



**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding ("MOU") is between Koshys Institute of Management Studies an Institution under Koshys Education Trust (R), Bengaluru committed to value based education, hereafter referred as KIMS and Bangalore Institute of Aviation and Logistics, an organization committed to provide Corporate Training & Professional Certification Courses on Aviation having its office at #201, Batra Centre, 2<sup>nd</sup> Floor 27, Ulsoor Road, Bengaluru - 560042 (hereafter referred to as "Partner").

**RECITALS:**

- A. WHEREAS Partner has been established for the purpose of enriching the Aviation Skills and to jointly work for enhancing the quality of employability of students in KIMS.
- B. AND WHEREAS KIMS wishes to collaborate with the Partner for the purpose of enriching the employability and Aviation skills among all the students through rigorous training for increasing the campus placements.
- C. AND WHEREAS Partner with assistance from KIMS has goals of providing campus interview opportunities by enhancing the quality of the employability for students thereby enabling them to meet the industry needs and to be recognized globally.

**NOW THEREFORE THE PARTIES HEREBY ACKNOWLEDGE AND AGREEAS FOLLOWS:**

- 1. This MOU is for collaboration between both parties, for mutual benefit, to enhance the quality of the educational experience of students of the KIMS and for the specific purposes detailed in Annexure I of this MOU.
- 2. Partner shall be responsible for providing the requisite course material for conducting training programmes as agreed between the parties.
- 3. KIMS shall be responsible for providing the requisite infrastructure and any other facility required for the education, training and campus placements.
- 4. The training modules as per the Annexure-I, shall be handled entirely by the partner. At no point of time the same shall be outsourced to any other third party.
- 5. The parties, their representatives, and/or assignees, following the execution of this MOU, desire to maintain close contacts with each other to achieve the goals and objectives of, and to develop the ideas acknowledged in this MOU.





**BANGALORE INSTITUTE OF  
AVIATION AND LOGISTICS**

6. Both parties hereby agree to designate a representative from its side who will be the primary point of contact on behalf of that party.
7. The terms and conditions mentioned herein shall commence on the execution of this MOU for present I, II & III Year add on students of KIMS for the academic year 2022-23 and shall continue for a period of **One Academic Year** or for such period as may be determined or extended by the parties from time to time by written notice.
8. KIMS shall provide time slot for various batches for training as per the availability of infrastructure and resources in consultation with the partner.
9. Partner shall intimate time slot to KIMS 30 days prior for making suitable arrangements for training.
10. Partner shall make a feedback assessment of training program and submit to KIMS.
11. **Training Commercials:** As mentioned in Annexure - I.
12. **Payment:** Partner shall submit invoice after the completion of each programme and the same would be cleared within 15 working days by KIMS. Tax will be deducted at source as per the rules.
13. **Campus Recruitment Opportunities:** As mentioned in Annexure - I.
14. Either party may terminate this agreement upon sixty (30) days written notice to the other party but partner should complete the training modules as agreed before termination.

In written whereof both parties put their hard seal on the day, month and year herein mentioned,

Date: 01.08.2022  
Place: BENGALURU  
Name: DR. PRAKASH B NAYAK  
Designation: DIRECTOR - ACADEMICS  
Institution: KIMS  
Signature:

Authorized Signatory  
For KIMS with Seal ★



Date: 01-08-2022  
Place: Bangalore  
Name: V.N.B. Nair  
Designation: CEO  
Training Firm: BIAL  
Signature:

Authorized Signatory  
For Partner with Seal





ANNEXURE I

TRAINING MODULES

**General Aviation Syllabus**

**1<sup>st</sup> Semester**

**Module 1: Aviation Basics**

- 1.1 History of Aviation
- 1.2 Aviation Organizations and Regulations

**Module 2: Aviation Geography**

- 2.1 IATA
- 2.2 AAI

**2<sup>nd</sup> Semester**

**Module 1: Aviation Fundamentals**

- 1.1 Aviation Conventions
- 1.2 Aircraft
- 1.3 Basic Aerodrome Infrastructure

**Module 2 – Passenger Handling – Domestic**

- 2.1 Introduction to airports and airline ground operations
- 2.2 Computer Reservations and departure control system
- 2.3 Airport Entry formalities, role for CISF baggage screening etc

