



Dr. B.R. AMBEDKAR OPEN UNIVERSITY

Prof. G. RAM REDDY MARG, ROAD NO. 46, JUBILEE HILLS, HYDERABAD - 500 033. (A.P.)

C. VENKATAIAH
REGISTRAR I/c

MEMORANDUM OF UNDERSTANDING

BETWEEN THE DR.B.R.AMBEDKAR OPEN UNIVERSITY AND DEPARTMENT OF POSTS

HYDERABAD.

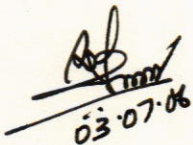
This Memorandum of Understanding is made between the Dr.B.R.Ambedkar Open University, Hyderabad represented by its Registrar Dr. C. Venkataiah (Designator & Successor) and the Principal Chief Post Master General, A.P. Circle, represented by its Manager, (Marketing) Sri A. Satyanarayana (Designator & Successor), Office of the Principal Chief Post Master General, A.P. Circle, Hyderabad-1 on this the 3rd day of July, Two thousand and six.

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 working hours on all working days as per the schedules prescribed by the University from time to time.
2. The Selected Post Offices will collect the fee 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 the fee for University.

Sl.No.	Fee Type	Service Charges
01.	Tuition fee	Rs.20/-per transaction
02.	Examination Fee (Rs.10/- for Rs.50/- or less)	Rs.15/-per transaction
03.	Miscellaneous Fee	Rs.10/-per transaction

4. The University will supply the details of Programmes / Courses / Examinations along with time schedules for collection of various fee well in advance to the


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Department of Posts. Dr.BRAOU should intimate the extension of fee collection dates if any to DOP well in advance.

5. The Department of Posts will pay the amounts of fee collected through Post office 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. (Example: Collection made in August will be paid during the month of September).
6. The cancellation of a sticker shall only be permitted if the DSS/COE endorses the non receipt of amount through Postal sticker.
7. The Department of Posts will furnish **PROGRAMME WISE STATEMENT SEPARATELY FOR UG / PG / DIPLOMAE YEAR WISE** i.e. for I Year, II Year, III Year in the following Proforma (including Examination Fee) as required along with each cheque payment made to the University. The proforma containing details shall be visible and legibly written which will enable the University to process the details for reconciliation.


- I. **STUDENT SERVICES BRANCH and**
- II. **EXAMINATION BRANCH SEPERATELY**

NAME OF THE PROGRAMME (I, II, III Years UG/P.G./Diplomae)

Sl.No.	Date of Collection	Full Admn. No.	Name of the Student with Father's Name	Post Office Receipt (sticker) No. and Date	Address of the Issuing Post office	Amount		Remarks
						Rs.	Ps.	
01	02	03	04	05	06	07	08	

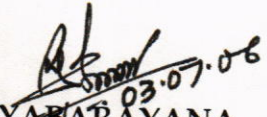
No.of Postal Stickers Issued :
 Amount collected through postal stickers :
 Cheque sent to University vide No.& Date :

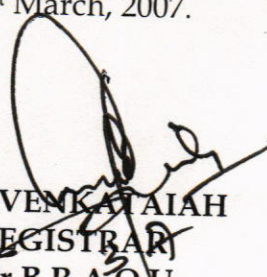
SIGNATURE WITH SEAL:


 03.07.06



8. In case of any discrepancy regarding any related matter the same will be settled mutually.
9. The Memorandum of Understanding will be valid up to 31st March, 2007.


03.07.06
Sri A.SATYA NARAYANA
MANAGER (MARKETING)


Dr.C.VENKATAIAH
REGISTRAR
Dr.B.R.A.O.U.