



தமிழ்நாடு தமில்நாடு TAMILNADU

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9 SEP 2015

Registrar
Mother Teresa Women's
University
Kodaikanal

M. KAILASH CHAN
STAMP VENDOR-L.No:11727/C/91
SAIDAPET, CHENNAI-15. ☎:98401730

MEMORANDUM OF UNDERSTANDING BETWEEN THE MOTHER TERESA
WOMEN'S UNIVERSITY, KODAIKANAL AND MARUDHAR KESARI JAIN
COLLEGE FOR WOMEN, VANIYAMBADI IN RESPECT OF DISTANCE
EDUCATION PROGRAMMES

On 15th October 2015 the Memorandum of Understanding(MoU) is entered in between the Registrar, Mother Teresa Women's University, Kodaikanal – 624 101, herein referred to as Party No(1)The Registrar, Mother Teresa Women's University, Kodaikanal and herein referred and to as Party No.(2) Marudhar Kesari Jain College for Women, Marudhar Nagar, Chinnakallapalli, Vaniyambadi-635 751, Vellore District.

Whereas Party No.(1) has proposed to offer its Distance Education Programmes for the benefit of students and whereas Party No.(2) has agreed to take up the responsibility of executing the same; and whereas both the parties have agreed to abide by the terms and conditions as hereunder:

Party No. (1) *M. Karla*
Registrar
Mother Teresa Women's University
Kodaikanal

G. Deepalakshmi
Party No.(2)
G. DEEPA LAKSHMI
Co - ordinator
Marudhar Kesari Jain
College for Women
Vaniyambadi - 635 751

1. Nomination of Study Centre Co-Ordinator

The party No.(1) shall have the exclusive right to appoint the Study Centre Co-ordinator. The Study Centre Co-ordinator shall not appoint any other person/agency designating him/her as Study Centre Co-ordinator or in any other capacity in the area allotted or in any other area.

2. Advertisement/Publicity

The Party No.2 shall have to take up the responsibility of promoting Distance Learning Programmes of Party No.1. The Party No.2 shall have to get prior approval of the contents before issue of advertisement/publicity materials through any media, from Party No.1.

The Party No.2 is restrained from using the name of the Mother Teresa Women's University and/or logo in any of its documents except stating that the Party No.2 concerned is the authorized Study Centre of Mother Teresa Women's University, Kodaikanal.

3. Programme, Regulations, Syllabus and Scheme of Examinations

The Party No.1 shall have the exclusive right to decide the programmes to be offered; to prescribe the Regulations and Syllabi for the Programmes of study, the scheme of Examinations and revise the same as and when required in the interest of the students.

The Party No.2 shall have to display on their Notice Board the cost of Application and Prospectus, list of Programmes offered and the details of Fees prominently.

4. Application Form and Prospectus

The Application Form and Prospectus are made available in the Head Quarters Kodaikanal or Chennai Centre or Madurai Centre of Party No.1 and in the website of Party No.1. The Party No.2 shall obtain required number of prescribed application forms and prospectus from Party No.1 on advance payment. In Case of downloaded application forms, the cost of application and prospectus shall be paid in the form of Demand Draft from State Bank of India drawn in favour of "The Registrar, Mother Teresa Women's University payable at Kodaikanal by Party No.2 along with the filled-in application to Party No.1. In the case of printed application form and prospectus obtained by Party No.2 from Party No.1, the application and prospectus shall be issued to the students at the cost fixed by Party No.1.

Party No. (1) *M. Kala*

Registrar
Mother Teresa Women's University
Kodaikanal

G. Deepalakshmi
Party No.(2)

G. DEEPA LAKSHMI

Co - ordinator
Marudhar Kesarl Jain
College for Women
Vaniyambadi - 635 751

5. Programme Fees

The Party No.1 shall have the exclusive right to prescribe the programme fees for various programmes offered in Annexure I and to fix the ratio of share between Party No.1 and Party No.2. The ratio of share for Party No.2 is 40%. The Party No.1 shall have the right to modify the programme fees, the ratio of share between Party No.1 and Party No.2 at any time during the MoU period.

The share of fees due to party No. 1 (60%) shall have to be paid by Party No.2 along with filled in application of the respective student.

6. Mode of Payment

The Party No.2 shall have to make the fee payment due to Party No.(1) through online.

7. Admission Procedure

The Party No.1 shall prescribe the eligible qualifications for admission of students to various programmes. The Party No.2 shall have to receive the filled-in applications with specified enclosures from the students along with *original certificates* of qualifying examinations and its copies attested by Gazetted Officers and the prescribed fees. (Refer Annexure-I).

