

## Specimen Copy-2

THIS MOU WILL HAVE TO BE NOTARISED ON A NON JUDICIAL STAMP PAPER

Vidyasagar University  
Rangamati, Paschim Midnapore-721102

Agreement on Certificate Courses under CCAE, VU  
Between

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And

Centre for Continuing and Adult Education (CCAЕ), Vidyasagar University.

The Certificate/Short Term/Diploma Course on ----- of ----Days/Week/Months will be held from ---- to ----- at the premises/campus of ----- . The Centre for Continuing and Adult Education (CCAЕ), Vidyasagar University will guide and monitor the above course for successful execution and completion of the course.

As per the requirement both the ----- and CCAЕ, VU have agreed on the following terms and conditions:

### Terms & Conditions

1. ----- will conduct the above course at his/her own campus/premises and support all logistics and financial requirements.
2. To conduct the above course, ----- will strictly abide by the “VIDYASAGAR UNIVERSITY REGULATIONS RELATING TO CCAE CERTIFICATE/DIPLOMA COURSES”
3. **Admission:** ----- will conduct the Admission Process in the above mentioned course as per standard and norms of the course proposal approved by CCAE, VU. Application Form, Admission Advertisement will be published in the University Website. ----- will take all the initiatives for the publicity of the course. After completion of the admission process and scrutiny of all relevant documents of the student by-----, they must be forwarded to the CCAE, VU for further course of actions.
4. **Finance:** ----- hereby agreed that only the Application Fees and the Course Fees approved by CCAE, VU will be collected from the students and Full Application Fees and 40% of the total Course Fees will be deposited by Demand Draft in favor of “CCAЕ, Vidyasagar University” payable at Midnapore at the office of CCAE, VU on the very 1<sup>st</sup> Day of the commencement of the above mentioned course.

5. **Certification:** CCAE, VU hereby agree that all the Certificates for the above mentioned course will be issued as per the University norms and will be sent to the----- for onward distribution to the individual students.
6. **Duration of this Agreement:** ----- and CCAE, VU mutually agree that the time duration fixed for the above mentioned course will remain unaltered for this agreement. Any change will necessitate appropriate approval of the CCAE, VU.
7. **Breach of Agreement:** ----- hereby agree that in the event of the breach of any of conditions of this agreement and “VIDYASAGAR UNIVERSITY REGULATIONS RELATING TO CCAE CERTIFICATE COURSES” will lead to cancellation of this agreement at any time following the procedural norms.

**We, ----- and CCAE, VU both have affixed our respective signatures to this Agreement on this ..... at CCAE, VU in the presence of:**

**WITNESSES:**

- 1.-----
- 2.-----

**(Signature of the Director/Principal/MD of the Institute/Organization with date and Office Seal)**

**(Signature of the Director, CCAE, VU with date and Office Seal)**

**The following documents will be enclosed with this MOU**

1. **Details of Syllabus(s)**
2. **Details of all Faculty Members to run the course(s)**