



**Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya**  
(A Central University established by Parliament by Act No. 3 of 1997)

### NOTICE FOR ESTABLISHING STUDY CENTRE

MGAHV invites applications to offer **Mahatma Gandhi Centre For Distance Education** Courses through study centres. Applications are invited from Colleges, affiliated /Government, Aided/ and Private to any University, reputed academic institutions, Educational Societies, Trust & Registered Corporate bodies.

<b>Running Programme</b>	M.A. (Hindi), M.A.(Rural Development), Post Graduate Diploma in Rural Development (PGDRD), Post Graduate Diploma in Journalism and Mass Communication (PGDJMC), Post Graduate Diploma in Translation (PGDT), Diploma in Creative Writing in Hindi (DCWH), Diploma in Women's Empowerment & Development (DWED)
<b>Proposed Programme (2010-2011)</b>	M.A. (Social Work), Master of Journalism & Mass Communication (MJMC), M.Lib/MLIS, Bachelor of Journalism & Mass Communication (BJMC), B.Lib/BLIS, Post Graduate Diploma in Electronic Media Management & Film Production (PGDEM & FP), Post Graduate Diploma in Disaster Management (PGDDM), Post Graduate Diploma in NGO Management, Diploma in Tourism Studies (DTS)

Application form can be downloaded from our website [www.hindivishwa.org](http://www.hindivishwa.org). Applications should reach **"The Director, Mahatma Gandhi Centre For Distance Education, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Post-Manas Mandir, Gandhi Hill Wardha-442001 (Maharashtra)"** on/before July 30, 2010. The University reserves rights regarding study centre. - **Contact for Details** - Phone No. : 07152-247146, 255360 Fax : 07152-247146 E-mail : [director.de@hindivishwa.org](mailto:director.de@hindivishwa.org)



### महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित एक केंद्रीय विश्वविद्यालय)

#### अध्ययन केंद्र स्थापित करने हेतु सूचना

विश्वविद्यालय **महात्मा गांधी दूरस्थ शिक्षा केंद्र** के निम्नलिखित पाठ्यक्रमों को अध्ययन केंद्रों से संचालित करने हेतु किसी विश्वविद्यालय से मान्यता प्राप्त सरकारी/अनुदानित व निजी कॉलेजों, प्रतिष्ठित अकादमिक संस्थानों, शैक्षणिक सोसायटी, ट्रस्ट, पंजीकृत कारपोरेट संस्थाओं से आवेदन आमंत्रित करता है -

<b>संचालित पाठ्यक्रम</b>	एम.ए. (हिंदी), एम.ए. (ग्रामविकास), ग्राम विकास में स्नातकोत्तर डिप्लोमा, पत्रकारिता एवं जनसंचार में स्नातकोत्तर डिप्लोमा, अनुवाद में स्नातकोत्तर डिप्लोमा, हिंदी में सृजनात्मक लेखन में डिप्लोमा, स्त्री सशक्तिकरण एवं विकास में डिप्लोमा
<b>प्रस्तावित पाठ्यक्रम (2010-2011)</b>	एम.ए. (समाजकार्य), एम.जे.एम.सी., एम.लिब. बी.जे.एम.सी., बी.लिब. इलेक्ट्रॉनिक मीडिया प्रबंधन एवं फिल्म प्रोडक्शन में स्नातकोत्तर डिप्लोमा, आपदा प्रबंधन में स्नातकोत्तर डिप्लोमा, एनजीओ मैनेजमेंट में स्नातकोत्तर डिप्लोमा, पर्यटन अध्ययन में डिप्लोमा,

आवेदन फॉर्म [www.hindivishwa.org](http://www.hindivishwa.org) पर उपलब्ध है। आवेदन **"निदेशक, महात्मा गांधी दूरस्थ शिक्षा केंद्र, महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, पोस्ट-मानस मंदिर, गांधी हिल, वर्धा-442001 (महाराष्ट्र)"** के पते पर भेजें। अंतिम तिथि 30 जुलाई 2010 है। अध्ययन केंद्र से सम्बन्धित समस्त अधिकार विश्वविद्यालय के पास सुरक्षित होंगे। **अधिक जानकारी के लिए संपर्क करें** - Phone No. : 07152-247146, 255360 Fax : 07152-247146 E-mail : [director.de@hindivishwa.org](mailto:director.de@hindivishwa.org)

