

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding between Jhanji Hemnath Sarmah College, Sivasagar henceforth called the 'host institution' and Dibrugarh University, Dibrugarh-786004, henceforth called the 'University' in respect of organizational responsibilities to act as Distance Education Study Centre of the University for running Three Year Bachelor of Arts (Subjects: MIL (Assamese), English, Economics, Education, Political Science, Sociology and Environmental Science) Programme(s) is signed today the day of (month),(year).

I. The Host Institution shall :

- (i) appoint one Coordinator to carry out the activities of the Study Centre.
- (ii) pay the association fee in favour of Directorate of Distance Education, Dibrugarh University (DDE, DU) as prescribed by the University. The association shall have to be renewed every year before the start of the next academic session as per the University rules.
- (iii) display prominently a signboard indicating 'Dibrugarh University Distance Education Study Centre' with the logo of the University.
- (iv) admit students (learners) on behalf of the University and receive the admission fee and the other fees fixed by the University for onward transmission to the University and shall not charge any other fees from the learners.
- (v) shall keep 50% of the 'Course Fee' to meet the expenditure for different activities of the Study Centre such as academic counselling sessions, coordination and secretarial works, maintenance of equipments, contingency etc. and the rest of the amount be remitted to the University through Bank Draft drawn in favour of 'Distance Education Fund, Dibrugarh University' payable at State Bank of India, Dibrugarh University Branch (Code No. 2051).
- (vi) provide at least 1 (one) room of about 400 sq. ft. for exclusive use of the Study Centre.
- (vii) make halls / rooms available to the Study Centre for holding academic counselling sessions (contact classes) and examinations (in case of University DE Examination Centre).
- (viii) hold at least 60 counselling sessions (at least four sessions per day) on 15 Saturdays and/or Sundays for Six Monthly Course and 120 counselling sessions (at least four sessions per day) on 30 Saturdays and/or Sundays for One Year Course by approved counselors.
- (ix) extend Library, Computer and Laboratory facilities to the learners of Dibrugarh University admitted in the Study Centre.
- (x) ensure security of the University properties provided by the University to the study centre.
- (xi) not use the equipments and other properties received from the University for any other purpose without written permission from the University.
- (xii) distribute the self learning materials to the learners admitted in the study centre.

A. H. Sarmah

Principal
JHANJHI'S COLLEGE

- (xiii) convey to the learners admitted in the study centre various information and instructions issued by the university.
- (xiv) allow the authorized officer of the University to inspect the functioning of the Study Centre as and when necessary.
- (xv) abide by the Statutes, Ordinances, Rules, Regulations, Guidelines, Instructions etc. of the University issued from time to time regarding distance education.
- (xvi) give one academic year's notice to the University in the event of its unilateral decision to discontinue as Study Centre and also to take full responsibility of the enrolled learners' until their completion of the course.

2. The University shall :

- (i) provide Application Forms for admission along with the Information Brochure-cum-Instruction for the learners on payment basis.
 - (ii) Provide syllabuses, regulations and self learning materials for distribution among the learners.
 - (iii) provide one computer with a printer to those Study Centres which enroll more than 150 learners for three consecutive years in order to facilitate its better functioning. However, the ownership of these equipments will rest with the University.
 - (iv) hold workshops/training programmes in distance education for the coordinators and counselors of the Study Centres time to time.
 - (v) give one academic year's notice generally to the host institution in case of any unilateral decision to discontinue the Study Centre and take full responsibility of the learners enrolled in the Study Centre. However the University reserves the rights to discontinue the approval of the study centre in case of gross violation of this agreement.
3. For any other matter which is not included in this MoU, the decision of the University will be the final.
4. Any legal implications will be confined to Dibrugarh Jurisdiction only.
5. This Agreement shall be the sole repository of terms agreed upon by the parties and shall be binding on both the parties, unless there is an amendment authorized by both the parties in writing and duly signed and sealed by both the parties.

Agreed upon and signed

On behalf of
The Host Institution



Seal
Principal
JHANAR H.N.S. COLLEGE

On behalf of
The University



Seal
Registrar
Dibrugarh University



Principal
JHANAR H.N.S. COLLEGE