

MEMORANDUM OF UNDERSTANDING

This Memorandum of understanding between Haflong Govt. College,
Haflong (Institution) henceforth called the 'host institution' and Krishna
Kanta Handique State Open University henceforth called the "University" in respect of
organizational responsibilities to act as Study Centre is signed today the 10th day of
March (month) 2014

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 superimposed 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 travelling 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

Principal,
Haflong Govt. College-
Haflong.

On behalf of
University

Registrar
Seal
Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University
Guwahati-781006

Shri R. B. Mahanta
Registrar

Housefed Complex
Last gate, Dispur

Ref. No.: - KKHSOU/ New Study Centre/30/2013/02 /599

February 22, 2014

To,

The Principal,
Haflong Govt. College, P.O.: Haflong
Dist.: Dima Hasao, PIN: 788819

Sub:- Approval of Study Centre

Sir,

I am directed to inform you that the authority of KKHSOU is pleased to approve your request for setting up of a Study Centre of this university in your institution.

You have been allowed to offer the following programmes to the learners to be enrolled in your Study Centre from the next session i.e 2014-15 :

- 1) B.A. 2) B.Com
- 3) M.A. in Assamese, English, Sociology, Political Science
- 4) Diploma in Journalism & Mass Communication (DJMC)
- 5) Diploma in Assamese Journalism (DAJ)
- 6) Diploma in Library & Information Science (DLIS)
- 7) Diploma in Computer Application (DCA)
- 8) Certificate in Scientific Piggery Farming (CSPF)
- 9) Certificate in Scientific Goat Rearing (CSGR)
- 10) Certificate in Scientific Broiler Farming (CSBF)

Your study centre code is 2303

The memorandum of understanding (enclosed) may be filled up & signed with your seal and submitted to the university.

Copies of university's letter no. KKHSOU/Study Centre/10/07/PT/19 dated 03.01.2008 containing guidelines on duties, functions & responsibilities of the Centre-in-charge and the coordinator of the Study Centre are enclosed for your guidance.

Kindly note that this permission for setting up a Study Centre at your college is provisional, its confirmation will depend on viable number enrolment in the programme you are allowed to offer.

Enclo:- As above.

Yours sincerely


Registrar

Copy to:
.Dean (Study Centre)