANESWAR

AUTHORISED SIGNATORY

AUTHORISED SIGNATORY



RP - Sanjiv Goenka  
Group

Growing Legacies



International Management Institute  
Bhubaneswar

To  
**The Manager**  
Allahabad Bank  
Bapuji Nagar, Main Branch  
Bhubaneswar

Date - 01.11.2018

**Re.: Subscription Amount USD 14410.37 Transfer To  
Harvard Business School Publishing Corporation**

Dear Sir,

This is to inform you that we are having a current account - 50071252726 with you. You are requested to transfer USD 14410.37 to Harvard Business School Publishing Corporation for subscription of CASE/HBR collection fee. Details attached as below:

1. Form - A2
2. Invoice Copy

Thanking you

INTERNATIONAL MANAGEMENT INSTITUTE, BHUBANESWAR

  
AUTHORISED SIGNATORY

  
AUTHORISED SIGNATORY

**INVOICE**

INVOICE NO.	ACCOUNT NUMBER	INVOICE DATE
10340084	20860227	10/05/2018
ORDER NUMBER	AMOUNT DUE	DUE DATE
17437315	USD \$14,410.37	11/04/2018
P.O. NUMBER	TERMS	
FY19 STD + Ivey Starter License	30 NET	

Bill To  
International Management Institute - Bhubaneswar  
IDCO Plot No 1  
Gothapatna, Malipada  
Dist- Khurda  
Bhubaneswar, 751003  
India  
ATTN: director@imibh.edu.in

SHIP TO  
International Management Institute - Bhubaneswar  
IDCO Plot No 1  
Gothapatna, Malipada  
Dist- Khurda  
Bhubaneswar, 751003  
India

The total license fee for contract HE-002824 during the stated term is:

\$14,410.37

Contract HE-002824 Start/End Dates: 03/01/2018 - 03/31/2019

CASEHBR COLLECTION FEE

1	\$0.00	\$0.00
2	\$14,410.37	\$14,410.37

We appreciate your interest in Harvard Business School Publishing Corporation. Products printed to order such as cases, article reprints, book chapters, DVD's and custom products are non-refundable. If we can be of further assistance, please contact our Customer Service Department at 800.545.7695 or 617.783.7600, Monday through Friday 8am - 6pm ET or by email to [cs-service@hbsp.harvard.edu](mailto:cs-service@hbsp.harvard.edu). Please visit our web site at [www.hbsp.harvard.edu](http://www.hbsp.harvard.edu)

Sub Total	USD	\$14,410.37
Tax		0.00
Shipping		0.00
Total	USD	\$14,410.37

PAYMENTS	0.00
Credits & Adjustments	0.00
Outstanding Balance as of October 5, 2018 in USD	\$14,410.37

**REMIT TO ADDRESS AND WIRE/ACH INSTRUCTIONS**

Harvard Business School Publishing Corporation  
Attn: Accounts Receivable  
20 Guest St. Suite 700 | Brighton, MA 02135  
617-783-7400 phone | 617-783-7451 fax  
[A\\_HTeam@harvardbusiness.org](mailto:A_HTeam@harvardbusiness.org)

Account Number: 20000000011593  
Wire Routing Number: 021000021  
ACH Routing Number: 026000024  
Swift Code: CHASUS33  
Bank Name: JP Morgan Chase  
Bank Address: 270 Park Ave  
New York, NY 10017



*[Signature]*  
Signature

INTERNATIONAL MANAGEMENT INSTITUTE, BHUBANESWAR

*[Signature]*  
AUTHORISED SIGNATORY

*[Signature]*  
AUTHORISED SIGNATORY

## India Site License Agreement (Standard + Ivey (S)

2018-19

This Agreement establishes the relationship between International Management Institute - Bhubaneswar (IMIBH) and Harvard Business School Publishing (HBSP) regarding membership in the India Site License Program and the terms associated with it.

Harvard Business School Publishing publishes cases, reprints, and book chapters. International Management Institute - Bhubaneswar (IMIBH) is a qualified institution of higher learning in India that wishes to use HBSP materials in its management degree, diploma and/or Executive Education programs. Accordingly, HBSP hereby licenses Institution on a non-exclusive basis to use the HBSP Materials specified according to the terms and conditions of this Agreement.

