

**Dr. Kamlesh Meena**  
Regional Director (I/c)

F.No.: IG/RC-SGR/MOU-30012/198  
Date: 29.10.2021

**Certificate of affiliation / MoU**

This is to certify that IGNOU Study Center 30012, Government Degree College Kupwara has an MoU with this University for running UG and PG courses offered by this University through Distance mode. The MoU is in effect from the date of establishment of this Study Center on 22.11.2013 till date.

Due to 2014 devastating flood, the original MoU document got washed away, hence, this Certificate is issued.

Notification – 0029 dated 22, November 2013 is attached.



**(Regional Director)**  
**REGIONAL DIRECTOR**  
**IGNOU REGIONAL CENTRE**  
**SRINAGAR**

**Regional Centre Srinagar**

Kursoo, Rajbagh, Srinagar Pin Code 190008  
Phone No(s): 0194-2311251/258 Fax: 0194-2311259  
website: [www.rcsrinagar.ignou.ac.in](http://www.rcsrinagar.ignou.ac.in) email: [rcsrinagar@ignou.ac.in](mailto:rcsrinagar@ignou.ac.in)

**Head Quarters**

Maidan Garhi, New Delhi - 110068  
website: [www.ignou.ac.in](http://www.ignou.ac.in)

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
(Accredited "A" Grade by NAAC)  
Directorate of Distance Education



**Prof. K.R. Iqbal Ahmed**  
Director

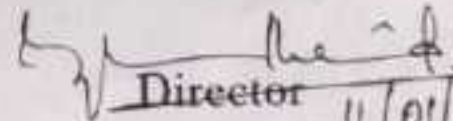
MANUU/DDE-II/2015/572

11<sup>th</sup> January, 2016

To  
The Co-ordinator  
MANUU Study Centres

*Sub: Submission of the MoU for three years from 01.01.2016 to 31.12.2018. - Reg*

This is to inform you that, the MoU of the Institution for three years has reached its end and now you are hereby required to submit the Fresh MoU for Renewal for another three years i.e. from 01.01.2016 to 31.12.2018 (MoU is enclosed for signature and submission to the undersigned). The last date for submission is 30<sup>th</sup> January, 2016.

  
Director 11/01/16.

## MEMORANDUM OF UNDERSTANDING

(Regarding organisational responsibilities of the Study Centre

at... Govt. Degree College, Kupmarra (Se-135).....)

Between: (i) Director, Directorate Distance Education, Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032.

And

(ii). Govt. Degree College, Kupmarra,  
(Host Institution)

This Memorandum of Understanding will be in effect from 01.01.2016 to 31.12.2018.

31.12.2016  
30/6/16

### I The Host Institution will

- Provide sufficient rooms with a space of approximately 800-1000 sq.ft for exclusive use of MANUU Study Centre without charging any rent.
- Provide halls / classrooms alongwith infrastructure & full cooperation to conduct examinations timely and counseling sessions as schedule by MANUU. **Without any additional financial burden on the part of the University.**
- Ensure security of the furniture, equipment & books or any other items provided by MANUU.
- Extend Library, Laboratory, Computer facilities and infrastructure to MANUU students for specialized programmes on mutually agreed terms.
- Return back all the assets to the University on closure of the Study Centre like furniture, equipment, Library books or any other items and records provided by the University immediately.

### II The Head of the Institution shall

- i. Recommend a panel of two in service staff from the same institution where our Study Centre is existing for the appointment of part-time Co-ordinator, along with one Clerk, one Attender & one Sweeper. The University reserves the right to nominate any one staff as part-time Co-ordinator along with supporting staff.
- ii. Propose the panel of part-time academic counselors along with their Bio-data and attested photocopies of academic qualification for consideration and appointment on temporary basis, for that academic year only.
- iii. Inspect the Study Centre whenever he/she likes and advise the Co-ordinator and also correspond with the Director, Directorate of Distance Education (DDE), Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032.

