

**Centre for Distance and Open Learning
Jamia Millia Islamia
New Delhi**

Subject: Activation of Study Centre for Distance Mode Programmes.

Madam/Sir,

This is with reference to your letter No. _____ dated _____ addressed to Hony. Director regarding the subject mentioned above. Centre for Distance & Open Learning, Jamia Millia Islamia in principal agrees to the proposal of activating a Study Centre from the ensuing session 20____ - 20_____.

A copy of agreement stipulating terms and conditions is appended with this letter for your signatures.

AGREEMENT

between

**CENTRE FOR DISTANCE AND OPEN LEARNING (CDOL), JAMIA MILLIA ISLAMIA, NEW
DELHI**

and

This agreement is made on _____ day of _____, 20_____ between CDOL, JAMIA MILLIA ISLAMIA (hereafter referred as 'CDOL, JMI') having its headquarters at NEW DELHI and _____ having its office at _____;

WHEREAS CDOL, JMI agrees to activate a Study Centre for its programmes run though distance mode;

AND WHEREAS _____ have expressed their desire to run the programmes approved by CDOL, JMI;

AND WHEREAS the parties have agreed to abide by the terms and conditions as set out hereafter;

Programmes approved by CDOL, JMI for the Study Centre _____:

1) _____

- 2) _____
- 3) _____
- 4) _____

A) Admission

- i) Normally a minimum of 100 students is viable for opening a Study Centre. However, at least 40 students in each approved programme is mandatory in order to avail financial assistance from CDOL, JMI.
- ii) _____ will procure the prospectus and application forms for all prospective candidates in different programmes approved by CDOL, JMI and submit the filled in application forms to CDOL, Jamia Millia Islamia.
- iii) CDOL, JMI reserves the right of admissions to the approved programmes in the Study Centre.

B) Study Material

Study Material (SLM) will be provided to all the admitted students in a programme through their respective Study Centre. The Study Centre will send acknowledgment obtained from the students indicating receipt of SLM, to CDOL, JMI.

C) Counselling (Theory, Practical & Assignments)

- i) _____ will after approval from CDOL, JMI appoint a Study Centre Coordinator who will look after the overall activities (from admission to certification) required for running a programme throughout the academic year at the Study Centre.

CDOL, JMI will pay a monthly honorarium of Rs. 3000/- to the Study Centre Coordinator during activation period.

- ii) The Coordinator, Study Centre, will engage counsellors for the various courses/subjects offered in a particular programme as per CDOL, JMI norms and send the list of the counsellors alongwith their complete CV (specialisations, qualifications, contact number, contact address and e-mail details) for the approval of CDOL, JMI.

Counselling sessions in each programme are to be strictly organized in tune with the prescribed syllabi and prescribed counselling schedule in the academic calendar.

CDOL, JMI will pay the approved counsellors so engaged for counselling @Rs.1000/- per theory session of 2 hours duration and Rs. 600/- for a practical session of 3 hours duration. CDOL, Jamia Millia Islamia reserves all the rights to revise the aforesaid rates as and when required.

The cost of the consumables utilised for conducting the practical sessions/examinations (wherever applicable) will be borne by the Study Centre.

- iii) In the event of less number of candidates than the stipulated number of 40 candidates, in a particular programme, CDOL, JMI will not extend any financial support towards counsellors/supporting staff etc. for that particular programme for its entire duration.

However, in case the Study Centre desires, it can continue with the programme on its own expenses. CDOL, JMI will conduct the examination of the said programme after satisfying that counselling sessions and other related academic activities were conducted in accordance with CDOL, JMI norms.

D) SUPPORTING STAFF

- i) CDOL, JMI will reimburse honorarium to the following supporting staff at the Study Centre:
- a) Clerk/Computer Operator : one(1) Rs. 1500/- per month.
 - b) Helper/Attendant : one(1) Rs. 1100/- per month.
 - c) Safai Karamchari : one(1) Rs. 800/- per month.

The Study Centre will intimate the names of the persons engaged against the above mentioned supporting staff to CDOL, JMI alongwith their details such as address, contact number and qualification.

E) EVALUATION AND EXAMINATION

- i) *Internal Assessment :*

It will be the responsibility of the Study Centre to collect the assignments from the students/learners; get these assignments evaluated through the counsellors and send the assignment marks awarded to CDOL, JMI as per schedule stipulated in the Academic Calendar.

Similarly, internal assessment marks in respect of practicals, wherever applicable, should be sent to CDOL, JMI strictly observing the schedule mentioned in the Academic Calendar.

- ii) *Term-End Examination :*

Normally, Term-End Examinations will be conducted at Jamia Millia Islamia/respective Study Centre(s). However, CDOL, JMI reserves the right to decide Term-End Examination Centre wherever it deems appropriate.

Remuneration to the invigilators/superintendent of examination/secretarial assistance/water man will be made by CDOL, JMI as per its norms.

F) MONITORING MECHANISM

CDOL, JMI will keep deputing experts/observers to the study centres whenever it deems appropriate and necessary.

G) CLOSURE OF STUDY CENTRE

The Study Centre shall not be closed by the host institution without prior intimation (at least three months in advance) to CDOL, JMI.

CDOL, JMI reserves all rights to shift, merge or close a Study Centre if it finds that:

- i) the guidelines and directions issued by the CDOL, JMI from time to time are not observed;
- ii) student Support Services are not provided;

- iii) Counselling Sessions as per CDOL, JMI guidelines are not held;
- iv) the Study Centre is found overcharging from the students;
- v) the Study Centre or its owner or coordinator indulges in unlawful activities and held guilty by the law of the land.

Authorised Signatory

Name: _____

Address: _____

Contact No: _____

Mobile: _____

Email: _____

Seal:

Hony. Director
Centre for Distance and Open Learning
Jamia Millia Islamia
New Delhi
110025