### Term and Territory

1. This Agreement shall be effective from June 1, 2018 until May 31, 2019
2. This Agreement is effective in India only. It excludes programs that the Institution operates at campuses or other locations outside India.
3. Upon the termination of this Agreement, all rights revert to HBSP and Institution shall immediately thereafter discontinue reproduction and sale of the Materials. Within six months after the termination or expiration of the Agreement, a final accounting shall be made.

### Access to Materials

Institution will obtain electronic access to master copies of and/or links to HBSP materials through HBSP's single click service, and will in turn distribute these copies to its duly enrolled students in print format. Electronic distribution of SingleClick links is not permitted, unless provided for under Schedule W. Unlicensed use of the Materials will result in immediate termination of the Agreement. Institution agrees to the following terms and conditions:

1. Institution is responsible for diligently enforcing the terms of this Agreement, and in particular for seeing that only authorized users can access the products, that only genuine HBSP licensed content is used, and that all information, including the number of actual users, is fully and accurately reported to HBSP. Failure to adhere to these requirements is grounds for immediate termination of this Agreement.
2. Institution will not share its username identification and password beyond those authorized by HBSP policies, and shall not disclose the identity or location of the links from which it accesses Materials.
3. Institution may use electronic masters only for production of course materials during the term of this agreement. Whether protected or unprotected, the content files which contain the electronic masters remain the property of Harvard Business School Publishing, and are authorized for use only by those staff members of Institution involved in course pack production for students. Electronic redistribution of protected or unprotected content files is not permitted. The masters



themselves must not be stored, saved, emailed, shared, or posted on any course site. Doing so is in direct violation of the agreement and the school will be held liable for copyright violation.

4. Institution will assign no more than two administrators to be the designated people responsible for downloading master copies and reporting activities. Institution will provide contact information for the administrators to HBSP by emailing [acadlicenses@hbsp.harvard.edu](mailto:acadlicenses@hbsp.harvard.edu).
5. Institution will report to HBSP any violations of these terms, and any unauthorized access to, or unauthorized use of, HBSP materials, and will assist HBSP as requested in any subsequent investigation.

If HBSP notifies Institution of any cases withdrawn Institution agrees to remove such cases from any filing system -- print or electronic -- immediately and to cease the production of these items. Institution shall remove all masters from any filing system within 6 months of use.

Institution agrees not to use any HBSP materials that have not been supplied by HBSP without prior written approval, nor to permit sale or distribution of unapproved versions of HBSP materials. This license supersedes any right and any reporting mechanism of any Reproduction Rights Organization (RRO) or other collective copyright management organization for which Institution might otherwise be eligible.

#### Reporting and Payment

This license covers three payment models:

##### Flat fee license:

- For Schedule A materials used in the degree-granting programs listed in Schedule K, the fee for this license during the Contract Term is a flat fee calculated as follows:
  - USD \$89.35 for each full time 2 year degree / diploma student enrolled during the Contract Term or any part of the term. Includes \$ 20 for Ivey Starter pack.
- The account number for these programs will be: 20886227
- HBSP will bill Institution in one installment and will send the invoice upon contract signing. At the end of the contract term, HBSP will issue an additional invoice incorporating any adjustments necessary due to discrepancies between estimated enrollment and actual reported enrollment.

##### Usage-based payment for open enrolment programs:

- Fees for the following materials used in programs will be based on usage, at a discount of 42% off of current published U.S. academic list prices:
  - All electronic materials used in programs not listed in Schedule K
  - Electronic Materials used in Schedule K programs but not listed in Schedule A.
- The account number for these programs will be: 20886242
- HBSP will send Institution invoices after each usage report has been processed.



Usage-based payment for Custom Corporate programs:

- Fees for the materials used in "in-company" or company-specific custom executive Education programs will be based on usage, at a discount of 20% off regular academic list prices
- The account number for these programs will be: 20886245
- HBSP will send Institution invoices after each usage report has been processed.

Institution will report each period's usage to the HBSP Sales Coordinator based on the schedule below, using the reporting template provided by HBSP:

September 15, 2018

December 15, 2018

March 15, 2019

June 15, 2019

Institution will make every reasonable effort to capture the status of product usage in Executive Education non-degree programs and will accurately report the results thereof. Usage for non-degree Executive Education programs must be reported separately from other orders. Each reporting period will include all days since the last submitted report. A report must be submitted via email even if there was no activity in the period.

Institution will pay invoices generated by HBSP in a timely manner, in accordance with HBSP's terms and conditions as stated on each invoice.