## **Proposal of Establishment of Study Centre**

The proposal for the establishment of Study Centre at ..... is submitted along with the following details:

1. Proposal for the establishment of Study Centre
2. List of infrastructural details required for providing support services to students.
3. MOU duly signed by the Head of the Institution.
4. A panel of three names with filled in Performa for the appointment of Coordinator ..... recommended for the appointment of Coordinator.
5. The Programmes to be activated in the proposed centre are :.....,.....
6. The bio-data of the academic counselors for their appointment.
7. The present enrollment in the centre is ..... and the likely enrollment in the proposed centre will be about .....
8. The area map and the location of the proposed centre

Regional Director



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(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित एक केंद्रीय विश्वविद्यालय)

**Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya**

(A Central University established by Parliament by Act No. 3 of 1997)

## **Mahatma Gandhi Centre For Distance Education**

Gandhi Hills, Post-Manas Mandir, Wardha-442001 Maharashtra (India)

Tel.: +97-7152-247146,255360 Fax : 91-7152-247146

E-mail : director.de@hindivishwa.org Website : www.hindivishwa.org

### **APPLICATION FOR THE ESTABLISHMENT OF STUDY CENTRE :**

1. Name and address (with Pin Code) of the Applicant Registered Society/Trust/Government/College/University

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Pin Code : \_\_\_\_\_

STD Code : \_\_\_\_\_ Phone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

E-Mail ID : \_\_\_\_\_

Name of the contact person : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

2. Course(s) proposed to be conducted from the Academic Year 2010-2011 (Minimum 5 courses must be selected)

S.No.	Programme	Duration of Course		Entry Level Qualification
		Min.	Max.	

(Attach separate sheet if required)

Note : See Annexure-A for Course list.

3. Name of Village/Town/City where the study Centre is proposed to be established : .....
- District : .....
- State : .....
- 3.1 Geographical situation (Distance from district headquarter) : .....
- 3.2 Area likely to be covered by the proposed Study Centre : .....
- 3.3 Approximate population which can be benefited by the Study Centre : .....
- 3.4 Percentage of SC/ST in 3.3 above : .....
- 3.5 Percentage of literacy : .....
- 3.6 Language spoken : .....
- 3.7 Number of Institution of Higher Education in the area (please attach a Separate list) : .....
- 3.8 Nearest IGNOU study centre and its distance from the place : .....
- 3.9 Potential sources of enrollment for MGAHV : .....
1. : .....
2. : .....
3. : .....
4. : .....
4. Name and address of the host Institution : .....
- .....
- .....
- .....
- 4.1 Name of Management Governing Body ? (If Govt. Institution) : .....
- 4.2 Year of Establishment : .....
- 4.3 Type of Institution : .....
- 4.4 Affiliated to which University : .....

5. Details of the Applicant Society/Trust (if applicable)

- i) Society  Trust
- ii) Registration Number : \_\_\_\_\_
- iii) Date of Registration : \_\_\_\_\_
- iv) Place of Registration : \_\_\_\_\_
- v) Registered under which Act (Please tick)
- vi) (Trust Act/Society Act) : \_\_\_\_\_

Please attach a copy of Registration Certification of Society/Trust along with details of Constitution, Memorandum of association of the Society/Trust as Enclosure

6. Teaching Facilities (please attach separate Statement for more detailed information) .....
- |          |                 |                 |
|----------|-----------------|-----------------|
| Course   | No. of Teachers | No. of Students |
| Arts     |                 |                 |
| Science  |                 |                 |
| Commerce |                 |                 |
7. Name the subject which are taught at your Institution underlining subjects taught up to PG level .....
8. Qualification –wide, break up of the faculty .....
- |                  |                           |
|------------------|---------------------------|
| Degree           | No. of Holding the degree |
| Ph.D.            |                           |
| M.Phil.          |                           |
| Post Graduate    |                           |
| Others (specify) |                           |
9. Physical facilities .....
10. Total number of lecture hall .....
11. Examination Hall .....
12. Auditorium .....
13. Laboratories .....
14. Computer facilities .....
15. Library .....

