


കേരളം KERALA

DL 265951


Memorandum of Understanding

This Memorandum of Understanding made on 24.01.2023 between Centre for Development of Imaging Technology, Thiruvallom, Thiruvananthapuram (the first party) represented by the Registrar, hereafter called C-DIT on the one part and Mahatma Gandhi College, Iritty, Keezhur.P.O, Kannur 670703 (the second party) represented by the Principal, hereafter called the Institution on the other part.

Whereas the Institution has decided to offer the C-DIT courses under C-DIT ASSOCIATED EDUCATIONAL PROGRAMME (CAEP) as add-on course to their students using the infrastructure available at the institution and requested C-DIT to render academic assistance for the successful implementation of the programme.


PAYADEVANAND A. K.
REGISTRAR, C-DIT

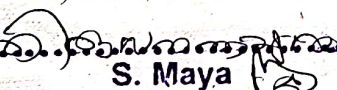


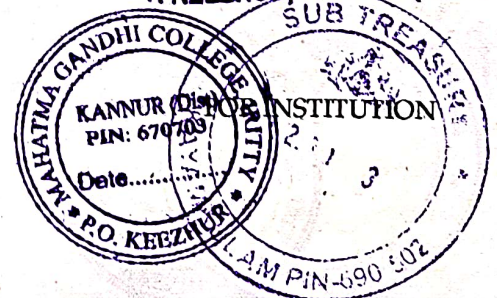

Dr. SRINJO M. JOSEPH
PRINCIPAL (UC)
MAHATMA GANDHI COLLEGE, IRITTY
P.O. KEEZHUR, KANNUR (DIST.) - 670703

No... 291530... Dated 23.01.23

Issued to FOR C-DIT

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Stamp Vendor, Kayamkulam

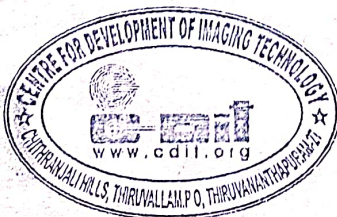


- b) Any additional investment required for arranging the training at the institution and the cost of establishment and maintenance of the training centre shall be met by the Institution.
- c) The Institution shall not conduct training for C-DIT courses (including sub centres or any other branches whatsoever) at locations other than the premises approved by C-DIT.
- d) The number of batches of students may be fixed by the college/school authorities provided adequate infrastructure is available to conduct the training at the Institution. The total hours of training provided for a single course should be based on the course curriculum fixed by C-DIT.
- e) The Institution shall maintain separate bound and numbered registers for recording the attendance of students, separate for each course.
- f) The Institution shall obey the disciplined procedures in conducting the examination, as directed by C-DIT.
- g) Students will be admitted by the Institution directly as per the eligibility criteria fixed by C-DIT. Advertisement released for admission shall conform to a common format approved by C-DIT. The Institution will register the students with C-DIT within 7 days of admission and C-DIT will allot registration numbers.
- h) The Institution shall nominate a point of contact (POC) for co-ordination of this programme.

4. Obligations of C-DIT:


- a) C-DIT will offer the following computer courses as requested by the Institution.
 - i. Diploma in Computerized Financial Management (DCFM)
 - ii. Diploma in Desktop Publishing (DDTP)
 - iii. Diploma in Multimedia (DIM) and
 - iv. Certificate in Computerized Accounting (CCA)


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Other details such as duration, eligibility and fee details of courses offered is attached as Annexure I.

- b) The curriculum, syllabus and scheme of evaluation for the courses will be designed by C-DIT. C-DIT shall revise and update the syllabus /curriculum for the above courses as and when needed. Syllabus details will be forwarded to the Institution whenever amended.
- c) C-DIT will provide the study materials.
- d) C-DIT will conduct examination after the course is completed in all respects as per the course duration, then value the answer papers, assess the practicals, declare the results, prepare the mark lists/grades and issue the certificates to successful candidates.
- e) C-DIT will set the question paper and conduct examinations at the pre-announced or mutually acceptable exam centers as per the schedules.


5. Categories of Association:

All the requirements mentioned in Clause 3 (a) will be arranged by the institution and the course fees per student will be shared in the proportion of 75:25, between the Institution and C-DIT.

- Institution shall remit the C-DIT share of course fee within 15 days of the registration of the student with C-DIT.
- GST will be applicable as per prevailing rules.
- 25% fees concession shall be given in the course fees except for Tally certification courses conducted in collaboration with Tally Education Private Ltd.(TEPL), in the case of students belonging to Ration Card priority sector and SC/ST categories.
- The course fees can be revised if mutually agreed by the two parties.

