



తెలంగాణ తేలంగానా TELANGANA

BATHINI G 699093
BATHINI NIRANJAN REDDY
STAMP VENDOR

S.No...2555...Date 22-01-2017

L No 16-04-23/2014, Renewed 02-01-2017

Sold to...Dr. C. Venkatesh

8-3-228/610A, Rahamathnagar, Hyderabad.

For Whom...Dr. B.R. A.O.U., Hyderabad

**MEMORANDUM OF UNDERSTANDING (MoU) FOR ESTABLISHING
PROGRAMME CENTRES FOR THE BACHELOR'S DEGREE IN SPECIAL
EDUCATION PROGRAMME UNDER DISTANCE EDUCATION**

Dr. B.R. Ambedkar Open University is entering into MOU with **Department of Education, Andhra University, Vishakhapatnam (AP)** which will function as a programme centre for its Bachelor of Education (Special Education) programme on 16th **December 2016** at Hyderabad.

Both the parties are hereby agreed to the following terms and conditions:

1. The Bachelor of Education (SE) programme is launched in the academic year 2009-2010.
2. Admission Process:
 - i. The students enrolled in the **Bachelor of Education (SE) in Visual Impairment** specialized subject, as per University admission procedure allotted to the **Department of Education, Andhra University, Vishakhapatnam (AP)**. programme centre, specialized subject in **Visual Impairment**.
 - ii. The student ID cards, course material shall be given to the students by the University.
 - iii. The principal and the coordinator of the programme centre of different locations should cooperate with the department of education and/or head of the RCCs, study centres concerned and assist during the time of admissions and other academic & examination activities.

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3. The maximum intake of each programme centre is 50 per specialization subject i.e. Hearing Impairment, Visually Impairment and Mental Retardation.

Duration: The duration of the programme is 2½ years; however the maximum period in which one can complete the programme will be 5 years.

4. **Fee Structure:** An amount of Rs. Rs.30000/- shall be collected from each student towards programme fee.

5. Sharing of tuition fee between the university and the programme centre:

The tuition fee shall be shared between the University, RCI and the programme centre as per the ratio given below:

Share of the University	: Rs 15000/- (50%)
Share of the programme centre	: Rs 12000/- (40%)
Share of the RCI	: Rs 3000/- (10%)

6. Procedure to collect tuition fee and release of the share of the programme centre: The student pays the programme fee in single installment i.e. Rs.30000/- to the University at the time of admission. After completing the admission process, the DDs towards the first installment 50% of the sharing ratio mentioned in point – 5 shall be released to the respective programme centres in 30 working days. Similarly the second installment (the remaining amount) shall be sent to the programme centres within 30 days after the reopening of the succeeding academic year.

7. **Distribution of course material:**

The course material will be handed over to the students at the time of admission by the University.

8. The University reserves the right either to identify a new programme centre or shift the programme centre from one college to another college or to close the centre. If any centre is closed by the University, because of any reasons, the infra structure (i.e. furniture, records, equipment) given by the University will be transferred to another programme centre.


The shifting or closing of a centre shall be done in the beginning of the academic year in order to avoid any inconvenience to the students because the tuition fee for that academic year will be shared with the existing programme centre.

9. The theory and the practical classes and also practical examinations will be conducted at the programme centres/RCC/Study Centres by the University as per University Rules.

10. **Responsibilities of the University:**

- i. Giving notification in the news papers.
- ii. Admitting the students by conducting the Entrance Test, if necessary.
- iii. Collecting the tuition fee from the students and releasing the funds to the programme centres as per the norms prescribed.
- iv. Developing the course material.
- v. Printing and distribution of the course material.
- vi. Preparing the Academic schedule (Time Table) every year for the students of all two years and sending it to the programme centre for the conduct of counseling cum workshop classes.
- vii. Conducting Examinations, and taking up other works relating to the post-examination activity.
- viii. Monitoring the function of the programme centres to ensure quality of the programme.


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11. Responsibilities of the University Education Department:

- i. Designing the Course structure.
- ii. Developing/Revising the Course Material.
- iii. Preparing the Assignment questions.
- iv. Sending the panel of Paper setters and cooperating with the examination branch completing other works relating to examinations.
- v. Monitoring the academic functioning of the programme centres.

12. Responsibility of the Programme Centres:

- a) Taking necessary measures to promote the Programme after discussing with the Department and/or the University.
- b) Conducting counselling cum workshop classes, both theory and practical, irrespective of the strength of the students.
- c) Ensuring quality of the programme.
- d) Cooperating with the University from time to time in running the programme successfully.
- e) Getting the assignments and project reports evaluated in time and sending the marks to the University.
- f) Maintenance of the records to meet the audit requirements of the University.
- g) The detailed statement of expenditure incurred by the centre should be kept available for verification by the Accounts Branch of the University at any time.
- h) Dissemination of the information of the University relating to the other programmes also.
- i) The following norms of Academic Activities should be maintained:
 - A Part time coordinator for the programme centre should be appointed.
 - An office of the programme centre should be established.
 - A part time Junior-Assistant Cum-Typist & a part time Office Attender should be appointed by the above said office.
 - Counselling classes, Practical classes any other instructional activities as specified by the University should be conducted.
 - The following expenditure should be to borne within the 40% share given to respective Programme centres towards:
 - Part time Coordinator, JACT and OA remuneration
 - Counselors' remuneration.
 - Remuneration of Lab Technician, Raw material etc.
 - Remuneration for the Demonstration lessons.
 - Remuneration for the Supervision of Teacher educators, Mentors and Head masters.
 - Remuneration for valuation of Assignments, Records, Projects etc.
 - Overhead expenditure, miscellaneous (including Postage, Stationeries, Phone, FAX, Transportation etc).

13. Admissions shall be done only once during an Academic year.



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14. The Programme shall be monitored by the Dean, Faculty of Education / Head, Department of Education in the case of Dr. B.R. Ambedkar Open University and by the Coordinator of the respective Programme Centre.
15. Student Services Branch of Dr. BRAOU shall nominate one officer of the rank of Assistant Registrar / Deputy Registrar to monitor the Programme from the Administration point of view. He / she is responsible to calculate the share of Programme centres and release its share in time as mentioned in 'point 6', sending letters to the students from time to time regarding workshop classes, related certificates etc.
16. **The Memorandum of Understanding is valid for a period of 3 (THREE) years from the date of signing the same.** The agreement may be reviewed annually by mutual consent to streamline further. After the expiry of three years, the MoU may be continued for a further period based on mutual consent.
17. If a Programme Centre violates the Rules and Regulations of the University, the MoU with that of the Programme Centre shall be cancelled from the beginning of the next academic year. If a Programme Centre wants to discontinue the MoU, the same shall be intimated to the University at least (03) three months before the commencement of the next academic year.
18. Any alteration in the terms and conditions mentioned above shall be done with the mutual consent of both the parties.
19. Both the parties here to agree that any dispute arising out of this MoU shall be settled mutually through discussions and that in the event of their failure to settle the dispute, the matter shall be referred to Sole Arbitrator appointed by Dr. B.R. Ambedkar Open University within the jurisdiction of twin cities of Hyderabad and Secunderabad, Telangana State.

The above terms and conditions are agreed upon by

Dr. B.R. Ambedkar Open University, Hyderabad
represented by its Registrar


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Dr. B.R. AMBEDKAR OPEN UNIVERSITY
JUBILEE HILLS, HYDERABAD, A.P.

Represented by

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Visakhapatnam-530 003

WITNESSES:

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2.

(Prof. M. V. Venkatesan)

Head
Department of Education
Andhra University
Visakhapatnam