



पश्चिमबङ्ग पश्चिम बंगाल WEST BENGAL

AG 282763

MEMORANDUM OF UNDERSTANDING

In terms of Clause 10 of the General Guidelines of the Centre for Lifelong Learning (CLL) under the aegis of the School of Vocational Studies of Netaji Subhas Open University, a Memorandum of Understanding (MoU) is being signed between the NSOU-CLL and The George Telegraph Training Institute, the host Organization where the Study Centre is housed.

This Memorandum of Understanding (MoU) made this 12 April . Two thousand twenty one between Centre for Life Long Learning (CLL) under the aegis of the School of Vocational Studies of Netaji Subhas Open University, having its office at DD-26, Sector-I, Salt lake, Kolkata-700064 represented by its Coordinator, Centre for Life Long Learning, hereinafter referred to as NSOU-CLL of THE ONE PART

AND

The George Telegraph Training Institute having its registered office at 31A, S. P. Mukherjee Road, Kolkata – 700025 represented by its Principal(herein after referred to as the “GTTI”), which expression shall mean and include its successors-in-interest and permitted assignees of THE OTHER PART

THE EXPRESSION ‘NSOU-CLL’ AND ‘GTTI’ SHALL UNLESS EXCLUDED BY OR REBUGNANT TO THE CONTEXT BE DEEMED TO INCLUDE THEIR SUCCESSOR IN OFFICE OR ASSIGNEE.

WHEREAS NSOU is the premier State Open University in India and recognized by University Grants Commission (UGC) and Distance Education Bureau (DEB).
AND WHEREAS GTTI has been consistently providing high quality of services in education and training.



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1. **SCOPE OF SERVICES:**

- a) The NSOU-CLL in association with the 'GTTI' will conduct the following Short-term Training Programme as mentioned in Annexure I & II:
- b) Classroom sessions part of the course will be arranged by GTTI at their premises, as approved by the University. The GTTI will operate as a study centre of NSOU.
- c) NSOU-CLL & the GTTI 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 signatory of GTTI and authorized officer of NSOU as stated in Para 6.

2. **THE FOLLOWING ARE THE RESPONSIBILITIES OF NSOU AND the GTTI**

2.1 **RESPONSIBILITIES OF NSOU-CLL:**

- a) Constitution of Training Advisory Committee (TAC)
- b) Holding of TAC meeting at the University Headquarters
- c) Supervising the academic part of the training programme
- d) Issue of Unique Identification Number (UIN) to each trainee
- e) Affiliation and alignment of the courses /Trainings as per Norms of regulatory bodies

2.2 **RESPONSIBILITIES OF GTTI**

- a) The GTTI 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. Printing of the GTTI prospectus mentioning association with the CLL, NSOU portion duly approved by NSOU authority.
- b) The GTTI shall provide the infrastructure including the premises, furniture, teaching aids classroom and workshop etc.
- c) The GTTI shall collect the programme fees (as applicable) from the trainees as approved by the CLL, NSOU
- d) The GTTI shall provide the trainers/ faculties as approved by the TAC
- e) The GTTI shall conduct the assessment as framed by the TAC under the supervision of CLL
- f) The GTTI shall make necessary advertisement for admission with prior approval of CLL.



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- d) The GTTI shall provide the trainers/ faculties as approved by the TAC
- e) The GTTI shall conduct the assessment as framed by the TAC under the supervision of CLL
- f) The GTTI shall make necessary advertisement for admission with prior approval of CLL.
- g) The GTTI shall prepare course materials and distribute to the trainees with the approval of TAC
- h) The GTTI shall publish the counseling schedule of theory and practical sessions on their website and also send a copy of the schedule to the CLL, NSOU.
- i) The GTTI shall allow the University team to visit the centre any me 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 Programme fee so collected from the trainees shall be shared between NSOU & The GTTI in the ratio of **20:80**. The GTTI shall remit the share of revenue as agreed to NSOU within one week of completion of the admission either through bank Demand Draft or fund transfer to the 'NSOU-SVS-CLL A/c' . Assessment fees may be collected by the GTTI as per NSOU-CLL norms. The revenue sharing ratio may be revised depending on the number of students from time to time.

4. VALIDITY

This Memorandum of Understanding shall remain valid for a period of three years from the date of signing of the MoU unless it is terminated as par 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 GTTI 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. On the basis of the performance, the Certificate will be issued with grade under joint signatories as specified in Para 1(d).

6. CERFICATE WITH GRADAON

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 CLL and the Principal of the GTTI with the following grade.

A+	70% and above
A	60% to below 70%
B+	55% to below 60%
B	40% to below 55%
C	35% to below 40%



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7. **FORCE MAJEURE**

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 Managing Director-Trustee / Authorized Official of the GTTI and the Director/Officer-in-Charge, School of Vocational Studies of NSOU shall control/monitor the functioning of the joint venture. The committee would, as and when necessary, will suggest alter/modify and reviewing 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 students who have not completed the course.

Signed on behalf of the NSOU-CLL

Dr. Anirban Ghosh
12/4/2021

Coordinator, Centre for Life Long Learning, SVS, NSOU

Dr. Anirban Ghosh
Coordinator

Witness:
Centre for Life Long Learning, SVS
Netaji Subhas Open University

Signed on behalf of GTTI

[Signature] Trustee-Principal

Trustee-Principal
The George Telegraph Training
Institute

Witness: