



Dr. B.R. AMBEDKAR OPEN UNIVERSITY

Prof. G. Ram Reddy Marg,
Road No. 46, Jubilee Hills,
Hyderabad - 500 033. (A.P.)
INDIA

Lr. No. :

Memorandum of Understanding

Date :

Between the Department of Post and Dr. B.R. Ambedkar Open University, Hyderabad

This Memorandum of Understanding is made between the Chief Postmaster General, A.P. Circle represented by Sri S.V. Rao, Manager (Marketing), Office of the Chief Postmaster General, A.P. Circle, Hyderabad-1 and Dr. B.R. Ambedkar Open University, Hyderabad represented by Sri P. Krishna Rao, Registrar I/c. on this day 1st of April, Two thousand and four.

As per MoU

1. The Selected Post Offices in A.P. Circle will collect the Tuition/Examination/Miscellaneous fee pertaining to Dr. B.R. Ambedkar Open University, Hyderabad from its students during the working hours on all working days as per the schedules prescribed from time to time.
2. The Selected Post Offices will collect the fees and the service charges in cash from the students and grant two (2) copies of receipt in the prescribed format (specimen enclosed) to him/her. Second copy will be retained by the student and the first copy which will have an adhesive back will be affixed on the application by the student before its submission to the University/Study Centre
3. The following service charges will be paid by the students of the University to the Department of Posts along with fee for University.

FEE-TYPE	SERVICE CHARGE
1. Tuition Fee	Rs.20/- per Transaction
2. Examination Fee (Rs.10/- for Rs.50/- or less)	Rs.15/- “
3. Miscellaneous Fee	Rs.10/- “

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4. The University will supply the details of Programmes/Courses/Examinations along with time schedules for collection of various fees well in advance to the Department of Posts.
5. The Department of Posts will pay the amounts of fee collected through Post Offices through cheques centrally after deducting the Service Charges, by the Manager (Marketing) every month. The payment will be arranged during the following month of fee collection. (Exmp: collection made in August will be paid during the month of September).
6. The Department of Posts will furnish a statement with the following details as shown below (except examination fee) along with each cheque payment made to the University:

Sl. No	Date of collection	Full Admission Number	Name of the Student	Post Office Receipt Number	Amount	
					TF/MF	Rs. Ps

7. In case of any discrepancy regarding any related matter the same will be settled mutually.
8. This Memo of Understanding will be valid upto 31-03-2005.


MANAGER (Marketing)


REGISTRAR