

## MEMORANDUM OF UNDERSTANDING

This Memorandum of understanding between C.K.B. college, Teok .....  
..... (institution) henceforth called the 'host institution' and Krishna  
Kanta Handiqui State Open University henceforth called the "University" in respect of  
organizational responsibilities to act as Study Centre is signed today the .....day of  
..... (month) 20 ..

### **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 (in case of online admission, it is not required) 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, if required.
- iv) have no right to claim as examination centre.
- v) hold at least 15 Counselling Sessions on fifteen Sundays for Six Monthly Course and 30 Counselling Sessions on thirty Sundays for One Year Course.
- vi) extend library facilities to the learners of KKHSOU;
- vii) provide laboratory and Computer facilities to the learners of KKHSOU for specialized programmes requiring institutional infrastructure facilities on mutually agreed terms;
- viii) have phone, fax / e-mail facilities;
- ix) have CC camera in rooms in case the Centre is entrusted with the responsibility of conducting a particular examination of the University
- x) ensure security of the University properties provided to the Study Centre by the University;
- xi) not use the equipments and other properties received from the University for any other purpose without written permission from the University;
- xii) convey to the learners various information and instructions issued by the University from time to time;
- xiii) display prominently a signboard of KKHSOU Study Centre with the emblem of the University as in reverse page superscribed on it ;
- xiv) provide space for Notice Board / Wall Magazine for the learners of the Centre
- xv) allow the authorized officer of the University to inspect the functioning of the Study Centre as and when necessary;
- xvi) give 6 (six) month'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) at the time of admission 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 counseling classes;
- iii) provide one computer with a printer to those Study Centres which enroll more than 150 learners and one TV set with DVD players to those Study Centres enrolling more than 200 learners in order to facilitate its better functioning depending upon the availability of fund, however, the ownership of these equipments will rest with the University
- iv) defray traveling 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) give notice to the host institution in case of any unilateral decision to discontinue the study centre on issues of mismanagement & financial irregularities and take full responsibility of the learners of the centre

**Agreed upon and signed**

On behalf of the  
University

Seal  
Registrar  
Krishna Kanta Handiqui  
State Open University  
Guwahati

On behalf of the  
Host Institution

Seal  
Principal  
CKB College, Teok  
JORHAT