6. Qualification and Experience required for the faculty members


- a) For one-month long Computer literacy course, Degree holders or 3-year Diploma holders with adequate skills in computer operations may be engaged. A minimum qualification of degree with any of the following


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computer related qualification is preferred for faculty members engaged for the courses of duration more than one month.

- Engineering degree in Computer Science/IT/ Electronics from a recognized university.
- M.C.A or M.Sc. Computer Science/IT/Electronics from a recognized university.
- P.G.D.C.A after graduation obtained from a recognized university or an institute recognized by the Technical Education Department of the Government.
- B.Sc Computer Science/BCA from a recognized university/institution or A level or B level certificate from DOEACC, under the Department of Electronics, Government of India.
- Equivalent qualification recognized by Government of India/Government of Kerala/Kerala PSC/UPSC.

b) Work Experience


- Minimum 1-year experience as faculty members in computer education sector.
7. C-DIT and the Institution will nominate one of their staff members each, who will be the point of contact for this programme.
 8. A managing committee comprising the Head of the Institution, a representative of the Institution and a representative of C-DIT will be constituted to monitor the functioning of the programme and to recommend changes as deemed suitable.
 9. Institution should have Licensed/Open source software according to the requirement of all specific courses. Educational versions are also acceptable. C-DIT will not be responsible for any violation or infringement of copyright act or usage of unauthorized software by the institution.


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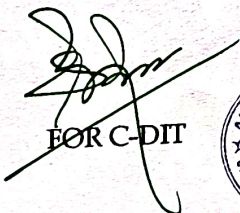



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10. COPYRIGHT, IPR AND NDA

- a. C-DIT and the Institution acknowledge and agree that the ownership and intellectual property rights of course study material, development methodology and processes that shall be used for the development of courses and content shall belong exclusively to C-DIT. This clause shall survive the termination of the agreement.
 - b. Except with the prior written consent of the C-DIT, the Institution shall not, at any time, communicate to any person or entity any confidential information acquired in the course of the contract, nor shall the Institution and its personnel make public the recommendations formulated in the course of, or as a result of, the Services.
 - c. Use of name or logo of C-DIT in displays, advertisements or promotions shall be done with the prior approval of C-DIT only and C-DIT will not bear any liability whatsoever for any issue arising out of that.
11. Both the parties shall abide by the terms and conditions mutually agreed upon and the rules and regulations laid down by C-DIT from time-to-time in conducting C-DIT courses.
12. The duration of the agreement shall be minimum one year; however, the same may be renewed further on mutual consent of both the parties.
13. C-DIT reserves the right to terminate the MoU agreement with any Institution, if it is found that the Institution has indulged in any malpractice or has violated any of the conditions and guidelines of operation. If the Institution is found levying course fees from the students at rates exceeding that prescribed by C-DIT or adopting any unfair means in fee collection, the Institution shall be liable to pay the penalty decided by C-DIT.

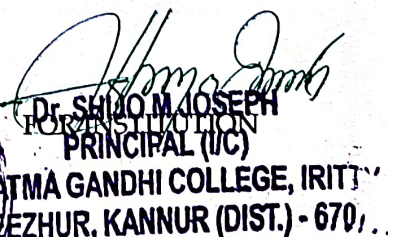
In case the parties do not continue the courses during or after the expiry of the agreement, C-DIT shall complete the responsibility of conducting the examination and certifying the students who have registered for the C-DIT courses until then, including the failed candidates. But the responsibility for completing the course


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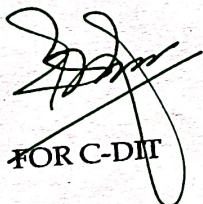
and training for those students rests with the Institution. However, both parties should take care to complete the courses of the batches which have already started before the project is discontinued.

14. The Institution shall maintain separate bound and numbered Registers for the following:

- a. Register showing the names of students, separate for each course.
- b. Register of Attendance of students, separate for each course.
- c. Register showing the receipt of fees and structure of fees, separate for each course.
- d. Register showing the Names, Age, Educational Qualification, Experience, and Date of joining of the faculty members.
- e. Register of Attendance of the faculty members.
- f. Attested copies of the Qualifications and Experience of the faculty members.

15. Inspection and Records:

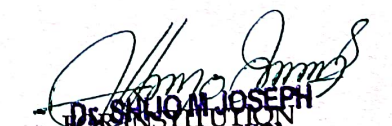
- a) C-DIT will be entitled to inspect the premises where the course is being conducted and determine whether the premises meet the requirements or not. C-DIT also reserves the right to assign quality/performance rating to the institutions based on predetermined parameters. C-DIT shall be at liberty to utilize the services of any person/agency it may deem fit to inspect the premises where its courses are being conducted, to ensure the facilities.
- b) If, on such inspection, it comes out that a location where the courses of the C-DIT are being conducted does not hold a valid certificate granted by the C-DIT, C-DIT may proceed legally against the Institution/centre and/or the owners of the institution/Centre conducting such courses. C-DIT may however compound such illegal act of conducting its courses without a valid license by imposing a penalty as decided by C-DIT.
- c) The Institution shall maintain the above registers and records up to date and shall make available them for the inspection by authorized personnel of C-


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DIT.

