

Guidelines For Establishing New EDUCATIONAL DEVELOPMENT AND INFORMATION CENTRE(EDAIC)

1. Definitions

Satya education development and Information Centre means an institution set up by the management and registered under the society or trust under S.R.ACT XXI, 1860. or individual Teacher /counselor

2. Prerequisites

The centre shall be normally authorized only to operate within their own campus to conduct the authorized courses and awareness programmes . The centre intending to set-up new Departments within their campus, institution out side the main campus or starting distance education programme shall be eligible to apply for seeking permission for this purpose only if it has :-

2.1 Earned a reputation in any one or more of the following areas:

- (i) Excellent and innovative under-graduate and post-graduate teaching.
- (ii) Number of students admitted, and
- (iii) Extension activities etc.;

2.2 A good track record regarding minimum standards of instruction, qualifications of teachers, merit-based admission of students and the reasonable fee structure.

2.3 Mobilized adequate financial resources for starting the proposed new Information Centre.

2.4 Not entered into any franchise agreement with any organization for establishing and running the Information Centre.

3. Infrastructure requirements and other standards

3.1 The new centre shall have adequate buildings and other infrastructure facilities as per the norms and standards prescribed by the SISWMR(Satya institute of social work management and research). Such facilities shall be proportional to the size and activities of the centre.

3.2 The new centre shall be totally administered by the SISWMR in terms of admission, monitoring, instruction, evaluation etc.

3.3 The Information centre shall conform to the relevant regulations/norms of the SISWMR concerned regarding minimum standards of instruction, qualifications of teachers, merit-based admission of students and the fee structure etc. and shall have adequate number of qualified teachers.

3.4 The new Information centre shall offer only those courses which are approved by the appropriate

bodies of the SISWMR.

- 3.5 The Information centre shall have adequate number of qualified teachers along with necessary supporting staff as prescribed by SISWMR.
- 3.6 The remittance of funds from students shall be governed by SISWMR rules in this regard.
- 3.7 The SISWMR shall not be involved in any legal or administrative problem in the operation of the Information Center, nor shall the SISWMR have any financial implications in any manner in the establishment and operation of the Information centre.
- 3.8 The over-all performance of the Information centre shall be monitored annually, initially for three years, and subsequently after every five years by the SISWMR whose directions for management, academic development and improvement shall be binding.
- 3.9 If the functioning of the Information centre does not fulfill the SISWMR's directions and recommendations and remains unsatisfactory for three years, the SISWMR shall be instructed to close it down.

MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING BETWEEN Satya institute of social work management and research).Jaipur **AND** -----

--1. This agreement is entered into between The Satya institute of social work management and research , jaipur ,A-14, janta store ,University marg ,Bapu Nagar jaipur -302015 as **SISWMR** and the----- , the Information Centre as **EDAIC**.

2. (a) Whereas **SISWMR** has proposed to extend the Education Programme and whereas **EDAIC** has agreed to co-operate with **SISWMR** for the extension of the programme offered by the **SISWMR** and whereas both the parties have agreed to abide by the terms and conditions as hereunder. Where as the **SISWMR** have direct powers to alter or modify this agreement from time to time.

(b) Nomination of Programme Officers

The **SISWMR** shall send the "Inspection Team" to inspect the infrastructural and staff facilities available with **EDAIC** and to certify the suitability or otherwise of the centre to offer the programmes of **SISWMR**.

3. Courses Offered

The Courses offered by **SISWMR** are given in Annexure-1.

4. Fee Structure.

The prescribed fee structure is given in the Annexure-I. The **EDAIC** shall abide by all the Rules and Regulations framed by **SISWMR** from time to time in all matters including fee structure. The details of fee shall be duly intimated by **SISWMR** to **EDAIC**. The candidates shall pay the fee as directed by **SISWMR** to **EDAIC**. The **SISWMR** shall pay the service charge of 10% of the tuition fees for distance courses and online courses for the admitted students in respect to the centre, directly to the

Information Center. The EDAIC shall not collect any fee other than the prescribed fee mentioned by **SISWMR**

5. Application Form and Prospectus

The Application forms and Prospectus shall be issued by **SISWMR**. The EDAIC shall obtain required number of prescribed application forms and prospectus from **SISWMR** on advance payment of total cost by means of Cash or Demand Draft drawn in favour of Satya An NGO , ” payable at JAIPUR and shall issue the application at the same cost to the candidates.

6. Admission Procedure

The **SISWMR** shall prescribe the eligible qualifications for admission of candidates to various courses. EDAIC shall issue and collect back the filled-in applications from the candidates along with original certificates and attested copies of qualifying examinations and the prescribed fees. After the initial verification the EDAIC shall forward the attested copies of Certificates of the qualifying examinations of the candidates to the **SISWMR**. The copies are to be attested by a Gazette Officer and Notarized. The Original Certificates need not be sent to the **SISWMR**. The **SISWMR** has the right to call for Original Certificates, at any time, if necessary, for verification. The **SISWMR**, after scrutiny, shall confirm admission of candidates. The admission cards and identity cards of the students shall be sent directly to students. If the **SISWMR** finds fault in any certificate submitted by the admitted candidate at any stage, then the **SISWMR** without notice to the student shall cancel the admission, registration, mark sheets, provisional certificate and degree certificate respectively. The fee paid by the student shall not be refunded.

7. Syllabus and Scheme of Examination

The concerned university shall have the exclusive right to prescribe the syllabi for the courses of study, prescribe the scheme of examinations and revise the same as and when required.

8. Course Material

The **SISWMR** shall supply the Course materials **at its cost** by way of study material or e-learning or multimedia or any other teaching material wherever it is applicable, to the students.

9. Conduct of Examinations

The Concerned University shall have the exclusive right to conduct the Examinations, evaluate, and declare results and award degrees/diplomas.

The Concerned University/ **SISWMR** shall issue the prescribed examination application forms to the candidates through EDAIC. The EDAIC shall in turn, issue the Examination Application forms to the students, collect back the filled-in applications along with the Examination Fees which also includes cost of examination applications form, prescribed by the **SISWMR** and forward the same to the **SISWMR** sufficiently in advance, prior to the last date specified by Concerned University/ **SISWMR**. The

Controller of Examinations, Concerned University, shall scrutinize the Examination Application forms and shall decide the eligibility of the students to write the examinations.

The schedule of examinations and the Examination Centre(s) shall be decided by Concerned University and shall be intimated by the **SISWMR**. The Chief Superintendent of the Examination Centre shall be appointed by the Controller of Examinations, Concerned University.

10. Financial Obligations of the EDAIC

The EDAIC shall meet the traveling, boarding and lodging expenses of the "Inspection Team" of the **SISWMR**, as and when required. The EDAIC shall bear all the expenses connected with admission, administrative expenses etc. The expenses relating to sending the filled-in examination application forms, etc. to the **SISWMR**.

11. Deposit.

The EDAIC shall arrange to procure and submit a Bank Demand Draft/Cash for Rs 5,000/- (Rupees Five Thousand Only) in favor of "Satya An NGO" payable at JAIPUR shall be as Non-refundable deposit and will have to pay Rs. 500/- as annually renewal charge. In case of default on the part of EDAIC regarding payment of any amount towards any fees or any dues including examination fees etc. the **SISWMR** shall have every right to terminate this agreement without giving any prior notice to the EDAIC.

12. Validity of Agreement

This agreement shall come into effect from ----- . This agreement shall be in force for three years and shall be periodically renewed by mutual consent based on overall performance of EDAIC. During the tenure of this agreement, if the action of EDAIC is found to be not satisfactory in the opinion of **SISWMR**, the **SISWMR** has got every right to terminate this agreement at any time.

13. Jurisdiction of Court Relating to all Disputes

All disputes arising between **SISWMR** and EDAIC shall be placed before Director VIMT; the decision of Director shall be treated as final decision. If any party does not get satisfied with the verdict of Director **SISWMR**, then this dispute based on the matters covered by this agreement shall be decided only by the Lower court / High Court, Jaipur, India.

14. Schedule

Both parties having agreed to the aforesaid terms and conditions have signed this agreement at **SISWMR**, in the presence of witness who had also signed in this agreement. The agreement is prepared in duplicate. The original agreement is retained by **SISWMR** and a copy is handed over to EDAIC.

EDAIC

SISWMR

Witnesses:-

1.

2.

Date:-----

Place: Jaipur