- iv. Have responsibility for running the Study Centre strictly as per Rules and guidance provided by DDE/University from time to time.
- v. He shall be the custodian to all records cashbook/pass book/chequebook and reconciliation with bank and assets pertaining to MANUU Study Centre.
- vi. Monitor, countersign all the bills bank accounts & concerned records of payment of Study Centre like cashbook/chequebook.
- vii. Maintain record for counseling session of centre.

### III Maulana Azad National Urdu University will


1. Nominate Honorary Head of the Institution and pay the honorarium at the rates fixed by the University.
  2. Nominate / Replace / Substitute any one in service staff as Part-time Co-ordinator out of two names recommended by the Head of the Institution and pay him/her honorarium at the rates fixed by the University.
  3. Nominate Part-time Class III and IV staff (purely on temporary and part-time basis) and other Study Centre functionaries on the basis of recommendation of the Co-ordinator and HOI and pay them honorarium at the rates fixed by the University.
  4. Provide, furniture and equipments for the Study Centre as per the University norms and guidelines based on the performance of the Study Centre and monthly imprest.
  5. Pay contingent charges and other honorarium for holding examinations in accordance with the University Guidelines.
- IV. The Study Centre shall follow the Rules and Regulations / Directions issued by the University from time to time.
- V. The University reserves the right to terminate this Memorandum of Understanding at any time in the best interests of the University without assigning any reason thereof.
- VI. All disputes are subject to Hyderabad jurisdiction only.

Agreed upon and signed

On behalf of the Host Institution

  
 Principal  
 (Head of the Institution)  
 Govt. Degree College  
 Khyber Pakhtunkhwa

On behalf of  
 Maulana Azad National  
 Urdu University

  
 Director, DDE, MANUU)



OFFICE OF THE PRINCIPAL  
GOVT. DEGREE COLLEGE KUPWARA KASHMIR

Website: www.gdckupwara.org

NAAC ACCREDITED B<sup>+</sup>

Fax: 01955 252155

No. GDCK/16/MANUU/985-66

Dated 07-02-2016

The Director,  
Directorate of Distance Education,  
Maulana Azad National Urdu University,  
Gachibowli, Hyderabad.

Sub:- Signing of MOU & consent letter for the smooth running of study center at GDC Kupwara.

Ref. Your letter No. MANUU/DDE-II/2015/372 Dated 11<sup>th</sup> Jan, 2016.

Sir,

In response to your letter referred above, kindly find enclosed herewith the duly signed MOU and consent letter for a period of three years from 01-01-2016 to 31-12-2018 for the smooth running of the Study 135 at this college.

Yours faithfully,

(Prof. Farooq A. Malik)

Principal

Copy to:

1. Regional Director MANUU Srinagar for information.
2. Office record.

## MEMORANDUM OF UNDERSTANDING

(Regarding organisational responsibilities of the Study Centre

at Gyat Degree College, Kupasa, (S. No. 133))

Between: (i) Director, Directorate Distance Education, Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032.

And

(ii) Gyat Degree College, Kupasa  
(Host Institution)

This Memorandum of Understanding will be in effect from 01.01.2016 to 31.12.2018.

### I The Host Institution will

- Provide sufficient rooms with a space of approximately 800-1000 sq.ft for exclusive use of MANUU Study Centre without charging any rent.
- Provide halls / classrooms alongwith infrastructure & full cooperation to conduct examinations timely and counseling sessions as schedule by MANUU. Without any additional financial burden on the part of the University.
- Ensure security of the furniture, equipment & books or any other items provided by MANUU.
- Extend Library, Laboratory, Computer facilities and infrastructure to MANUU students for specialized programmes on mutually agreed terms.
- Return back all the assets to the University on closure of the Study Centre like furniture, equipment, Library books or any other items and records provided by the University immediately.

