Memorandum of Understanding

(To be submitted by the Management on Rs. 100/- Non-Judicial Bond Paper)

We

Mr./Mrs. ……

Chairman of the Organization of……

And Mr. / Mrs. ……

Secretary of Organization of ……

Mr./ Mrs. ……..

Principal/Director of the College/ Institution ……

have been given to understand about various programs offered by the School of Commerce & Management, Yashwantrao Chavan Maharashtra Open University (herein after called as YCMOU) Nashik.

We hereby agree to offer the Services of our institution for the establishment of Learner Support Centre (LSC) / Study Centre of YCMOU for academic programs under the School of Commerce & Management, YCMOU, Nashik.

01 We agree to spare the requisite number of classrooms, library facility, store-room facility for YCMOU Books, photocopying, printing facilities, computing, equipment's, tools and other infrastructure facilities for implementation of program as prescribed by YCMOU.

02 We agree to provide a separate and easily accessible office space for YCMOU Learner Support Centre (LSC)/ Study Centre. Moreover, we agree to put up a sign board bearing the Name of YCMOU Learner Support Centre (LSC)/ Study Centre at the prominent location.

03 We agree to implement the programs of YCMOU sincerely with due dignity, quality and maintain the high standard of educational values as prescribed by YCMOU.

04 We agree to follow procedures regarding promotion, admission, examination and other procedures specified by YCMOU.

05 We agree to ensure security and record of learning material.

06 We agree to provide willing faculty members of our institution to work as designated Learner Support Centre (LSC)/ Study Centre Coordinator, Counsellors, and Assistant, Technical Assistant, Clerk and other staff as prescribed by the YCMOU from time to time.

07 We agree to conduct Pre-Admission counselling regarding eligibility, fee structure, program structure etc. Similarly facilitate student registration process as mentioned in the

Prospectus of respective academic year. In any case we will not make any false promises to learners and will NOT charge fees more than what YCMOU has prescribed.

08 We agree to collect study material from YCMOU and distribute to the learners in time without demanding any financial compensation.

09 We further agree to make available necessary training materials, consumables, electricity and water facilities to the learners undergoing various programs of the university without demanding any financial compensation from YCMOU.

10 We hereby agree to open the Learner Support Centre (LSC)/ Study Centre bank account as prescribed by the University and will do all the transactions related to the Learner Support Centre (LSC)/ Study Centre through the same account.

11 We hereby agree to maintain record of financial Accounts, Receipts and Expenditure as prescribed by YCMOU. We understand that the Learner Support Centre (LSC)/ Study Centre share of program fees includes expenditure towards running of Learner Support Centre/ Study Centre which includes components like salaries of staff, honorarium to counselors, assessors of assignments, payment towards advertisements, TA/DA for travel to attend various events organized by the university, cost of computing and other facilities at the Learner Support Centre/ Study Centre etc. Hence, we will not demand any financial compensation from YCMOU for such kind of expenditure.

12 We also agree to maintain all records in respect of the programs and submit the same to the university authorities as and when asked for.

13 We agree to inform to the learners all instructions received from the University regarding the course, contact of sessions, conduct of examination etc.

14 We agree to extend full cooperation and support for the smooth conduct of these academic programs (including internal and end exam) as per the approved rules of the university.

15 We agree to send our counsellors and experts for paper setting, question bank development, conduct of examination, assessment of question papers and other activities carried out by YCMOU.

16 We agree that the examination of our learners may not necessarily be conducted at our Learner Support Centre (LSC) / Study Centre.

18 We agree to provide examination halls, computing and other facilities for conduct of examination in case YCMOU decides to organize examination of our learners or learners of other Learner Support Centre (LSC)/ Study Centers at our Learner Support Centre / Study Centre.

19 We agree to use suitable anti-virus software to maintain computer systems virus free.

20 We agree that YCMOU shall have full power to close down the Learner Support Centre (LSC)/ Study Centre inconsistent with YCMOU rules, regulations, policies and powers without assigning any reason and without any reimbursement for loss from YCMOU to the organization.

21 We have read all the Rules and Regulations given by the authority of YCMOU and we hereby agree to abide by the Rules and Regulations to that effect. We are aware that failing of which the LSC/ Study Centre established at our institution shall be closed.

22 We hereby agree that any dispute with regards to the opening or closing of Learner Support Centre/ Study Centre shall be sorted out with the mutual discussion and the Director of the Concerned School/Division of YCMOU Nashik shall be the final authority to pass an order to that respect which shall be binding on the institution running the YCMOU Learner Support Centre/ Study Centre.

23 We agree that all legal disputes regarding Learner Support Centre (LSC)/ Study Centre and enrolled learners shall be subject to Nashik jurisdiction only.

24 The Learner Support Centre / Study Centre may be closed down by authorities concerned of the Learner Support Centre/ Study Centre by giving 6 months prior notice to the University. However, Learner Support Centre (LSC)/ Study Centre will have to provide all the Academic and Learner Support Services to existing learners till the end of last year of on-going academic programs.

25 We agree to take all the measures for safety of the learners during counselling sessions.

1. Chairman of the Organization _ (place) on
   Name and Signature

2. Secretary of Organization
   Name and Signature

3. Principal/Director of the Institution
   Name and Signature

Place:

Date:

Solemnly affirmed and signed before me at _ _____

this__ _____.(date)

(Seal & Sign of Notary Public)