

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

Terms & Conditions for the Study Centres

For Conducting Management 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 institutions registered under Public Trust Act or Societies 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 Societies Registration Act or by institutions affiliated to Boards/Universities/UGC/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 **support to the student or learner** services to the candidates for the whole duration of the **programme**. No course will be discontinued in the midway by the Study Centre. In case of the discontinuation of Study in the Mid Session or during the currency of a programme, **the share of the programme fees** 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 collect programme fee** from each student every year. University Programme Fee (UPF) which **will required** to be remitted to University and this amount shall be spent by the University on
 - **Development of Study Material**
 - Curriculum Development and **Identification of study center & Delivery by the university**
 - Programme Promotion by the University
 - Student Registration, I-Card
 - Evaluation/Examination
 - Common Miscellaneous Services
 - **Declaration of result an providing degree, diploma & Certificate**
5. The University will reimburse **share of** 40% of Tuition Fee to the Study Centres from the prescribed amount of fee received from the students enrolled at a particular Centre.
6. Study Centre is entitled to collect from each student co-curricular fees (maximum Rs. 6,000/- per annum) for the development and maintenance of the Study Centre.
7. The University will provide Study Material to the Study Centres and **directly to** the students on the website of the University.
8. The University will be responsible for **registration** admissions, conducting examinations, evaluation of answer books and declaration of results of students. Evaluation method shall be as follows:
 - 70% part of the examination would be theoretical (**including Practicals**) and conducted by the University at the end of the semesters; 30% part of examinations (assignments) would be conducted by Study Centre.

The Study Centre shall provide, free of charge, space for conduct of examinations including practical examinations. 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.

9. The University will specify the qualification and experience of the counsellors/teachers who will be engaged by the Study Centres for the **counseling** (s). It should be as per **UGC/DEC** 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.
10. The University will publish Admission Notification and issue Prospectus for different courses. However, the Study Centres will be **free** 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 **for prior approval**.
11. The University will register the students after receiving the admission and enrolment 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 examinations etc. Permanent Registration 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 reasons.
12. In case of unsatisfactory performance of the Study Centre, the University reserves the right to cancel the Study Centre and withdraw the candidates therefrom 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.
13. 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.
14. Every Study Centre shall ensure the following facilities for teaching and learning of students enrolled in Distance Education programmes :
 - 14.1 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
 - 14.2 Any dispute arising between Study Centre and staff appointed by the Study Centre will be the liability of Study Centre. University will not be responsible for it.
 - 14.3. The Study Centre should have separate toilets for both boys and girls, which will be maintained and will have supply of running water.
 - 14.4. Study Centre shall provide adequate number of books in its library. The University will provide suggested list of Study Material and the Study Centre shall arrange to obtain adequate copies of the suggested Study Material for consultation by students. The Study Centre will also provide magazines and journals relevant to different programmes.
 - 14.5. Every Study Centre should also subscribe at least one Hindi and one English newspaper. Employment News/Rozgar Smachar may also be made available to students.

- 14.6 The Study Centre shall provide adequate number of qualified counsellors in every semester 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. They shall also provide their Bank Account and IFSC numbers also to enable the University to reimburse to them their due share of Tuition Fee through Internet Banking, if feasible and convenient.
- 14.7 The students of the Study Centre shall have easy access to Computers, Library, Reading Room, etc. The Industrial Visitation Programme should also be organized if it is the demand of the programme.
- 14.8 The Study Centre will supply the details about teachers/ counsellors, their qualification, teaching subjects, etc in the prescribed format. This information shall also be submitted online.

14.9 The study center will be responsible to provide all kind of student support services to the learner.

15. The Study Centre shall have to execute an agreement with the University in relation to the aforesaid terms and conditions.
16. Minimum ten students are required to be enrolled in each programme, failing which the students will be transferred to the nearby Centre. In such a situation the Centre will be non-operational for the given academic session and may be activated for the new round of admissions.

17 Study Centres' Activities

The Study Centre 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 Centre will be expected to offer academic support to students to supplement contents of the programme 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 programme in prescribed time. Thus, a Study Centre should strive to help the students by means of appropriate forms of educational technologies so as to provide extensive, modern and efficient student support services. Study Centres 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 evenings. The Study Centre will provide at least part time academic and non-academic staff as per UGC/DEC norms. It will be the responsibility of the Coordinator of the Study Centre to schedule, organize and supervise the efficient functioning of the Centre. He/she has to keep and maintain up-to-date records of the Centre's activities and furnish them to the University as and when required by the University.

18. Functions of the Study Centre

The Study Centre of the University will have the following major functions / activities to perform :

1. Academic Counselling : All Study Centres 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 counselling to the prospective learners.