**DETAILS OF LIBRARY FACILITIES**  
**(Humanities and Social Science)**

S.No.	Particulars	Nos.
I.	Books :	
II.	Reference :	
III.	Journals & Periodicals :	

16. Hostel .....
17. I am the management/Governing Body of the Instt. Agreed to provide 3-4 rooms for the Exclusive use if the proposed Study Centre Yes /No
18. Details of the rooms proposed to be 'spared' for Exclusive use of IGNOU Study Centre .....
- |    |      |      |
|----|------|------|
|    | Room | Area |
| 1. |      |      |
| 2. |      |      |
| 3. |      |      |
19. 'Proposed names of coordinator (please enclose Their complete bio-data) .....
- |    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

Date: \_\_\_\_\_ (Signature of the Head of Institution)

- For appointment of Coordinator the host institution shall recommendation of three names preferably from among the academic servicing in the institution. Following provisions shall be observed while recommending the panel.
  1. The name of the Head of the Institution where the study centre is proposed to be locates should not be recommended.
  2. The persons recommended should be fairly senior, preferably with some administrative, organization experience.
  3. They should be willing to work for the promotion of the open learning system.
  4. They should not be retired persons or those nearing retirement.

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**Certificate to be given by the head of the institution**

Certified that the proposal for establishing an MGAHV Study Centre has been duly approved by the Governing Body of the Institution. The Governing Body has also agreed to provide 3-4 rooms for exclusive use of the MGAHV Study Center without charging any rent.

(Signature of the Head of Institution)

Name: .....  
Designation: .....

Date :

To,

The Director  
Mahatma Gandhi Centre For Distance Education  
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya  
Gandhi Hills, Post-Manas Mandir  
Wardha (Maharashtra) 442001

**Subject : Application for the establishment of a Recognized Study Centre of MGAHV**

Sir,

This College/Institution /Organization is keenly interested in establishing a Study Center of MGAHV for the programmes in ODL mode as mentioned above. I am sending herewith detailed information of our College/Institution in the Study Centre in the prescribed format.

I am enclosing herewith a crossed demand draft drawn on a nationalized bank payable at Wardha towards

A. Application Processing Fees Rs. 5,000/- (Non-Refundable)

(This amount of Rs. 5,000/- is to be paid with the percent Application)

B. Study Centre Programme Fees of Rs. 5,000/- (Non-Refundable) for Govt. education institutions and Rs. 10,000/- (Non-Refundable) for private/added/trust/society institutions is to be paid only after the receipt of the Approval Letter from the university by you by a crossed Demand Draft in favour of "**The Director, Distance Education, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya**" and payable at **Wardha**, which is non refundable and a Memorandum of Understating duly signed by the concerned authorities. I request the University authorities to consider our application sympathetically and grant us a Study Centre for -----  
(write programme(s) code) Programme(s).

Thanking you and hoping for an early and favourable reply.

Your's sincerely,

(Principal/Head/Trustee)

Enclosures : Information Sheets

DD No. : \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ Bank

**Memorandum of Understanding (MOU) Duly completes MOU on the Letterhead of Institution/Organization  
must be submitted by the Management**

We,

- 1) .....(Chairman) Name of the Society/Trust/Organization
- 2) .....(Secretary) Name of the Society/Trust/Organization
- 3) .....(Principle) Name of Institute

representing the management of the above institution, are given to understand about the various Programmes of MGAHV, Wardha.

The MGAHV for \_\_\_\_\_ Programmes(s)

1. We shall spare the accommodation, equipment, tools and other infrastructural facilities of our institute for implementation of the Programme as prescribed by the MGAHV.
2. We shall provide willing faculty members of our institute to work at our Centre as may be prescribed by the MGAHV.
3. We shall make available necessary training materials, consumables, electricity and water facilities to the students undergoing training programmes of the University.
4. We shall pay the Study Centre Programme fee to the University as per the norms and we will not claim any refund of the same in future.
5. We also agree to maintain all records systematically for implementation of Programmes and submit the same to the University authorities and networking infrastructure for implementation of LMS.
6. We shall provide all the requisite infrastructural facilities of the institute to conduct the theory as well as practical/annual/semester examinations of the MGAHV, for the students of this Study Centre, as well as other Centers as directed by the MGAHV.
7. We understand that the breach of the above agreement would lead to derecognizing of this institute as Study Centre of the MGAHV, for which the decision of MGAHV will be final.
8. We shall implement the Programmes of the MGAHV with due diligence, dignity, quality and sincerity and maintain the high standards of educational values as prescribed by the MGAHV.
9. We also agree to purchase the licensed copy of the study center management software.
10. We agree to dispatch and deliver the study material to the students at our own expenses.
11. We agree to arrange teachers, counselor for contact session, counseling and practical work (as directed by University) at our own expenses.

We express our MOU to above terms and other conditions as prescribed by the University from time to time for implementing the educational programmes of the MGAHV.

1. Principal of the Institution (Signature)

Seal

2. Secretary of the Management (Signature)

Seal

3. Chairman of the parent body (Signature)

Seal

**RESOLUTION OF THE SOCIETY/TRUST/ORGANIZATION**

(To be submitted duly filled on letterhead of the Institution)

It is resolved in the meeting of the Governing Body of \_\_\_\_\_ held on \_\_\_\_\_ under the chairmanship of Shri. \_\_\_\_\_ that the Study Centre of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha be established in \_\_\_\_\_ College/Institution/Foundation/Trust. We undertake to provide all necessary academic and infrastructure facilities and co-operate for the smooth and efficient functioning of the Study Centre. We shall abide by the rules and regulations of the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha as prescribed and as revised from time to time.

If the Study Centre is closed down for any reason, equipments, furniture, books supplied by the University shall be returned to the University through its nearest Regional Centre \_\_\_\_\_

We shall have no objection if the University ceases the services of Counselors, Co-ordinators and Office Staff appointed at the Study Centre.

Proposed by :

Seconded by :

Seal of the Institution

Signature  
Chairman/President

**Check List of Documents Required For Proposed Study Centre**

<b>Sr.No.</b>	<b>Requirements</b>	<b>Enclosed Yes/No.</b>
01	Details of Registration of the Institute/Society/Trust	
02	List of the Members (With Addresses & Phone Nos.) in the Management Committee	
03	Description of Computer Lab Facility <ul style="list-style-type: none"> <li>• Total No. of Computers</li> <li>• No. of Computers as per norms</li> <li>• No. of Computers with other Config.</li> <li>• Internet Connectivity</li> <li>• LAN</li> <li>• Availability of Software</li> </ul>	
04	Resolution of the Institute/Society regarding starting of the Study Centre	
05	Resumes of the Head of the Centre, Faculties and Experts (Proposed Guides) in standard format available on PC	
06	Photographs of the Institute	
07	Audited Balance Sheets for the last three years	
08	Brochures of the courses currently offered by the Institutes	
09	Enrollment figures for the last three years for various courses, if any	
10	Details of Library Facilities Whether as per specifications Area – No. of Books General Observation	
11	Resumes Proposed Counselors No. of Counselors : Full Time – Part Time – Qualifications as per norms – Average working experience –	
12	Proofs of the Infrastructure (Attach Documents) (1) OWN (2) RENTED	
13	Crossed Demand Draft for Rs.....in favour of "The Director Distance Education Division, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya", payable at Wardha	

1. The application will be rejected, if required documents for the purpose are not enclosed.
2. All rights regarding the initial approval of Study Centres, their recognition and extension of the recognition are reserved with the MGAHV.
3. Minimum 50 students required to be enrolled at one study centre.



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E-mail : director.de@hindivishwa.org Website : www.hindivishwa.org

### **Terms & Conditions for the Study Centres**

Approved for running Programmes through Distance Education

To ensure effective delivery of programmes and to provide learner support services, a Study Centre, should be owned and managed by Govt. College/University/institutions registered under Public Trust Act or Society Registration Act and by persons having experience in conducting school or college level teaching. The norms for approval of Study Centre will be as under:

