



পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

81AB 335531

MEMORANDUM OF UNDERSTANDING

In terms of Clause 5(f) & 10(a) of the General Guidelines of the Centre for Language, Translation & Cultural Studies (CLTCS) under the aegis of the School of Humanities of Netaji Subhas Open University, a Memorandum of Understanding (MoU) is being signed between the NSOU-CLTCS and Alipurduar Mahila Mahavidyalaya, the host Organization where the Study Centre is housed.

This Memorandum of Understanding (MoU) made this 8th May, 2023 Two Thousand Twenty Three between Centre for Language, Translation & Cultural Studies (CLTCS) under the aegis of the School of Humanities of Netaji Subhas Open University, having its office at DD-26, Sector-I, Salt lake, Kolkata-700064 represented by its Coordinator, Centre for Language, Translation & Cultural Studies, hereinafter referred to as NSOU-CLTCS of THE ONE PART

AND

Alipurduar Mahila Mahavidyalaya, Newtown, Ward:2, P.O. & District: Alipurduar, West Bengal, PIN 736121, running under the represented by its Principal, hereinafter referred to as Alipurduar Mahila Mahavidyalaya of THE OTHER PART

THE EXPRESSION 'NSOU-CLTCS' AND 'Alipurduar Mahila Mahavidyalaya' SHALL UNLESS EXCLUDED BY OR REPUGNANT TO THE CONTEXT BE DEEMED TO INCLUDE THEIR SUCCESSOR IN OFFICE OR ASSIGNEE.

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WHEREAS NSOU is the premier State Open University in India and recognized by University Grants Commission (UGC), Distance Education Bureau (DEB) and accredited as 'Grade A' by NAAC.

AND WHEREAS Alipurduar Mahila Mahavidyalaya has been consistently providing high quality of services in higher education and need based training course affiliated to University of Calcutta, recognized by UGC (2f) & 12(b) certificates.

1. **SCOPE OF SERVICES:**

- a) The **NSOU-CLTCS** in association with 'Alipurduar Mahila Mahavidyalaya' will conduct the following Short-term Training Programme:
 - i) Certificate in Communicative English (CICE)
 - ii) Advance Certificate in Communicative English (ACICE)
- b) Classroom part of the course will be arranged by **Alipurduar Mahila Mahavidyalaya** at their premises Alipurduar Mahila Mahavidyalaya, Newtown, Ward:2, P.O.& District: Alipurduar, West Bengal, PIN 736121. The **Alipurduar Mahila Mahavidyalaya** will operate as a study centre of NSOU.
- c) NSOU-CLTCS & **Alipurduar Mahila Mahavidyalaya** shall plan and prepare the syllabus and determine the mode of delivery
- d) Certificate to be issued to the successful trainees with grade under joint signatories of authorized officer of NSOU and Alipurduar Mahila Mahavidyalaya.

2. **THE FOLLOWING ARE THE RESPONSIBILITIES OF NSOU AND ALIPURDUAR MAHILA MAHAVIDYALAYA**

2.1 **RESPONSIBILITIES OF NSOU-CLTCS:**

- a) Preparation & printing of common prospectus (to be sold at price fixed by NSOU-CLTCS and the sale proceeds shall be deposited to NSOU-CLTCS Account by Alipurduar Mahila Mahavidyalaya.
- b) Constitution of Course Advisory Committee (CAC)
- c) Holding of TAC meeting at the University Headquarters
- d) Supervising the academic part of the training programme
- e) Issue of Unique Identification Number (UIN) to each trainee

2.2 **RESPONSIBILITIES OF ALIPURDUAR MAHILA MAHAVIDYALAYA**

- a) **Alipurduar Mahila Mahavidyalaya** shall conduct the programme as per the norms and guidelines set by TAC. It will also bear the responsibilities of a study centre of the NSOU.
- b) **Alipurduar Mahila Mahavidyalaya** shall provide the infrastructure including the premises, furniture, teaching aids classroom and workshop etc.
- c) **Alipurduar Mahila Mahavidyalaya** shall collect the programme fees (including prospectus fees as applicable) from the trainees as approved by the CLTCS, NSOU
- d) **Alipurduar Mahila Mahavidyalaya** shall provide the trainers/faculties as approved by the TAC
- e) **Alipurduar Mahila Mahavidyalaya** shall conduct the assessment as framed by the TAC under the supervision of CLTCS, NSOU
- f) **Alipurduar Mahila Mahavidyalaya** shall make necessary advertisement for admission with prior approval of CLTCS, NSOU
- g) **Alipurduar Mahila Mahavidyalaya** shall publish the counselling schedule of theory and practical sessions on their website and also send a copy of the schedule to the CLTCS, NSOU.

