

MEMORANDUM OF UNDERSTANDING

This Memorandum of understanding between Haji Anfar Ali College, Doboka (institution) henceforth called the 'host institution' and Krishna Kanta Handiqui State Open University henceforth called the "University" in respect of organizational responsibilities to act as Study Centre is signed today the 28th day of March (month) 2013

1. The host institution shall :

- i) admit students (learners) on behalf of the University and receive the admission fee and other fee fixed by the University in the form of bank draft only for onward transmission to the University and charge no other fee from the learners;
- ii) provide at least 1 (one) room of about 400 sq ft for exclusive use of the Study Centre of KKHSOU;
- iii) make halls / rooms available to the Study Centre to be used for holding contact classes and examinations;
- iv) hold at least 15 Counselling Sessions on fifteen Sundays for Six Monthly Course and 30 Counselling Sessions on thirty Sundays for One Year Course.
- v) extend library facilities to the learners of KKHSOU,
- vi) provide laboratory and Computer facilities to the learners of KKHSOU for specialized programmes requiring institutional infrastructure facilities on mutually agreed terms;
- vii) have telephone, fax / e-mail facilities,
- viii) ensure security of the University properties provided to the Study Centre by the University;
- ix) not use the equipments and other properties received from the University for any other purpose without written permission from the University;
- x) convey to the learners various information and instructions issued by the University from time to time;
- xi) display prominently a signboard of KKHSOU Study Centre with the emblem of the University as in reverse page superscribed on it ;
- xii) allow the authorized officer of the University to inspect the functioning of the Study Centre as and when necessary,
- xiii) give one (academic) year's notice to the University in the event of its unilateral decision to discontinue as Study Centre and take full responsibility of the enrolled learner's future on its failure to do so.

2. The University shall :

- i) provide self learning materials (SLM) for distribution among the learners;
- ii) at the initial stage refund 50 % of the course fee collected from the learners and 20 % of the sale proceeds of application forms and prospectus to the Study Centre for its maintenance including counselling classes;
- iii) provide one computer with a printer to those Study Centres which enroll more than 150 learners and one additional TV set with DVD players to those Study Centres enrolling more than 200 learners in order to facilitate its better functioning, however, the ownership of these equipments will rest with the University
- iv) defray traveling expenses to the head of the host institution/project coordinator/other faculty members whenever invited/deputed by the University to attend seminar/workshop etc. ;
- v) consider to take over the maintenance of the Study Centre based on its performance for at least two years;
- vi) sign a separate MOU with the host institution if the University decides to bear the full maintenance cost of the Study Centre.
- vii) give one (academic) year's notice 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 institution.

Agreed upon and signed

On behalf of the
Host institution

Seal

On behalf of
University

Seal

Haji Anfar Ali College
Principal
Doboka, Hailakandi
Tege
W. Assam