### II The Head of the Institution shall

- i. Recommend a panel of two in service staff from the same institution where our Study Centre is existing for the appointment of part-time Co-ordinator, along with one Clerk, one Attender & one Sweeper. The University reserves the right to nominate any one staff as part-time Co-ordinator along with supporting staff.
- ii. Propose the panel of part-time academic counselors along with their Bio-data and attested photocopies of academic qualification for consideration and appointment on temporary basis, for that academic year only.
- iii. Inspect the Study Centre whenever he/she likes and advise the Co-ordinator and also correspond with the Director, Directorate of Distance Education (DDE), Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032.

## MEMORANDUM OF UNDERSTANDING

(Regarding Organizational Responsibilities of the Learner Support Centre (LSC))

This MoU will be in effect for Academic Session 2019  
(Valid Only Between 1<sup>st</sup> January, 2019 and 31<sup>st</sup> December, 2019)

Is entered on 1<sup>st</sup> Jan Day of by and between:

1) Directorate of Distance Education, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032, represented herein by its Director

AND

2) "Govt. Degree College (Boys) Krupnara"  
(Host Institution to function as recognized Learner Support Centre (LSC) of MANUU) and represented herein by its principal.

I Directorate of Distance Education, Maulana Azad National Urdu University will

1. Approve the nomination of Head of the Institution recommended by the Learner Support Centre / Study Centre
2. Appoint any one of the in-service staff members (who shall be a regular teacher not below the rank of a qualified Assistant Professor) as Coordinator out of two names recommended by the Head of the Institution on Part-Time basis.
3. Approve the engagement of providing academic as well as administrative support to its learners including supporting class III and IV staff and other functionaries purely on part-time and temporary basis at the LSC on the recommendation of the Coordinator and Head of the Learner Support Centre / Study Centre
4. The DDE, MANUU extends to pay the honorarium and remuneration to all the approved personnel and engaged purely on temporary and part-time basis for services of the MANUU LSC at the rates fixed by the University as per the admissibility.
5. Pay contingent charges and other entitled honorarium/remuneration for conducting counseling sessions and also holding examinations in accordance with University norms.
6. The DDE, MANUU will directly credit the remuneration or honorarium amount payable to all the entitled staff in their respective individual bank account through RTGS.
7. The DDE, MANUU has the right to replace or remove the counselors of LSC on the basis of grievances received from the students regarding the performance of counselors and also seek a report from the Coordinator and Head of the Host Institution. Further directs the Regional/Sub-Regional Director of respective jurisdiction to enquire the case and cause of grievance and report to the University.
8. The DDE, MANUU have the right to inspect the facilities of host institution, which is functioning as a LSC of DDE, MANUU as and when situation demands so.

9. The DDE, MANUU will finalize the admission of students for various distance education programs and communicate the list to respective MANUU LSC.
10. The DDE, MANUU may also send mass / group messages to the learners and coordinators of LSCs on all academic activities.

## II. The Learner Support Centre / Study Centre will

1. Ensure the availability of basic communication facilities such as telephone, internet one laptop or Desktop System etc., in addition to Office accommodation.
2. Provide programme wise/ course wise sufficient rooms with exclusive space of approximately 800-1000 sq.ft for the day's use of MANUU LSC.
3. Provide halls / classrooms along with infrastructure and should ensure the security of the furniture, equipment & books or any other items provided by the DDE, MANUU.
4. Extend Library, Laboratory, Computer facilities and infrastructure to MANUU students for specialized programmes on mutually agreed terms.
5. Organize Pre admission entry counseling sessions for prospective learners to promote information about the courses in coordination with Regional/Sub-Regional Directors to enhance the Gross Enrolment Ratio (GER) in Distance Education Programs.
6. The LSC need to conduct the induction meetings for distance education learners prior to the start of academic session.
7. Organize and conduct counseling sessions as schedule by the DDE, MANUU and also ensure fair conduct of examinations, strictly adhering to the examination rules.
8. Return back all the assets to the University on closure of the LSC like furniture equipment, Library books or any other items and records provided by the University.
9. An institution intends to be a MANUU LSC and shall comply with the Act, Statutes, Ordinances and Regulations of the Maulana Azad National Urdu University.
10. Guidelines of MANUU LSC shall comply with the new UGC (ODL) Regulations, 2017.
11. LSC shall provide necessary learners support services which include support for all admissions related matters additional learning resources through online mode contact schedule of contact classes, assignments, lab practices and all other learner related queries.
12. The LSC should be located only within the jurisdiction of the MANUU, Regional Centre or Sub-Regional Center.
13. The MANUU LSC shall ensure the availability of the required number of qualified and competent counselors to teach in Urdu medium as per the guidelines of new UGC regulations 2017