#### Tax Indemnity:

The payments to be made under the contract are net of all taxes and the Institution shall be responsible for any income tax and Indian indirect taxes like service tax, value added tax, goods and services tax, and other similar taxes, as may be applicable, attributable to the payments made or to be made under this contract to HBSP. The licensee hereby agrees to indemnify, hold harmless from against any and all fines, penalties, taxes (including interest thereon) (collectively "Liabilities") that may arise in India, asserted against HBSP to the extent that such Liabilities result from the default in payment of taxes attributable to the payments made or to be made to HBSP in India.

#### Copyright and Trademarks

All materials are copyrighted by HBSP or President and Fellows of Harvard College. This license conveys no right, title or interest in the intellectual property comprising the materials other than as specifically provided herein. Institution shall ensure that a printed copyright notice appears on each reproduced copy of the Materials in the format noted in Schedule T. Institution acknowledges that the names, marks, graphics and designs listed in Schedule U are the exclusive property of HBSP and/or President and Fellows of Harvard College. All names, marks, shields, graphics and designs to which this paragraph refers are collectively referred to herein as "trademarks", whether or not registered as trademarks in India.

HBSP  
Executive Education  
Institutional License





Institution will promptly notify HBSP if it becomes aware of any piracy, counterfeiting, or other unauthorized use of trademarks or copyrighted material, and shall cooperate with HBSP in responding to such unauthorized use.

#### Right of Inspection

Institution will maintain books and records to document all copies of the materials accessed by Institution users for a period of not less than two years. HBSP and/or its authorized representatives shall have the right during normal business hours to inspect, at its own expense. Institution books and records insofar as they pertain to the distribution of the materials pursuant to this Agreement. If any inspection discloses inaccurate reporting of past usage, and that inaccurate reporting resulted in over- or under- estimation of the license fee to which HBSP is entitled hereunder, the appropriate amount shall be immediately paid or refunded to the party entitled thereto. Should such audit uncover errors or omissions greater than 10% of what was reported for the period examined, Institution shall reimburse HBSP for the cost of the audit.

#### Notices

All notices under this license agreement will be sent to:

a. For HBSP:  
Brandon Hight  
Global Sales and Business Solutions Director  
Harvard Business School  
Publishing  
20 Guest Street, Suite 700  
Brighton, Massachusetts 02135  
United States

b. For International Management Institute -  
Bhubaneswar (IMIBH)  
Prof. Ramesh Behl  
Director, IMIBH,  
IDCO Plot No. 1, Village-Gothapatna, PO -  
Malipada, PS-Chandaka, Dist-Khurda,  
Bhubaneswar, Odisha 751003  
(India)

Agreed to on behalf of:

HBSP

Brandon Hight

Global Sales and Business Solutions  
Director

Signature

Date:

10/4/10

International Management

Institute - Bhubaneswar

(IMIBH)

Prof. Ramesh Behl

Signature

Date:

**Director**  
**International Management Institute**  
**Bhubaneswar**

**SCHEDULE A**  
**Materials**

1. Unrestricted individual Harvard Business School printed Cases and Notes
2. Harvard Business Review reprints, including HBR Article Collections
3. All HBSP Newsletter reprints
4. HBS Press standalone book chapters\*
5. HBSP Brief Cases
6. HBS Color Case items\*\*
7. HBS Case Videos\*\*\*
8. HBS Multimedia Cases\*\*\*

**EXCLUSIONS:**

1. HBS Restricted Case items
2. HBS Case Teaching Notes
3. Third party case collections and article collections distributed by HBSP

*\*Book chapters that have not been digitized and provided to Institution via the delivery process specified in this agreement must be cleared through HBSP's Permissions Department.*

*\*\*Color case items must be reproduced in color only. Black and white copies of color cases are in violation of this agreement.*

*\*\*\*This agreement covers permissions-based use of these materials. HBSP will provide single hard copies to be used as masters for reproduction.*

*eLearning materials not listed here are governed by a separate ordering and delivery process and must be obtained by contacting HBSP Customer Service directly.*



### SCHEDULE K

#### Programs Covered by Flat Annual Fee

Product usage in the programs listed below is covered under the flat fee for the duration of the contract term.

