



NETAJI SUBHAS OPEN UNIVERSITY
DD-26, Salt Lake, Sector-I; Kolkata-64

**Memorandum of Understanding for opening a Study Centre (BDP)
of Netaji Subhas Open University**

In terms of First Statutes (Revised), 2014 No. 8(4) and No. 24(5) of the Netaji Subhas Open University, this Memorandum of Understanding (MOU) is being signed between the University and the host Institution where the Study Centre is housed.

In full appreciation of the aims and objectives of the University as well as its operational principles, the undersigned as the Head of

(Name of the Institution) *Alipurduar Mahila Mahavidyalaya*
Located at the address *LoharPool, New Town; P.O-Alipurduar; Pin-736121*

puts on record the consent of the authorities of the Institution to house a Study Centre (herein after the Centre) of the Netaji Subhas Open University (herein after the University) under the following terms and conditions:

- i) to make available for the said purpose necessary facilities of infrastructure and services for efficient running of the Centre, including receiving of study materials from the University and distribution of the same to individual students and laboratory facility as and when required;
- ii) to comply with rules and regulations to be introduced by the University in respect of Study Centres from time to time;
- iii) to receive from the University such financial and other assistance as the University would deem necessary to release in support of the approved programmes of the Centre;
- iv) to maintain complete records of (a) all expenses incurred out of the assistance provided by the University, (b) student enrolment, renewal and assessment in different subjects at the Centre, (c) academic and supportive staff working at the Centre and (d) all programmes of the Centres;
- v) to conduct examinations as and when required, as per schedule announced by the University;

- vi) to send regular reports to the Registrar and / or other concerned officers of the University regarding the activities, needs and progress of the Centre and to allow visiting teams from the University for occasional assessment.
- vii) To engage coordinator along with other supporting staff as per GB resolution under intimation to the Director, Study Centres.
- viii) It would be the responsibility of all academic counsellors attached to the Study Centres to participate in the teaching-learning and evaluation process of NSOU viz., Personal Contact Programme (PCP) and evaluation of answer papers of the Term-End and Assignment Examinations as may be assigned to them from time to time by the concerned authority of the college/study centre and/or NSOU.

This MOU comes into effect on 31.05.2019 and will remain valid unless the University decides otherwise.

[Handwritten Signature]

Signed on behalf of the University

Place: Kolkata

Date: 31.05.19

(Official Seal)

Witness:

Chandann Ban
31.05.19.

Director
School of Social Sciences
Netaji Subhas Open University
Kolkata

[Handwritten Signature]

Signed on behalf of the Study Centre

Place: Kolkata

Date: 31.5.2019



(Official Seal)

Vice-Principal
Alipurduar Mahila Mahavidyalaya
Alipurduar

Witness:

Ritwika Laskar
31/05/2019

Assistant Professor
Department of Education

Steps to be followed after signing of MOU with Netaji Subhas open University

- Appointment of Coordinator by the Principal with the approval of the Governing Body. Coordinator should preferably be appointed from among the senior teachers of the Host Institution in the substantive category where such post is/are available and in all other cases the coordinator should be senior teacher appointed on whole time basis in the Host Institution concerned.
- The engagement of coordinator will initially be for a period of two years with the possibility of further renewal subject to satisfactory performance.
- Name of the coordinator along with Bio-data and extract of G.B resolution for his appointment should be intimated to the Director, Study Centres.
- Other supporting staff will be engaged by the Governing Body of the college as per requirements on a part-time basis with proper intimation to Director, Study Centres.
- A Savings bank account will have to be opened in a nationalized Bank (preferably Allahabad Bank) in the name of

NSOU<Name of the Host Institution>Study Centre

The said account will be jointly operated by the Host Head and the Coordinator.

- A room exclusively for NSOU study Centre is to be earmarked.
- A Sign Board in front of the college or at an admissible position is to be hanged for knowledge of the learners.
- There should be a notice Board in front of the room of NSOU Study Centre.
- Eligibility Criterion for being a counsellor
 - Full time teachers in substantive posts working in college/Universities
 - Govt. approved part-time teachers and contractual whole time teachers in an affiliated college in the subject concerned.
 - NET/SLET qualified persons
 - Retired teachers from college or Universities having requisite qualifications.Guest Teachers engaged by the College are not eligible to be a counsellor.