FORMAT OF MEMORANDUM OF UNDERTAKING

(To be executed on Non-judicial bond of Rs 100 and notarized and submitted to Director, School of Continuing Education)

MEMORANDUM OF UNDERTAKING

We the Chairperson, Secretary of the (Name of the Managing Body) which has been issued a letter of intent by the Yashwanrao Chavan Maharashtra Open University to be recognised as a Study Centre of the (Name of the academic program) at our campus (Name and address of the campus), do hereby solemnly affirm and undertake that:

(a) That the provisions of the Yashwantrao Chavan Maharashtra Open University, Act 1989, Statutes, Ordinances and Regulations there under and the standing orders and directions of the university issued from time to time, (by way of communication through electronic mail, through its websites and/or other means) shall be observed.

(b) That there shall be available (for the conduct of the programs of YCMOU for which recognition is granted) suitable, adequate and well-maintained physical facilities such as buildings(s), laboratories, library building, books, equipments required for effective teaching as may be prescribed by the university, from time to time and that adequate financial resources will be provided for procuring and maintaining such physical and human resources

(c) That we as a recognised study centre (SC), shall make available the required number of qualified teachers and non-teaching staff for the SC for teaching efficiently. The said teaching staff shall be available for students' evaluation activities including paper setting, development of question bank, evaluation of papers and practical courses.

(d) That the services of all teaching and non-teaching employees and the facilities such as building(s), laboratories etc., shall be made available for conducting examinations and for promoting other activities of the university.

(e) That the directions and the orders issued by the Vice-Chancellor and any other Officer of the university in exercise of the powers conferred on them under the provisions of the Yashwantrao Chavan Maharashtra Open University Act 1989,Statutes, Ordinances and Regulations, prepared there under shall be complied with.

(f) That there shall be no change or transfer of study centre(s) without previous permission of the university authorities.

(g) That the SC shall not be closed without previous permission of the university or closer of the study centre, all the assets of the SC including books, computers, furniture's etc. which have been created out of the funds collected as a fees and charges shall vest in the university.

WE further undertake assert and declare that we unambiguously understand accept unconditionally the following:

(2) No facilities of the SC shall be used for running courses of other private institutions or private providers.

(3) The buildings, infrastructure, equipment, and staff of other private institutions shall not be utilized for the conduct of YCMOU programmes. If the premises are not owned by the Study Centre, they must be secured through a valid registered rent/lease agreement. Further, all infrastructure, equipment, and staff must exclusively belong to the Study Centre. All staff engaged for programme delivery must be appointed on the official payroll of the Study Centre.

(4) YCMOU reserves the right to levy fine on the SC for gross violation of procedure, wilful neglect of duties, and similar cases.

(5) The responsibility of training and education of the students admitted for the programs rests with the study centre. For this purpose the university prescribes, from time to time, a list of infrastructure including the material, space and human resources. The SC shall procure these resources, keep them up to date, maintain them in good working conditions and allow the students to use them for the purpose of training and education. Failing to meet these may lead to defect in the services to the students and the SC shall be held responsible to the commission and omission in this respect.

(6) The SC shall make the academic staff available to the YCMOU for examination related activities.

(7) The SC shall give clear instructions to the students regarding the safety measures to be undertaken by the students at appropriate time of the instruction and training.

(8) The SC shall put a banner or sign-board (at a place and in a manner such that the general public can notice it) showing the status of the SC for the programs for which it has been duly recognized.

(9) The SC shall bring to the notice the communication from the YCMOU through notice board and/or oral explanations regarding examination and all other activities meant for the students.

(10) In case address of the SC is changed, the SC shall inform the school about the new location and submit a fresh application form (with processing fee) mentioning the place, address and append all the relevant details with map, plan and lease deed/ deed of purchase. A fresh letter of recognition is issued after the visit of the inspection team. The Recognition Fee deposited by the SC for the same program is deemed to be continued.

(11) The SC shall forward the fees from the students to the YCMOU without delay within prescribed time deadline. The SC shall verify the eligibility of the candidates before sending the admission forms to the YCMOU. The SC shall ensure that all the attachments including the proof of date of birth and proof of educational qualifications are duly attached to the admission form.

The SC shall keep the candidates/students informed about the rules of the programs strictly according to the prospectus and authenticated communication from the university. In case of any doubts, the SC shall obtain the instruction from the competent authority of the YCMOU and act accordingly. If the SC is found to have mis-communicated the students with a mala fide intention, the recognition of the SC may be withdrawn.

(12) SC shall not operate at a branch office or sub centre.

(13) The recognition is granted for a period of three years. After the period of recognition the SC shall apply for re-recognition in the prescribed form with a processing fee. The SCs that could not enroll students of sufficient batch size would not be recognized as study centres.

(14) The school reserves the right to suspend the operation of a SC if prima facie a case exists that the SC has engaged in the administrative misconduct (including persistent non-conformance of the rules of the YCMOU) or if there are complaint from the students of grave nature. The recognition of the SC may be terminated on enquiry in which a fair chance to hear the case of the SC shall be given.

(15) If a SC is unable to operate effectively due to any reason, it shall inform the school immediately. However the SC shall keep the interest of the students as paramount and keep instructing the students till the next examination and/or make suggestion regarding smooth transfer of the students to another study centre. In such case when the SC is forced to abort the operation, it shall forward the share of the fee received by it from the students to the SC where the students are to be transferred.

(16) The Processing Fees and Recognition Fees shall not be refunded for any reasons what so ever.

IN TESTIMONY THEREOF WE SIGN THIS MEMORANDUM ON THIS (DAY PART OF THE DATE) DAY OF (MONTH) IN THE YEAR (YEAR) ANNO DOMINI AT (PLACE) IN THE REPUBLIC OF INDIA.

(Signature of Chairperson) **(Signature of Secretary)**

Name: **Name:-**

SEAL of Management Body