1. The Study Centre should be hosted by the institutions established by the Government/Trusts registered under Public Trust Act/Society registered under Society Registration Act or by institutions affiliated to Universities/U.G.C./DEC/AICTE.
2. The study centre must have adequate faculty, infrastructure and facilities as per the norms and standards of the University.
3. The Study Centre will be liable to provide its services to the candidates for the whole duration of the course. No course will be discontinued in the midway by the study centre. In case of the discontinuation of study centre in the Mid Session or during the currency of a programme, programme fee will be forfeited and the Study Centre will be liable for any other liability on this account. The University will also be free to impose a suitable fine on the Study Centre.
4. The University will pay 40% of tuition fee to a study centre from the prescribed amount of fee received from the students enrolled at a particular centre.
5. The University will provide study material to the study centre for onward dispatch to the students. It will be the responsibility of study centre to promptly deliver the material to students.
6. The university will be responsible for conducting examination, evaluation of answer books and declaration of result. The study centre shall provide, free of charge, space for conduct of examination including practical examination. It will be the responsibility of the Study Centre to conduct periodic evaluation of students as prescribed by the University for each programme, at no extra charges.
7. The university will specify the qualification and experience of the counsellors/teachers who will be engaged by the Study Centres for the programme(s). It should be as per UGC norms. The Centre will forward a list of counsellors/teachers/instructors along with their complete bio-data for approval by the University once in every academic year. This information will have to be provided online also by the study centres to the university.
8. The University will publish Admission Notification and issue Prospectus for different courses. However, the Study Centres will be eligible to issue local advertisements at their own expense for mobilizing student clientele for them. It will be ensured by the Study Centres that such advertisements do not give an impression of commercialization of higher education. Study centres should send a copy of advertisement and publicity material to the university.

9. The university will register the students after receiving the nomination forms along with the fees as prescribed in the prospectus and a consolidated list of admitted candidates will be sent back to the Study Centres for their teaching, counselling and examination etc. Enrolment numbers will be allotted by the University to admitted students. The University will have a right to refuse admission to any student without assigning any reason.
10. In case of unsatisfactory performance of the study centre, the University reserves the right to cancel the study centre and withdraw the candidates there from after giving one month's notice. The University shall deduct the share of the fees payable to the study centre for the full academic year proportionately, if the University cancels the study centre in the mid session.
11. A study centre must arrange at least 30 hours of teaching/counselling per paper of 4 credits. In certain courses, the University may modify the contact hours.
12. Every Study Centre shall ensure the following facilities for teaching and learning of students enrolled in Distance Education programmes :
  - 12.1 Adequate number of classrooms shall be provided by the Study Centre. The classrooms shall be well ventilated and appropriately located in the campus or building of the Study Centre. The following teaching/non-teaching staff shall be provided at every Study Centre :
    1. Study Centre Head – 1
    2. Programme Coordinator – 1
    3. Counsellor – As per the time table scheduled by the Study Centre
    4. Office Assistant/Data Operator – 1
    5. Class IV Staff – 1
  - 12.2 Any dispute arising between study centre and staff which appointed by the study centre will be the liability of study centre. University will not be responsible for that.
  - 12.3. The Study Center should have separate toilets for both boys and girls, which will be maintained and will have supply of running water.
  - 12.4. Study Center shall provide adequate number of books in its library. The University will provide suggested list of Study material and the Study Center shall arrange to obtain adequate copies of the suggested study material for consultation by students. The Study Center will also provide magazines and Journals relevant to different Programmes.
  - 12.5. Every Study Center should also subscribe at least one Hindi and one English newspaper. Employment News/Rozgar Smachar may also be made available to students.
  - 12.6 The Study Center shall provide adequate number of qualified counsellors in every semester/year as specified by the University. All the counsellors should be conversant with the use of computers and they should have their E Mail Ids so that the University may communicate with them. Similarly the students of the Study Centre shall have easy access to Computers, Library, Reading Room, Public Telephone etc. The Visitation Programme should also be organized if it is the demand of the programme.
  - 12.7 The Study Center will supply the details about teachers/ counsellors, their qualification, teaching subjects, etc. in the prescribed format. This information shall also be submitted online.
13. The study centre shall have to execute an agreement with the University in relation to the aforesaid terms and conditions.
14. Minimum 50 students are required to be enrolled at each study centre.