**Module 3 – Passenger Handling - Domestic**

- 3.1 Introduction to airport and airline ground operations
- 3.2 Computer Reservations and departure control system
- 3.3 Airport Entry formalities, role of CISF baggage screening etc
- 3.4 Passenger Check-in formalities
- 3.5 Arrival Formalities

**3<sup>rd</sup> Semester**

**Module 1: Passenger Handling – International**

- 1.1 Departure
- 1.2 International Arrival Formalities

**Module 2: Cargo – Domestic – Dispatch**

- 2.1 Basics of Cargo
- 2.2 Cargo- Domestic – Arrival
  - 2.2.1 Offloading, Checklist, delivery book, Binning, Arrival Intimation, CDA, DACC
  - 2.2.2 Types and Nature of Cargo
  - 2.2.3 Rates & Tariffs
  - 2.2.4 Cargo Claims and Complaints

**4<sup>th</sup> Semester**

**Module 1: International Cargo**

- 1.1 Export Cargo
- 1.2 Import Cargo
- 1.3 Custom Formalities
- 1.4 New trends in Export and Import procedures and handling ice gate, E-payment, online filing
- 1.5 Inland Container depot

**BANGALORE INSTITUTE OF AVIATION AND LOGISTICS**

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- Module 2: Reservation and Ticketing  
2.1 GDS – Galileo, Amadeus, Sabre and Abacus  
2.2 Benefits in CRS  
2.3 Ticketing procedures – PNR  
2.4 E-Ticketing

#### 5<sup>th</sup> Semester

- Module 1: Theory of Lights  
1.1 How an aircraft flies  
1.2 Load and trim – weight and balance  
1.3 Practical and Trim sheets  
1.4 Airport Ground Handling  
Module 2: Airline Customer Services  
2.1 In-flight services  
2.2 Onboard handling of passengers  
Module 3: Aviation as a career  
3.1 Customer Service Orientation  
3.2 Softskills required for aviation operations  
3.3 Aviation as a career

**Note: The above-mentioned syllabus shall be completed in 3 Semesters for IATA students and in the fourth and fifth semester they will undergo IATA Syllabus training.**

#### IATA Syllabus – 4<sup>th</sup> and 5<sup>th</sup> Semester

- Module 1: Introduction to Airport and Airline Ground Operations  
1.1 Airport as an operational system  
1.2 Airline Ground Operational Requirement  
1.3 International passenger and baggage, carriage regulatory framework  
Module 2: Computer Reservations and Departure Control Systems Function  
2.1 The computer reservation system  
2.2 Departure Control System  
Module 3: Check-in procedures for passengers and their baggage  
3.1 Travel and Health Documentation  
3.2 Passenger Acceptance  
3.3 Baggage Acceptance  
3.4 Passenger Category  
3.5 Arrival and Transfer Services  
Module 4: Conditions of Carriage, Boarding Procedures and Close-out Messaging  
4.1 Conditions of contract for carriage of passengers and baggage  
4.2 Passenger Boarding Procedures and Flight Close-out messaging  
Module 5: Dangerous Goods Regulations  
5.1 International Dangerous Goods Regulatory References.  
5.2 Restrictions and Limitations  
5.3 Classification, Packaging, marking and labelling





5.4 Dangerous Goods emergency procedures

Module 6: Managing Passenger Interactions

6.1 Importance of Customer Service to the Business

6.2 Handling passenger interactions efficiently

Module 7: Aviation Security Requirements for Passengers and Baggage

7.1 The need for Aviation Security

7.2 ICAO International Conventions

7.3 Passenger and Baggage Security procedures.

7.4 Passenger and Baggage Reconciliation procedures.

7.5 Bomb threats and response to them

Module 8: Enhanced Passenger Facilitation

8.1 Purpose of advance passenger processing

8.2 CUSS, CUTE and CUPPS

8.3 Role of GSAs in Fast Travel Program

Module 9: Future of the Industry

9.1 Passenger Ground Services - Future Trends

9.2 Your future - Landing a job in aviation


Date: 01.08.2022

Place: BANGALURU

Name: DR. PRAKASH B. NAYAK

Designation: DIRECTOR - ACADEMICS

Institution: KIMS

Signature:   
Authorized Signatory  
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