2. Orientation Programme: In order to provide orientation to all Academic Counsellors 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 provide relevant course material to the students. 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.

5. Induction meeting –The study center has to conduct one induction meeting for the student in the beginning of academic term for their academic origination.

19. 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 Counsellors 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 with time table about the date allotted to them for attending the counselling sessions, contact programmes, tutorials etc.
6. He/she shall ensure that the Study Centre is kept open on the days and time fixed by the University.
7. He /she shall be responsible for the presence of the Counsellors on the specific days on which they are required to counsel the students.
8. He /she shall ensure timely evaluation of the written assignments by the Counsellors and arrange to dispatch **assignments written with their global remarks and suggestion** them to the candidates. She/he shall maintain a record of such assignments submitted by the candidates. Marks obtained by the students in continuous evaluation will be promptly communicated to the University.
9. He/ she shall ensure that library facilities are properly maintained and extended to the students coming to the Study Centre for contact programmes and guidance.
10. He/she shall ensure punctuality and attendance of the students and submission of the assignments in time
11. 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 Centre may give suitable Annual Maintenance Contract for the purpose of maintenance, if it desires.

12. 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.
13. 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 Centre to the University.
14. He/she shall ensure discipline in the Study Centre consistent with the aims and objects of the University
15. 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.
16. Every year before the commencement of the academic session the Study Centre Head/Co-ordinator may be invited to attend the Orientation Programme of prescribed duration at the prescribed venue and date. All expenditure for participation of Study Centre Head/Co-ordinator in Orientation Programme will be borne by the respective Study Centre.
17. If any Study Centre does not agree with above terms & conditions it will be free to withdraw from **the** programme.

Signed on behalf of the Study Centre

(Name of Authorised Signatory with full address of the Study Centre)

Signed on behalf of the University

Registrar

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
Gandhi Hill, Post Manas Mandir
Wardha (Maharashtra) 442 001

(TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF RS. 100/-)

AGREEMENT

This AGREEMENT is executed on thisday of 2010 at BETWEENhaving its office atrepresented through Mr/Mrs/Miss/Ms hereinafter to be referred to as 'Study Centre' of the first part ,

AND

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hill, Manas Mandir, Wardha (Maharashtra) 442 001 (the University, for short) through its Registrar The expression party of the first part and party of the second part shall however mean and include their successors, appointees, assignees etc.

Whereas, the University is entitled to impart education on the principle of Distance Learning and whereas, Study Centre i.e.

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(Name of the Institution with full address)

desires and offers to run the Study Centre of the University. The University has accepted the offer on the terms and conditions (Appendix pages 1 to 5 to this Agreement) 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 :

- (i) Ensure the maintenance of infrastructure and provisions for support services as per the University norms/guidelines that are essential for effective teaching and learning.
- (ii) Install a signboard depicting 'Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha' with its Logo and the name of Study Centre prominently at a proper place.
- (iii) Ensure security of the Study Material provided by Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hill, Manas Mandir, Wardha (Maharashtra) 442 001.
- (iv) Appoint adequate qualified staff for teaching and conducting practicals and also appoint non-teaching personnel for office work.
- (v) Provide qualified examiners and personnel as an when required for Evaluation Programme to the University.
- (vi) Provide adequate number of rooms and furniture for imparting education to the students.
- (vii) Provide adequate number of rooms and furniture and also personnel for conducting examinations of the University.
- (viii) Extend Library, Laboratory, Telephone and Computer facilities to the students of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hill, Manas Mandir, Wardha (Maharashtra) 442 001, and also provide other facilities to the students as an when required.
- (ix) Appoint the Head/Coordinator of the Study Centre and the teachers and the non-teaching employees.
- (x) Act according to terms and conditions prescribed by the University and accepted by Study Centre

2. MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA, WARDHA will

- (i) Provide Study Material to the Study Centre on the website of the University.
- (ii) Conduct examinations.
- (ii) Take any action as and when necessary to run the Study Centre.
- (iii) Reserve the right to close the Study Centre if after an 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 AGREEMENT:

The tenure of the Memorandum of Understanding will be for a period of three 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 Agreement wants to terminate it, it can be terminated by giving six month's notice in writing in advance, by either side. If this Agreement 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. The Study Material shall not be utilized by the Study Centre in any manner what-so-ever after the expiry of the Memorandum of Understanding.

4. AMENDMENT TO THE AGREEMENT:

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

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

Registrar	Head
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha Seal	(Name of Institution) (Authorised Signatory) Seal
Witnesses	Witnesses
1.....	1.....
2.....	2.....