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NALANDA OPEN UNIVERSITY

3rd Floor, Biscomaun Bhawan, West Gandhi Maidan, Patna - 800 001

Ref. No. _____

Date : _____

MEMORANDUM OF UNDERSTANDING

Regarding organizational responsibilities of the proposed Study Centre of Nalanda Open University at ...S. V. Patel College, Palahua.....

1. The Host Institution will:-
 - (a) provide 1 room, with a space of approximately 150.00 sq. ft., for office of the NOU Study Centre, without charging any rent.
 - (b) make atleast one hall/room available, with a space capacity of approximately 500.00 sq.ft., for holding NOU counselling classes and examinations, without charging any rent. In case one hall/room of the above capacity is not available, the institution may offer two or more rooms/halls to meet the space requirement of the counselling classes.
 - (c) allow a signboard of 6' x 2.5' to be installed near the office/counselling centre of the NOU Study Centre in the College premises. The Sign-board will carry the following inscription:-

नालन्दा खुला विश्वविद्यालय
का
अध्ययन केन्द्र

महाविद्यालय,

(विद्यालय का नाम)

(स्थान का नाम)

कार्यावधि : 2 बजे से 5 बजे संध्या

The cost for erection of the sign-board will be paid by the Nalanda Open University. The letters on the sign-board will be written in white paint on a blue-painted surface.

- (d) ensure security of the furniture and equipment provided by NOU.
 - (e) extend library, laboratory and computer facilities to NOU students for specialized programmes on mutually agreed terms.
2. The Nalanda Open University will prefer that the Head of the Institution (Principal/Head) himself acts as the Coordinator of the Study Centre. In case, he is un-willing to accept this responsibility for any reason, he may recommend a panel of three names of the senior-most teachers of his institution to the NOU; out of which one will be appointed by NOU as Coordinator of the Study Centre.
 3. Nalanda Open University will:-
 - (a) provide furniture and equipment for the Study Centre as per norms given below:

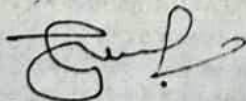
1.	Chair	- 5
2.	Table	- 1
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- (b) bear all recurring and non-recurring expenditure on maintenance of the Study Centre.
- (c) pay contingent charges and other remuneration for holding examinations, except the rent of the halls/rooms, as per norms of the Nalanda Open University.
- (d) appoint Head of the Institution as Coordinator and one Assistant Coordinator from the panel of names recommended by the Head of the Institution and pay them honoraria at the rates in force from time to time. ~~In case the Head of the Institution is not willing to be appointed as Coordinator, some other senior teacher of the Institution will be appointed as Coordinator as per recommendation of the Head of the Institution.~~
- (e) appoint part-time Class-III and Class-IV staff and other Study Centre functionaries, on the basis of the recommendations of the Coordinator, and pay them remuneration at the rates in force from time to time.
4. At present, the payment of remuneration to different part-time functionaries of the Study Centre is made at the following rates:
- | | |
|--|--|
| (i) Coordinator | Rs. 2000/- per month |
| (ii) Assistant Coordinator | Rs. 1500/- per month |
| (iii) Clerical Staff | Rs. 650/- per month |
| (iv) Class IV Staff | Rs. 450/- per month |
| (v) Resource personnel for counselling | Rs. 300/- per class of 2 hours duration. |
- Classes.
5. An amount of Rs. 2000.00 is paid to each Study Centre each year to meet unforeseen and miscellaneous contingent expenses. This is, in addition, to payment postulated under clause 3(c).
6. Rental for one telephone of the College, where study centre is opened, or of the Coordinator, will be met by the Nalanda Open University.
7. Payment to all the concerned staff will be made directly by the Nalanda Open University for which the Coordinator will submit bills duly certified every month.
8. After executing the agreement through MOU, it becomes binding on the part of the University and the Head of the concerned institution to abide by it.
9. The Nalanda Open University will evaluate the functioning of the Study Centre from time to time and if it is not found satisfactory, it may disband the centre after giving three months notice. However, the Head of the Institution will be given sufficient time for making improvement, as needed. Similarly, the Head of the Institution may terminate the MOU after giving three months notice to the Nalanda Open University.
10. The major functions of the Study Centre may be modified by the University from time to time.

Agreed upon and signed.

On behalf of the Host Institution

On behalf of NOU

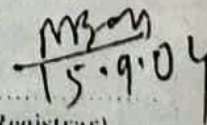


(Head of the Institution)

S. V. Patel College

Place: **Bhabua (Kaimur)**

Date: **Bhabua**
20.9.04



(Registrar)