

भारतीय गैर न्यायिक

बीस रुपये

रु.20



Rs.20

TWENTY  
RUPEES

INDIA NON JUDICIAL

This Memorandum of Agreement is executed on 16.04.2021

पश्चिम बंगाल

पश्चिम बंगाल WEST BENGAL

By and between

26AA 615759

**Sister Nivedita University, established** under the Sister Nivedita University Act, 2017, having its campus at DG 1 /2, New Town, Kolkata-700156, represented by Prof. Suman Chatterjee, Registrar, Sister Nivedita University, hereinafter referred to as SNU, (which expression wherever the context admits or permits shall mean and include its members of the Governing Board for the time being their successors-in-interest and successors in office and assigns) of the FIRST PART

AND

**Ramakrishna Sarada Mission Vivekananda Vidyabhavan** established in 1961 having its office and institution at 33, Sree Maa Sarada Sarani, South Dumdum, Kolkata 55, represented by its authorized representative and Principal Pravrajika Vedarupaprana, hereinafter referred to as RKSMVV, (which expression wherever the context admits or permits shall mean and include its members of the Governing Board for the time being their successors-in-interest and successors in office and assigns) of the OTHER PART

**Whereas,-**

1. RKSMVV is a partly residential degree college for women, built under the auspices of Sri Sarada Math as a humble effort to carry out Swami Vivekananda's ideals of education among women.
2. RKSMVV today stands among the premier girls' colleges of the State.
3. It is a NAAC 'A' Grade college. In the 2020-21 list issued by the Education World of India's top 500 Colleges, this College ranks as the fifth best college in West Bengal and 28<sup>th</sup> in India among nation-wide All Non-Autonomous Colleges.
4. RKSMVV expressed its intention to impart P.G Diploma courses to students jointly with SNU.
5. SNU has agreed to the proposal of RKSMVV with regard to imparting Diploma/Certificate courses on (a) Public Relations and Advertising and (b) Hospital Management

Now, therefore, this Memorandum of Agreement is executed with the following terms and conditions

**A. General**

1. RKSMVV will provide the resource persons for imparting training in different vocational training courses, namely on (a) Public Relations and Advertising and (b) Hospital Management. Details of course contents will be finalized by the Course Committee to be constituted for this purpose.
2. Necessary equipment and accessories required for conducting the training programs will be provided by RKSMVV.
3. RKSMVV will commence the program after obtaining prior approval of the detailed syllabus of the course from SNU.

**B. Formation and functioning of different committees**

4. There shall be a **Course Committee** consisting of the following members.
  - (i) Principal, RKSMVV-----Chairperson.
  - (ii) Director, HR, Corporate Communication, Industry Connect & Vocational training, SNU-----Member
  - (iii) Vocational Training in Charge, RKSMVV----Member-Convener
  - (iv) Course Coordinator of RKSMVV-----Member.
  - (v) One faculty member to be nominated by the Principal, RKSMVV.
  - (vi) One faculty member of the subject from SNU to be nominated by the Vice Chancellor----Member.
  - (vii) One Assistant Registrar, SNU to be nominated by the Vice Chancellor ----Member
  - (viii) Representative nominated by RKSMVV ----Member.
5. The **Course Committee** will discharge the following functions:
  - (i) The academic administration of the course including recommendation of faculty members
  - (ii) Fixing up the calendar of the courses.
  - (iii) Framing of syllabus and making future amendments, addition and /or alteration as and when necessary
6. There shall be an **Admission Committee** comprising the following members.
  - (i) Principal, RKSMVV-----Chairperson
  - (ii) Director, HR, Corporate Communication, Industry Connect & Vocational training, SNU---Member
  - (iii) Vocational Training In-charge RKSMVV-----Member.
  - (iv) Office in Charge, RKSMVV----Member-Convener.
  - (v) One of the faculty member of SNU to be nominated by Vice Chancellor, SNU. ----- Member.
  - (vi) One faculty member to be nominated by RKSMVV ---Member.
7. Preliminary scrutiny of candidates for the course, holding admission test and interview, if any and final selection of candidates will be made by the Admission Committee