## **15 Study Centers' Activities**

The Study Center forms an important part of the overall structure of the University designed to provide extensive and efficient student support services to its learners. The Study Center will be expected to offer academic support to students to supplement contents of the course in the form of Self – Instructional Material. Interaction with the Academic Counsellors and fellow students and access to modern technology through the use of audio – visual aids, LMS, VLC, etc should equip the students to complete the course in prescribed time. Thus, a Study Center seeks to help the students by means of appropriate forms of educational technologies so as to provide extensive, modern and efficient student support services. Study Centers would be located in congenial ambience and will normally function on holidays and Sundays. However, it does not mean that they will not function on working days. It is expected that, depending on the requirement of the Programme, counselling will be done on week days also in the evening. The Study Center will provide at least part time academic and non-academic staff as per UGC norms. It will be the responsibility of the Coordinator of the study centre to schedule, organize and supervise the efficient functioning of the Center. He/she has to keep and maintain up-to-date records of the Center's activities.

## **16. Functions of the Study Center**

The Study Center of the University will have the following major functions / activities to perform.

1. Academic Counselling : All Study Centers of the University shall provide opportunity to the learners for face-to-face interaction with teachers. In keeping with the convenience of learners counselling sessions/group discussions etc. shall be organized on week days, Holidays and Sundays as per approved schedule. The Study Centre shall also provide pre-entry counseling to the prospective learners.
2. Orientation Programme: In order to provide orientation to all Academic Counselors and other supporting staff appointed at the Study Centre, the University may organize one-day orientation programme in selected cities.
3. Library Services : A study centre established\recognized by the university will be provided with relevant course material. The study centre shall arrange to extend this facility to all the learners.
4. Information Services : The Coordinator and other part-time staff shall provide the latest information regarding various programmes being run by the University.

## **17. Functions and Responsibilities of Study Centre Head / Programme Coordinator**

1. The Study Centre Head / Programme Coordinator shall be responsible for all the activities of the study centre. She/He shall coordinate and supervise the work of all the individual Counselors and will act as a link between the University and the Study Centre.
2. He/she shall be responsible for the maintenance of all records and registers in respect of the activities of the Study Centre, either academic or administrative.
3. He/she shall supervise the work of the supporting staff members of the study centre.
4. He/ she shall respond to all communications from the University
5. He/she shall inform the students about time and date allotted to them for attending the counseling sessions, contact programmes, tutorials etc.
6. He/she shall ensure that the Study Centre is kept open on the days fixed by the University.

7. He /she shall be responsible for the presence of the Counselors on the specific days on which they are required to counsel the students.
8. He/ she shall ensure that library facilities are properly maintained and extended to the students coming to the Study Center for contact programmes and guidance.
9. He/she shall ensure punctuality and attendance of the students and submission of the assignments in time.
10. He/she shall ensure that the Study Centre is properly equipped with the study materials and the necessary audio and video equipments and computers along with the required software support and these equipments are in proper working order at all times. Study center may give suitable Annual Maintenance Contract for the purpose of maintenance, if it desires.
11. He/she shall be available at the concerned Study Centre on teaching days. In case he/she is not able to attend to his/her duties on the notified days or has to be away from work for reasons beyond his/her control, he/she shall make alternate arrangements to ensure that the work of the Study centre is not hampered.
12. He/she shall abide by the instructions issued to him/her from time to time by the University and shall submit a quarterly report on the activities of the Center to the University. This information will also be submitted online.
13. He/she shall ensure discipline in the Study Centre consistent with the aims and objects of the University
14. He/she shall be required to perform such other duties as may be assigned by the University from time to time for the effective functioning of the Study Centre.
15. If any study centre does not agree with above terms & conditions it will be free to withdraw form this program.

## MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is executed on this .....day of ..... 2009 at ..... BETWEEN .....having its office at .....represented through Mr./Mrs/Miss ..... hereinafter to be referred to as 'Study Centre' of the first part ,

### AND

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Panchteela, Wardha-442 001 (Maharashtra) through its Registrar (The expression party of the first part and party of the second part shall however mean and include their successor, appointees, assignees etc.)

Whereas, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Panchteela, Wardha 442 001 (Maharashtra) is entitled to impart education on the principle of Distance Learning and whereas, Study Centre i.e. ....

(Name of the Institution with address)

desires and offers to run the Study Centre of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Panchteela, Wardha 442 001 (Maharashtra) and whereas Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Panchteela, Wardha 442 001 (Maharashtra) has accepted the offer on the terms and conditions as agreed by and between the parties.