- d) C-DIT or anyone authorised by it shall be entitled to conduct inspection of the above records as well as the premises of the Institution on any normal working day/hours without any prior intimation to the Institution.
16. The Institution shall not enter into any agreement with any of the private or Government institutions which will create a conflict of interest with the business of C-DIT during the period of agreement and shall safeguard the legitimate interests of C-DIT.
17. The Institution shall hold C-DIT's interests paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own interests. If during the period of this contract, a conflict of interest arises for any reasons, the Institution shall promptly disclose the same to C-DIT and seek its instructions.

18. FORCE MAJEURE

Neither party shall be liable to the other for any delay or failure on its part in performing any of its obligations under this agreement, resulting from any cause beyond its control, including but not limited to strikes, fires, floods, earthquakes, explosions, riots, acts of Governments, war or enemy action, provided the same is issued in writing to the other party within 15 days of such incident.

19. ARBITRATION

Disputes arising out of this agreement shall as far as possible be settled by the parties directly. In case of disagreement, the same shall be subjected to the provision of Indian Arbitration and Reconciliation (Amended) Act, 2015

20. JURISDICTION

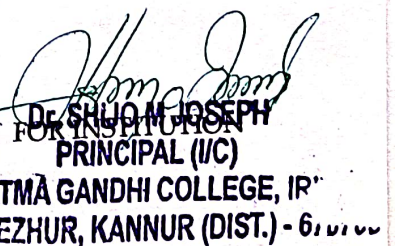
The parties to this agreement hereby declare that the courts in Thiruvananthapuram alone are competent to deal with the first level disputes if any, arising out of this agreement.


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This agreement shall be valid from 24.01.2023 to 23.01.2024 and can be modified or extended further on mutual satisfaction and agreement.

IN WITNESS WHERE OF, BOTH THE PARTIES HAVE SET THEIR HANDS THROUGH THEIR AUTHORISED REPRESENTATIVES, THIS THE 24th DAY of January Month, 2023 in Thiruvananthapuram.

For C-DIT

For M.G College

Signature:

Signature:

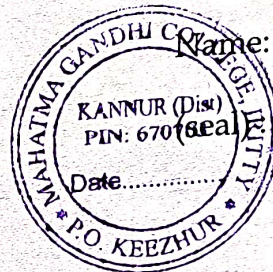
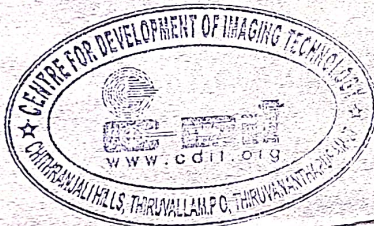
Name:

JAYADEVANAND A. K.
REGISTRAR, C-DIT

Name:

Dr. SAJO M JOSEPH
PRINCIPAL (IC)
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KEEZHUR, KANNUR (DIST.) - 670 661

(seal) :



Witness

Witness

1. Chitralekha GO
2. Sreejesh B. EK

1.
Dr. Reehma PK
Asst. Professor
2.
N. Sathyanandam
Supdt.
M.G. college, Iri

Annexure - I

| Sl No | Name of Course | Eligibility | Duration | Course Fee * |
|-------|--|-----------------------|----------|--------------|
| 1 | Diploma in Computerised Financial Maangement(DCFM) | 10 th Pass | 6 Months | 7000 |
| 2 | Diploma in Desktop Publishing (DDTP) | 10 th Pass | 6 Months | 7000 |
| 3 | Diploma in Multimedia (DIM) | 10 th Pass | 6 Months | 7000 |
| 4 | Certificate in Computerised Accounting(CCA) | 10 th Pass | 3 Months | 4000 |

കോഴ്സുകൾ GO (P) No. 24/2011/P&ARD dtd. 11/08/2011, GO (P) No. 25/2011/P&ARD dtd. 19/08/2011, GO (MS) No. 35/2012/P&ARD dtd. 11/07/2012, DR I(2) 20691/06/GW dtd. 30/07/2007 തുടങ്ങിയ ഉത്തരവുകൾ പ്രകാരം സർക്കാർ അംഗീകരിച്ചിട്ടുള്ളവയും പബ്ലിക് സർവ്വീസ് മേഖലയിലെ ഒഴിവുകൾക്ക് ഉപയുക്തവുമാണ്.

* Applicable Taxes Extra

Dr. Shijo M Joseph
DR. SHIJO M JOSEPH
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