14. No facilities of the MANUU LSC shall be used for running programs of other institutions or private providers.
15. The host institution is not entitled to make any franchise arrangements with other institutions for MANUU – DDE programs.
16. It is mandatory for every LSC to submit a self-disclosure report to the DDE, MANUU periodically as prescribed by MANUU.
17. No Money shall be collected by the MANUU LSC from Distance Education Students for any kind of services provided by the DDE, MANUU.
18. The host institution mandatorily to be operated by the Government Department / Higher Education Institution or affiliated college or an Registered body of a Recognized society offering educational programs.
19. The coordinator in consultation with the Head of the Institution shall have to identify the list of counselors of different subjects / disciplines who are qualified and competent in conducting contact classes.
20. The coordinator of LSC shall have to maintain the learners data related to conduct of counseling sessions, assignments, examination and grievance redressal in hard and soft formats.

### III. The Head of the Learner Support Centre / Study Centre) shall


1. Recommend a panel of two in service teachers from the same institution for the appointment of part time Coordinator, along with one Clerk, one Attender & one Safai Karamchari. The University reserves the right to nominate any one of the staff among the recommended as part-time Coordinator along with supporting staff.
2. Provide the details of Aadhar Card/ PAN No. of Head of the Institutions, coordinators or other part-time employees and academic counselors.
3. Propose the panel of part-time academic counselors along with their Bio-Data and attested photocopies of academic qualification for consideration and appointment on temporary basis, for that academic year only.
4. Supervise the activities of MANUU LSC and advise the Coordinator if necessary and also correspond with the Director, Directorate of Distance Education (DDE), Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032.
5. Shall be responsible for running the LSC strictly as per the guidelines, academic schedule and standard operating procedures issued by the DDE-MANUU from time to time.
6. He shall be the custodian of all documents/records of cashbook/pass book/cheque book and reconciliation with bank and assets pertaining to MANUU LSC.

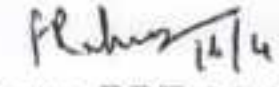
7. Monitor to process and countersign all the bills, manage bank accounts and maintain concerned records of payment and receipts of the MANUU LSC.
  8. Maintain the record of database and attendance of enrolled students visiting for counseling sessions of each program offered at MANUU LSC
- IV. The MANUU LSC shall follow the Rules and Regulations / Directions issued by the University from time to time.
  - V. The MANUU LSC should be able to maintain infrastructural facilities students with good performance for its next renewal of MoU.
  - VI. The University reserves the right to terminate this Memorandum of Understanding at any time in the best interests of the University without assigning any reason thereof.
  - VII. The MANUU LSC on the formats provided by the University should provide feedbacks from the stakeholders regularly to improve the quality of delivery / programmes and the support services rendered.
  - VIII. All disputes are subject to Hyderabad jurisdiction only.

Agreed upon and signed

On behalf of  
The Learner Support Centre / Study Centre

On behalf of  
Maulana Azad national Urdu University

  
Head of the Institution  
Principal  
Govt. Degree College  
Kupwara

  
Director, DDE, MANUU

**DIRECTOR**  
Directorate of Distance Education  
Maulana Azad National Urdu University  
Gachibowli, Hyderabad-500 032.

