

भारतीय शेर कायिक

एक सौ रुपये

Rs. 100

रु. 100

ONE  
HUNDRED RUPEES



सत्यमेव जयते

भारत INDIA

INDIAN NON JUDICIAL

ఆంధ్రప్రదేశ్ ఆంధ్ర ప్రదేశ్ ANDHRA PRADESH

M. Saritha Devi

BB 195655

2965 Date 07-02-13 Rs 100.

M. SARITHA DEVI

LICENCED STAMP VENDOR

LIC. No: 16-94 42883

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NAGARJUNANAGAR ROAD, AMEERPET

HYDERABAD (SOUTH) DISTRICT.

Phone No: 040-23759909, 9290118899

to Ravi kumari

for dayanand

from Director of MANUU Hyderabad and Registrar

Hoi, Jmi, New Delhi

### MEMORANDUM OF UNDERSTANDING

(Regarding organisational responsibilities of the Study Centre

at Jamia Millia Islamia, New Delhi)

Between: (i) Director, Directorate Distance Education, Maulana Azad  
National Urdu University, Gachibowli, Hyderabad – 500 032.

And

(ii) .....

(Host Institution)

This Memorandum of Understanding will be in effect from 01.01.2012 to 31.12.2012.

The Host Institution will

- Provide sufficient rooms with a space of approximately 800-1000 sq.ft for exclusive use of MANUU Study Centre without charging any rent.
- Provide halls / classrooms alongwith infrastructure & full cooperation to conduct examinations timely and counseling sessions as schedule by MANUU. Without any additional financial burden on the part of the University.

- c) Ensure security of the furniture, equipment & books or any other items provided by MANUU.
- d) Extend Library, Laboratory, Computer facilities and infrastructure to MANUU students for specialised programmes on mutually agreed terms.
- e) Return back all the assets to the University on closure of the Study Centre like furniture, equipment, Library books or any other itmes and records provided by the University immediately.

## **II The Head of the Institution shall**

- i. Recommend a panel of two in service staff from the same institution where our Study Centre is existing for the appointment of part-time Co-ordinator, alongwith one Clerk, one Attender & one Sweeper. The University reserves the right to nominate any one staff as part-time Co-ordinator alongwith supporting staff.
- ii. Propose the panel of part-time academic counselors alongwith their Bio-data and attested photocopies of academic qualification for consideration and appointment on temporary basis, for that academic year only.
- iii. Inspect the Study Centre whenever he/she likes and advise the Co-ordinator and also correspond with the Director, Directorate of Distance Education (DDE), Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032.
- iv. Have responsibility for running the Study Centre strictly as per Rules and guidance provided by DDE/University from time to time.
- v. He shall be the custodian to all records and assets pertaining to MANUU Study Centre.
- vi. Monitor, countersign all the bills bank accounts & concerned records of payment of Study Centre.
- vii. Maintain record for counseling session of centre.

## **III Maulana Azad National Urdu University will**


- 1. Nominate Honorary Head of the Institution and pay the honorarium at the rates fixed by the University.
- 2. Nominate / Change any one in service staff as Part-time Co-ordinator out of two names recommended by the Head of the Institution and pay him/her honorarium at the rates fixed by the University.

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3. Nominate Part-time Class III and IV staff (purely on temporary and part-time basis) and other Study Centre functionaries on the basis of recommendation of the Co-ordinator and HOI and pay them honorarium at the rates fixed by the University.
  4. Provide, furniture and equipments for the Study Centre as per the University norms and guidelines based on the performance of the Study Centre and monthly imprest.
  5. Pay contingent charges and other honorarium for holding examinations in accordance with the University Guidelines.
- IV. The Study Centre shall follow the Rules and Regulations / Directions issued by the University from time to time.
- V. The University reserves the right to terminate this Memorandum of Understanding in the best interests of the University without assigning any reason thereof.
- VI. All disputes are subject to Hyderabad jurisdiction only.

**Agreed upon and signed**

On behalf of the Host Institution



.....  
(Head of the Institution)

Place:

On behalf of  
**Maulana Azad National  
Urdu University**



18/2/13

Director, DDE, MANU)



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