The initial verification of the original certificates of qualifying examinations of students shall be done by Party No.2. After verification Party No.2 shall have to return the original certificates to the students immediately and forward the filled in application with correct particulars to Party No.1. In no case the Party No.2 shall retain the original certificates of the students.

The Party No.1 shall have the right to call for Original Certificate, at any time for verification. The Party No.2 shall have to give an acknowledgement for the receipt of filled-in application and demand draft to the students.

The Party No.1 after scrutiny, shall confirm admission of students and send the admission cards and identity cards to Party No.2, who in turn, shall have to deliver the same to the students immediately with due acknowledgement. In no case the Party No.2 shall retain the admission/identity card of the students.

Party No. (1)

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Registrar

Mother Teresa Women's University
Kodaikanal

Party No.(2)

Co-ordinator

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8.Course Materials

The Party No.1 shall supply the study Materials to the concerned Study Centre. It is the duty of the Party No (2) to deliver the same at their own risk and cost to the students without delay. In no case, the Party No (2) should retain the Course materials with them for more than a fortnight.

9. Personal Contact Programme (PCP)

The Personal Contact Programme for all programmes shall have to be conducted by the Party No.2 for the students enrolled by them for a specific number of days/hours as prescribed by Party No.1. The Party No.2 shall have to send the Personal Contact Programme (PCP) communications by Registered Post/Mail and maintain proper records as prescribed by Party No.1. The Party No.1 reserves the right to call for the records for verification at any time.

10.Resource Persons for Personal Contact Programme

The Party No.2 shall have to engage the services of qualified and competent teachers working in Colleges/Universities, for handling classes in the Personal Contact Programmes. In no case the unemployed individuals and school teachers shall be allowed to handle the classes.

The Party No.2 shall maintain the records of teachers handling the classes in PCP along with their bio-data, maintain the attendance registers of Teachers handling the classes along with their signatures. In addition, the Party No.2 shall have to maintain records relating to payment of remuneration including guidance fee to the teachers. The Party No.1 reserves the right to call for those records at any time for verification.

11. Registers/Documents to be maintained

The Party No.2 shall have to maintain the following Registers/Records as prescribed by Party No.1:

- (1) Student Enquiry Register
- (2) Xerox copy of Filled-in Application
- (3) Admission Register
- (4) Course Material Distribution Register with student's signature
- (5) PCP Attendance Register for Teachers with their signature
- (6) PCP Attendance Register for Students with their signature

All the above documents/registers are subject to verification by Party No.1 at any time.

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12. Examinations

The Party No.1 shall have the exclusive right to prescribe the schedule of examination, fees, conduct of examinations, evaluate the answer scripts, declare results and award degrees / diplomas. The Examination Centres, the Chief Superintendent, and the University Observer shall be decided by Party No.1.

The proforma of examination application form is placed in the website of Party No. 1. The Party No.2 shall have to collect back the filled-in Examination application forms along with the Examination fees prescribed and transmit the same to Party No.1, prior to the last date specified. The Party No.1 shall scrutinize the Examination Applications and shall decide the eligibility of the students to write the examinations.

The Party No.2 shall ensure that the students do not have any arrears of payment of fees to Party No.1 before retransmitting the Examination Applications to Party No.1.

While the Examination Schedule shall be sent to the students directly, the hall tickets shall be issued through the Chief Superintendent of Examination Centres by Party No.1.

The Party No.1 shall supply the copy of Results to Party No.2 and the same shall be placed in the website. The Mark sheets, Degree/Diploma Certificates shall be sent to the students by Party No.1 directly.

13. Financial Obligations of Party No(2)

To bear the expenses relating to advertisement and publicity for promoting distance education programmes issued by Party No.2

1. To pay the renewal charges of Rs. 7,500/- after completion of every one year.
2. To bear the administrative expenses relating to management of the Study Centre.
3. To bear the expenses relating to conduct of Personal Contact Programmes such as sending communication to the students, rent for the classrooms, lecture/practical class remuneration etc.
4. To bear expenditure relating to payment of Guidance Fee to Research Guides.
5. To bear all the legal expenses relating to any dispute between the student and the University due to negligence of service by Party No.2, such as failure to conduct the classes or delivering the course materials to the students or transmit any fees to Party No. 1.

Party No. (1)

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Registrar
Mother Teresa Women's University
Kodaikanal

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