#### Degree/Diploma Programs

Name of Program	Number of Participants	Fee per students (US \$)	Total Fee (US \$)
PGDM 1st Year	99	\$89.35	\$8,845.65
PGDM 2nd Year	69	\$89.35	\$6,165.15
Fee for Contract Term	168		\$15,010.80
Less: Discount @ 4%			\$600.43
Gross Total			\$14,410.37
Total Fee for Contract term			\$14,410.37

#### Invoicing Schedule for Flat Fee account:

August 15, 2018      \$14,410.37



**SCHEDULE T**  
**Copyright Notice**

1. HBS Cases:

The credit line and copyright notice specified below shall appear at the bottom of the first page:

Copyright © (year of publication) by the President and Fellows of Harvard College. All rights reserved. Reprinted with permission.

2. Harvard Business Review reprints, HBSP Newsletter reprints, and HBSP Brief Cases:

The credit line and copyright notice specified below shall appear at the bottom of the first page:

Copyright © (year of publication) by Harvard Business School Publishing. All rights reserved. Reprinted with permission.

3. Harvard Business School Press standalone book chapters:

The credit line and copyright notice specified below shall appear at the bottom of the first page:

Copyright © (year of publication) by Harvard Business School Publishing. All rights reserved. Reprinted with permission.



## SCHEDULE U

### **Rules for Use of Harvard Business School Publishing Names, Trademarks and Logos**

All customers and distributors must adhere to the following rules for the use and display of Harvard Business School Publishing names, trademarks and logos. These rules are binding on you, and failure to adhere to them is grounds for termination of the relationship.

1. You are authorized to use the name HARVARD BUSINESS SCHOOL PUBLISHING, HARVARD BUSINESS PUBLISHING, the initials HBSP, and the Harvard Business School shield when accompanied by the HBSP name or initials.
2. With the exception of Paragraph 3, you are not authorized to use the Harvard Business School shield standing alone; nor the names HARVARD, HARVARD BUSINESS SCHOOL, HBS; nor any other variation of the names or shields of Harvard University or Harvard Business School. For example, you may use HARVARD BUSINESS Press, NOT Harvard Business School eLearning.
3. You may use the name HARVARD BUSINESS SCHOOL CASES when referring to those cases.
4. You may use only logo files that we provide to you.
5. You may not register any trademark that contains the word HARVARD, any Harvard shield or logo, the initials HBS or HBSP or any other reference to Harvard, nor any words or marks similar to these.
6. If you have any questions or uncertainty as to these rules, contact us and we will advise you on proper compliance.
7. Harvard Business School Publishing reserves the right to change or amend these rules at any time. If we do, we will notify you and advise you on proper compliance.
8. Advertising copy, marketing materials, or press releases (print or online) referencing the above-mentioned trademarks or using the above mentioned logos must receive prior approval in writing from HBSP.



### Harvard Business School Publishing Boilerplate

The following text may be used at your discretion to acquaint users with HBSP:

#### **About Harvard Business Publishing**

Harvard Business Publishing was founded in 1994 with a mission to improve the practice of management in a changing world. As part of that mission, the HBP Higher Education group serves the finest learning institutions worldwide with a collection of more than 7500 case studies, journal articles, books, and eLearning programs, including online courses and simulations. Through its Educator's Web Site and regional teaching seminars, Harvard Business Publishing provides teachers and students with the tools to create courses and classrooms that foster transformative business education. For more information, please visit our website at [www.hbsp.harvard.edu/educators](http://www.hbsp.harvard.edu/educators).

#### **Endorsements**

Publication of endorsements from HBSP customers and/or HBSP staff must be fact-checked with the source prior to publication. HBSP staff quotes must be attributed to the individual with their full name, job title, and HBSP included with the quote.

#### **URLs**

The URL for the Harvard Business Higher Education Web site is: [www.hbsp.harvard.edu/educators](http://www.hbsp.harvard.edu/educators)



Schedule W

Electronic Distribution

HBSP grants Institution the right to electronically deliver Single Click links to its students with the following conditions:

Institution will ensure that electronic Materials are only available to students currently registered under this site license agreement and that these materials are only accessible through the Institution's password protected course environment, and cannot be accessed, emailed or distributed through any other method. Furthermore, Institution will ensure that these students have access only to Materials for courses in which they are enrolled.

Institution agrees to communicate HBSP's usage guidelines for Materials distributed electronically to its end users, and agrees to monitor end user behavior to ensure that usage guidelines are followed.

Institution shall take all reasonable precautions to protect HBSP Materials from unauthorized transmission, downloading, printing, or other unauthorized use.