- h) **Alipurduar Mahila mahavidyalaya** shall allow the University team to visit the centre any time and to inspect all relevant documents

3. REVENUE SHARING

The trainees need to pay the cost of Prospectus and the Programme fees at the time of admission. The Alipurduar Mahila Mahavidyalaya shall remit the share of revenue of amount @Rs 1000 per enrolled learner as agreed to NSOU after admission and before the commencement of the course, either through bank Demand Draft or fund transfer to the designated bank account "NSOU-CLTCS" A/c. Assessment fees may be collected by the Alipurduar Mahila Mahavidyalaya with prior approval of the CLTCS, NSOU. No other fees to be collected from the trainees by the **Alipurduar Mahila Mahavidyalaya**. The revenue sharing ratio may be revised depending on the number of students from time to time mutually.

4. VALIDITY

This Memorandum of Understanding shall remain valid for a period of **two years** from the date of signing of the MoU unless it is terminated as per Para 8(c). The same may be extended and modified on mutually agreed written terms and conditions.

5. ASSESSMENT PROCEDURE

At the end the training programmes the Alipurduar Mahila Mahavidyalaya will conduct the assessment of the students. The assessment would comprise class interaction, class participation, continuous assessment, performance in workshop and hands-on-training and also include viva-voce etc as per guidelines framed by CAC. On the basis of the performance, the Certificate will be issued with grade under joint signatories as specified in Para 1(d).

6. CERTIFICATE WITH GRADATION

At the end of the duration, a completion certificate will be issued to the participants jointly signed by the Director/ Officer-in-Charge of the School/ Coordinator of CLTCS, NSOU and the Joint Director of the Alipurduar Mahila Mahavidyalaya with the following grade.

A+	90% and above
A	80% to 89%
B+	70% to 79%
B	60% to 69%
C	below 60%

7. FORCE MAJEURE

- a) In the event either party cannot perform its respective obligation under the Memorandum due to Force Majeure, the corresponding obligations of the other party may at the instance and notice of such either party be suspended for a similar period of time.

Force Majeure shall include but limited to regulations of Government, earthquakes, floods, epidemic, war, revolution, strikes, lockouts, explosion, computer virus attack and natural calamities.

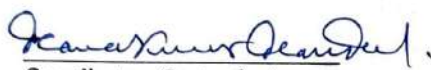
8. SPECIAL CLAUSE

- a) A joint committee comprising the Principal/ Teacher-in-Charge of **Alipurduar Mahila Mahavidyalaya** and the Director, School of Humanities of NSOU shall control/monitor the functioning of the joint venture. The committee would, as and when necessary, will suggest to alter/modify and review the existing MOU for effective implementation of the course. All such alternations/modifications and review of the existing MOU shall be made in writing and be agreed upon by both the parties in order to be effective.



- b) On all aspects where the above articles of understanding are silent or for special cases of deviation from these articles, the decision mutually agreed upon in writing between the parties will be final. However, in case of any dispute relating to or arising out of the MOU, such dispute shall be resolved amicably through Joint Committee constituted for the purpose with the consent of Vice-Chancellor, NSOU and joint committee's decision shall be final and binding on both parties with the approval of the Vice-Chancellor, NSOU.
- c) Either side could terminate this MOU by giving notice of at least three months in writing to the other side without causing any harm to the existing students who have not completed the course.

Signed on behalf of the NSOU-CLTCS



Coordinator, Centre for Language,
Translation & Cultural Studies, SOH,
NSOU

Prof. MANAN KUMAR MANDAL
DIRECTOR
SCHOOL OF HUMANITIES
NETAJI SUBHAS CPEN UNIVERSITY

Witness:

1. 
2. 


Signed on behalf of Alipurduar
Mahila Mahavidyalaya



Principal

Principal
Alipurduar Mahila Mahavidyalaya
Alipurduar

Witness:

1. 
- 2.