## CONSENT LETTER

To  
The Director  
Directorate of Distance Education  
Maulana Azad National Urdu University  
Gachibowli, Hyderabad - 500 032

Sub: Memorandum of Understanding with Directorate of Distance Education,  
Maulana Azad National Urdu University, - No Objection to Provide Services of  
Staff for LSC *135 for*.....2019 Academic Year - Reg.


Sir/Madam,

The Managing Committee of *Govt. Degree College, Kupwara* (Name of educational Institute) has agreed to provide physical facilities with the minimum charges of contingencies as fixed by the University for MANUU's Learner Support Centre during the years 2019 at our Institute. To this effect, two copies of Memorandum of Understanding are signed and enclosed herewith. One copy of memorandum of Understanding may be returned to us for our office record after being duly signed by the Director, DDE.

1. The Institution shall abide by the Rules and Regulations of the University, in respect of the Learner Support Centre, as amended from time to time.
2. Further, it is agreed to provide the part-time services of the officials and staff for the years 2019.
3. Please find enclosed / the following have already been submitted:
  - a) Proposals for appointment of academic counselors for 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> years of B.A/B.Com/B.Sc/P.G with their Bio-Data, attested & verified photo copies of their educational qualifications along with the passport size photographs.
  - b) The names of two in service staff of this institution for the nomination of one Part-time Coordinator, clerk-cum Typist, Attendant and sweeper with their bio-data supported copies of their educational qualifications along with the passport size photographs are enclosed herewith.

Thanking you,

Yours Faithfully

  
Head of Institution (Principal)  
MANUU Learner Support Centre  
Kupwara  
(with stamp)

Date:

ORIGINAL LETTER

From:

The Secretary/President/Principal  
Of *Syad Degree College, Kupwara*  
MANUU Study Centre  
*135 GDC, Kupwara*

To

The Director  
Directorate of Distance Education  
Maulana Azad National Urdu University  
Gachhibowli, Hyderabad - 500 032.

Sir/Madam,

Sub: Memorandum of Understanding with Maulana Azad National Urdu University, (Directorate of Distance Education)-No objection to provide services of staff for Study Centre *135 GDC, Kupwara* 2016-18 years - Regarding.

- \*\*\*
1. The Managing Committee of *Syad Degree College, Kupwara (J&K)*
    1. (name of educational institute)
    - b. has agreed to provide physical facilities free of cost to run MANUU's Study Centre during the years 2016-18 at our institute. To this effect, two copies of Memorandum of Understanding are signed and enclosed herewith. One copy of Memorandum of Understanding may be returned to us for our office record after being duly signed by the Director, DDE.
  2. The Institution shall abide by the Rules and Regulations of the University, in respect of the Study Centre, as amended from time to time.
  3. Further, it is agreed to provide the part-time services of the officials and staff for the years 2016-18.
  4. Please find enclosed / the following have already been submitted:
    - a) Proposals for appointment of academic counselors for 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> years of B.A/B.Com/B.Sc/P.G with their Bio-data, attested & verified Xerox copies of their educational qualifications along with the passport size photographs.
    - b) The Names of two in service staff of this institution for the nomination of one Part-time Co-ordinator, Clerk-cum Typist, Attendant and Sweeper with their bio-data supported copies of their educational qualifications along with the passport size photographs are enclosed herewith.

Thanking you,

Yours faithfully

*[Signature]*  
Secretary/Principal  
MANUU Study Centre  
(With stamp)

Date: 30-01-2016

- iv. Have responsibility for running the Study Centre strictly under the guidance provided by DDE/University from time to time.
- v. He shall be the custodian to all records cashbook/pass book/chequebook and reconciliation with bank and assets pertaining to MANUU Study Centre.
- vi. Monitor, countersign all the bills bank accounts & concerned records of payment of Study Centre like cashbook/chequebook.
- vii. Maintain record for counseling session of centre