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8. After admission of the students RKSMVV will arrange enrolment of the students. It is to be borne in mind that the students admitted for the vocational courses are not supposed to get the right and privilege of the students of SNU for other diploma, undergraduate and post graduate courses.
9. There shall be an **Examination Committee** comprising the following members.
  - (i) Controller of Examinations, SNU----Chairperson
  - (ii) Principal, RKSVM-----Member-Convener
  - (iii) One Assistant Controller, SNU to be nominated by the Vice Chancellor, SNU-----Member - Convener
  - (iv) One faculty member of SNU to be nominated by the Vice Chancellor, SNU----Member
  - (v) Vocational training In Charge, RKSMVV, Member.
  - (vi) Course coordinator, RKSMVV School of professional Studies---Member.
  - (vii) One faculty member to be nominated by RKSMVV ---Member
  - (viii) One representative from RKSMVV-----Member
10. Examination Committee will select and approve names of paper setters, moderators, examiners and tabulators etc. for periodical and final examinations.
11. Examination Committee will conduct the examinations, publish the result and arrange issue of the certificates.
- C. Other terms:**
12. Advertisement for admission to the vocational courses as per this Agreement will be released by RKSMVV after giving prior intimation to SNU.
13. Classes will be held as per requirement to complete the Syllabus. However, the Course Committee may decide the total number of hours in a day and number of days in a week for the respective courses.
14. RKSMVV will furnish the report on the progress of the course at a six month interval, to the Registrar, SNU.
15. RKSMVV will provide all infrastructural and academic facilities for the students so admitted for the courses.
16. Examination procedures will be conducted by RKSMVV under the control of SNU as a joint responsibility of SNU and RKSMVV.
17. RKSMVV will be responsible for enrolment of the students for the courses.
18. Certificates will be issued by SNU and RKSMVV jointly after successful completion of the courses.
19. SNU will provide assistance, wherever possible, in Internship for the courses and also the placement support for the deserving candidates
- D. Fees & other financial matters**
20. The entire financial obligations, both administrative and academic expenditure for running the aforesaid course shall be borne by **RKSMVV** including the expenditure to be incurred for payments of remuneration to teachers, laboratory assistants, non-teaching staff members as per usual norms. SNU will in no circumstances be liable for the aforesaid expenses.
21. Enrolment fee and course fee as decided by the Course Committee will be collected by RKSMVV.

22. It is agreed upon that 15% of the total proceeds will be paid back to SNU for defraying various expenses for running the courses.

**E. Validity:**

23. This Memorandum of Agreement will be valid for three years from the date of execution of this Agreement. After successful completion of the courses and after expiry of this Agreement, the same may be extended on mutual consent.
24. Either of the Party may withdraw from this Agreement after giving notice for the period of the duration of a course if it has just started or the remaining period of the course if notice is given during the continuance of the course.

**F. Dispute:**

If any dispute arises between RKSMVV and SNU, the same will be decided upon arbitration of the Vice Chancellor, SNU and his decision shall be final.

Two original copies of the Agreement are prepared for execution.  
In witness whereof the parties hereby sign and deliver the document.

Witness

Name Pravrajika Amritarupaprana  
Signature Pr Amritarupaprana  
Address Office-in-Charge  
Ramakrishna Sarada Mission  
Vivekananda Vidyabhavan

Pravrajika Vedarupaprana,  
16.4.2021  
Pravrajika Vedarupaprana,  
Principal  
Principal  
Ramakrishna Sarada Mission  
Vivekananda Vidyabhavan

Witness

Name PRADYUT KOMAR BIJWAJ  
Signature [Signature]  
Address AI-153/17, New Town  
Kolkata - 700156

[Signature]  
16-04-2021  
Suman Chatterjee  
Registrar  
Sister Nivedita University

Registrar  
Sister Nivedita University  
Block-DG-1/2, Action Area-1  
New Town, Kolkata-700156