**NOW, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS :**

#### **1. OBLIGATIONS OF THE HOST INSTITUTION :**

A. The Study Centre shall :

1. Spare the accommodation, equipment, tools and other infrastructural facilities of our institute for implementation of the Programme as prescribed by the MGAHV.
2. Provide willing faculty members of our institute to work at our Centre as may be prescribed by the MGAHV.
3. Make available necessary training materials, consumables, electricity and water facilities to the students undergoing training programmes of the university.
4. Pay the Study Centre Programme fee to the University as per the norms and we will not claim any refund of the same in future.
5. Agree to maintain all records systematically for implementation of Programmes and submit the same to the University authorities and networking infrastructure for implementation of LMS.
6. Provide all the requisite infrastructural facilities of the institute to conduct the theory as well as practical/annual/semester examinations of the MGAHV, for the students of this Study Centre, as well as other Centers as directed by the MGAHV.
7. Understand that the breach of the above agreement would lead to derecognizing of this institute as Study Centre of the MGAHV, for which the decision of MGAHV will be final.

8. Implement the Programmes of the MGAHV with due diligence, dignity, quality and sincerity and maintain the high standards of educational values as prescribed by the MGAHV.
9. Also agree to purchase the licensed copy of the study center management software.
10. Agree to dispatch and deliver the study material to the students at our own expenses.
11. We agree to arrange teachers, counselor for contact session, counseling and practical work (as directed by University) at our own expenses.

We express our MOU to above terms and other conditions as prescribed by the University from time to time for implementing the educational programmes of the MGAHV.

**2. MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA, WARDHA will**

- (i) Provide study material to the Study Centre as per norms.
- (ii) Conduct exams.
- (ii) Take any action as and when necessary to run the Study Centre.
- (iii) Reserve the right to close the Study Centre if after enquiry it is found that the Study Centre has failed to perform its function and the continuation of the Study Centre will cause prejudice to the students and the University.

**3. DURATION AND TERMINATION OF THE MOU:**

The tenure of the Memorandum of Understanding will be for a period of 05 years from the date it takes effect. However, the duration of the Memorandum of Understanding will be extended for further period on the basis of the performance of the Study Centre. Similarly, if any party to the MOU wants to terminate this MOU, it can be terminated at any time by giving one month's notice in writing in advance, on either side. If this MOU is terminated by any party all material including study material provided by the University shall be returned to the University within the period of notice.

**4. AMENDMENT TO THE MOU:**

If during the operation of the MOU, the circumstances arise and enjoin alteration/modification in this MOU, the same shall be done with the mutual consent of both the parties.

The parties signed this MOU in presence of the witnesses on the date and year as mentioned above.

Registrar  
 Mahatma Gandhi Antarrashtriya  
 Hindi Vishwavidyalaya, Wardha  
 Seal

Head  
 (Name of Institution)  
 Seal

Witnesses  
 1.....  
 2.....

Witnesses  
 1.....  
 2.....

## Annexure-A

S.No.	Running Programme	Duration of Course		Entry Level Qualification
		Min.	Max.	
1.	M.A. (Hindi)	2	5	Graduate or Equivalent
2.	M.A.(Rural Development)	2	5	Graduate or Equivalent
3.	Post Graduate Diploma in Translation	1	4	Graduate or Equivalent
4.	Post Graduate Diploma in Rural Development	1	4	Graduate or Equivalent
5.	Post Graduate Diploma in Journalism and Mass Communication	1	4	Graduate or Equivalent
6.	Diploma in Creative Writing in Hindi	1	4	10+2 or Equivalent
7.	Diploma in Women's Empowerment & Development	1	4	10+2 or Equivalent
<b>Proposed Programme (2010-2011)</b>				
8.	M.A. (Social Work)	2	5	Graduate or Equivalent
9.	MJMC	2	6	Graduate or Equivalent
10.	M.Lib	1	4	Graduate or Equivalent
11.	BJMC	1	4	Graduate or Equivalent
12.	B.Lib	1	4	50% Graduate or Graduate + 2 years Library Work Experience or Graduate + D.Lib or Equivalent
13.	Post Graduate Diploma in Electronic Media Management & Film Production	1	3	Graduate or Equivalent
14.	Post Graduate/Diploma in Disaster Management	1	4	Graduate or Equivalent
15.	Post Graduate/Diploma in NGOs Management	1		Graduate or Equivalent
16.	Diploma in Tourism Studies	1	3	10+2 or Equivalent