**III Maulana Azad National Urdu University will**

1. Nominate Honorary Head of the Institution and pay the honorarium at the rates fixed by the University.
  2. Nominate / Replace / Substitute any one in service staff as Part-time Co-ordinator out of two names recommended by the Head of the Institution and pay him/her honorarium at the rates fixed by the University.
  3. Nominate Part-time Class III and IV staff (purely on temporary and part-time basis) and other Study Centre functionaries on the basis of recommendation of the Co-ordinator and HOI and pay them honorarium at the rates fixed by the University.
  4. Provide, furniture and equipments for the Study Centre as per the University norms and guidelines based on the performance of the Study Centre and monthly imprest.
  5. Pay contingent charges and other honorarium for holding examinations in accordance with the University Guidelines.
- IV.** The Study Centre shall follow the Rules and Regulations / Directions issued by the University from time to time.
- V.** The University reserves the right to terminate this Memorandum of Understanding at any time in the best interests of the University without assigning any reason thereof.
- VI.** All disputes are subject to Hyderabad jurisdiction only.

Agreed upon and signed

On behalf of  
Maulana Azad National  
Urdu University

On behalf of the Host Institution

.....  
(Head of the Institution)

Place: Kurnool

.....  
Director, DDE, MANUU)

## MEMORANDUM OF UNDERSTANDING

(Regarding organisational responsibilities of the Study Centre

at.....*Govt. Degree College Kuphara, S.No. 135*.....)

Between: (i) Director, Directorate Distance Education, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032.

And

(ii) *Govt. Degree College Kuphara* .  
(Host Institution)

This Memorandum of Understanding will be in effect from 01.01.2020 to 31.12.2020

### I The Host Institution will

- a) Provide sufficient rooms with a space of approximately 800-1000 sq.ft for exclusive use of MANUU Study Centre without charging any rent.
- b) Provide halls / classrooms alongwith infrastructure & full cooperation to conduct examinations timely and counseling sessions as schedule by MANUU. Without any additional financial burden on the part of the University.
- c) Ensure security of the furniture, equipment & books or any other items provided by MANUU.
- d) Extend Library, Laboratory, Computer facilities and infrastructure to MANUU students for specialised programmes on mutually agreed terms.
- e) Return back all the assets to the University on closure of the Study Centre like furniture, equipment, Library books or any other itmes and records provided by the University immediately.

### II The Head of the Institution shall

- i. Recommend a panel of two in service staff from the same institution where our Study Centre is existing for the appointment of part-time Co-ordinator, alongwith one Clerk, one Attender & one Sweeper. The University reserves the right to nominate any one staff as part-time Co-ordinator alongwith supporting staff.
- ii. Propose the panel of part-time academic counselors alongwith their Bio-data and attested photocopies of academic qualification for consideration and appointment on temporary basis, for that academic year only.
- iii. Inspect the Study Centre whenever he/she likes and advise the Co-ordinator and also correspond with the Director, Directorate of Distance Education (DDE), Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032.
- iv. Have responsibility for running the Study Centre strictly as per Rules and guidance provided by DDE/University from time to time.

v. He shall be the custodian to all records and assets pertaining to MANUU Study Centre.

vi. Monitor, countersign all the bills bank accounts & concerned records of payment of Study Centre.

vii. Maintain record for counseling session of centre.

**III Maulana Azad National Urdu University will**

1. Nominate Honorary Head of the Institution and pay the honorarium at the rates fixed by the University.

2. Nominate / Change any one in service staff as Part-time Co-ordinator out of two names recommended by the Head of the Institution and pay him/her honorarium at the rates fixed by the University.

3. Nominate Part-time Class III and IV staff (purely on temporary and part-time basis) and other Study Centre functionaries on the basis of recommendation of the Co-ordinator and HOI and pay them honorarium at the rates fixed by the University.

4. Provide, furniture and equipments for the Study Centre as per the University norms and guidelines based on the performance of the Study Centre and monthly imprest.

5. Pay contingent charges and other honorarium for holding examinations in accordance with the University Guidelines.

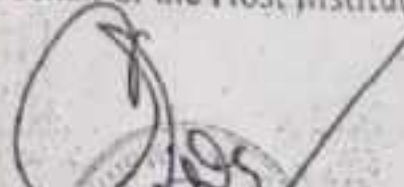
**IV.** The Study Centre shall follow the Rules and Regulations / Directions issued by the University from time to time.

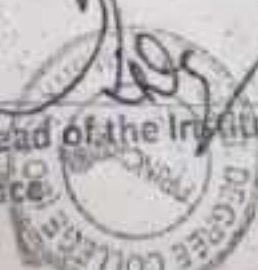
**V.** The University reserves the right to terminate this Memorandum of Understanding in the best interests of the University without assigning any reason thereof.

**VI.** All disputes are subject to Hyderabad jurisdiction only.

**Agreed upon and signed**

On behalf of the Host Institution

  
(Head of the Institution)  
Place



On behalf of  
Maulana Azad National  
Urdu University

.....  
Director, DDE, MANUU)

CONSENT LETTER

From:  
The Secretary/President/Principal  
Of .....  
MANUU Study Centre

To  
The Director  
Directorate of Distance Education  
Maulana Azad National Urdu University  
Gachhibowli, Hyderabad - 500 032.

Sir/Madam,

Sub: Memorandum of Understanding with Maulana Azad National Urdu University, (Directorate of Distance Education)-No objection to provide services of staff for Study Centre. 2012  
Calendar year - Regarding.

1. The Managing Committee of *Govt. Degree College Boys Kupnara*  
I. (name of educational institute)

- b. has agreed to provide physical facilities free of cost to run MANUU's Study Centre during the Calendar year 2012 at our institute. To this effect, two copies of Memorandum of Understanding are signed and enclosed herewith. One copy of Memorandum of Understanding may be returned to us for our office record after being duly signed by the Director, DDE.
2. The Institution shall abide by the Rules and Regulations of the University, in respect of the Study Centre, as amended from time to time.
3. Further, it is agreed to provide the part-time services of the officials and staff for the Calendar year 2012.
4. Please find enclosed / the following have already been submitted:
  - a) Proposals for appointment of academic counselors for 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> years of B.A/B.Com/B.Sc/P.G with their Bio-data, attested & verified Xerox copies of their educational qualifications alongwith the passport size photographs.
  - b) The Names of two in service staff of this institution for the nomination of one Part-time Co-ordinator, Clerk-cum Typist, Attender and Sweeper with their bio-data supported copies of their educational qualifications alongwith the passport size photographs are enclosed herewith.

Thanking you,

Yours faithfully

Secretary/Principal  
MANUU Study Centre  
(Stamp)

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade By NAAC)



**Directorate of Distance Education**

MANUU/DDE/19135/2021/1360

5<sup>th</sup> April, 2021

To  
The Co-ordinator  
MANUU Study Centre  
Govt. Degree College  
Kupwara - 193222  
J&K.

*Sub: Approval of MoU - LSCs- Govt. Degree College- Kupwara- Reg.*

\*\*\*

Sir,

Apropos subject & reference cited, it is to inform you that, the MoU of the MANUU, Learning Support Centre Govt. Degree College, Kupwara has been approved for the period of 1 year from 01.01.2021 to 31.12.2021.

We look forward for your Co-operations as per terms and conditions of the MoU, and as per norms of the University. Further, your are requested to send the proposal for the appointment of Part time Staff and academic counsellor at the earliest along with their credentials

This is for your information please.

Director

5/4/21

Copy to:  
The Regional Director  
MANUU Regional Centre-Srinagar

## MEMORANDUM OF UNDERSTANDING

(Between the Directorate of Responsibilities of the University of Allahabad and

The Ministry of Education for Academic Year 2020-21

Valid Only Between 1<sup>st</sup> January, 2021 and 31<sup>st</sup> December, 2021)

Executed on 01-01-2021 Day of by and Between:

1. Directorate of Distance Education, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500032, represented here by its Director

And

2. Principal Govt. Degree College Boys Kupriara -  
An Institution to function as recognized Learner Support Centre (LSC) of MANUU and represented here by its Principal

1. Directorate of Distance Education, Maulana Azad National Urdu University will

1. Approve the nomination of Head of the Institution recommended by the Host Institution.

2. Appoint any one of the in-service staff members (who shall be a regular teacher not below the rank of a qualified assistance Professor) as Co-Ordinator out of two names recommended by the Head of the Institution On Part Time basis.

3. Approve the engagement of providing academic as well as administrative support to its learners including supplying class III and IV staff and other facilities purely on part-time and temporary basis at the LSC on the recommendation of the Co-Ordinator and Head of the Host Institution.

4. The DDE MANUU extends to pay the honorarium and remuneration to all the approved personnel and engaged purely on temporary and part-time basis for services of the MANUU LSC at the MANUU LSC at the rates fixed by the University as per the admissibility.

5. Pay contingent charges and other entitled honorarium remuneration for conducting counseling sessions and also holding examinations in accordance with University norms.

6. The DDE MANUU will directly credit the remuneration or honorarium amount payable to all the entitled staff in their respective individual bank account through RTGS.

7. The DDE MANUU has the right to replace or remove the counselor of LSC on the basis of grievances received from the students regarding the performance of counselor and also seek a report from the Coordinator and Head of the Host Institution. Further directs the Regional / Sub-Regional Director of respective jurisdiction to enquire the case and cause of grievance and report to the University.

8. The DDE, MANUU have the right to inspect the facilities of host institution, which is functioning as a USC of DDE, MANUU as and when situation demands so.
9. The DDE, MANUU will finalize the admission of students for various distance education programs and communicate the list to respective MANUU USC.
10. The DDE, MANUU may also send mass e-group messages to the learners and coordinators of USC's on all academic activities.

11. The Host institution will

1. Ensure the availability of basic communication facilities such as telephone, internet and laptop or Desktop System etc. in addition to Office accommodation.
2. Provide Programme wise / Course wise sufficient rooms with exclusive space of approximately 800-1000 sq.ft for the day's use of MANUU USC.
3. Provide halls / classrooms along with infrastructure and should ensure the security of the furniture, equipment & books or any other items provided by the DDE, MANUU.
4. Extend Library, Laboratory, Computer facilities and infrastructure to MANUU students for specialized Programmes on mutually agreed terms.
5. Organize Pre admission entry counseling sessions for prospective learners to promote information about the courses in coordinator with Regional / sub Regional Director to enhance the Gross Enrolment Ratio (GER) in Distance Education Programs.
6. The USC need to conduct the induction meetings for distance education learners prior to the start of academic session.
7. Organize and conduct counseling sessions as schedule by the DDE, MANUU and also ensure fair conduct of examinations. Strictly adhering to the examination rules.
8. Return back all the assets to the University on closure of the USC like furniture, equipment, Library books or any other items and records Provided by the University.
9. An institution intends to be a MANUU USC and shall comply with the Act, Statutes, Ordinances and Regulations of the Maulana Azad National Urdu University.
10. Guidelines of MANUU USC shall comply with the new UGC (ODL) Regulations, 2017.
11. USC shall provide necessary learners support services which include support for all admissions related matters, additional learning resources through online mode, contact schedule of contact classes, assignments, lab practices and all other learner related queries.

12. The LSC should be located only within the jurisdiction of the MANU, Regional Centre or Sub-Regional Center.
13. The MANU LSC shall ensure the availability of the required number of qualified and competent counselors and non-teaching staff as per the guidelines of new regulations 2017.
14. No facilities of the MANU LSC shall be used for running programs of other institutions or private providers.
15. The host institution is not entitled to make any franchise arrangements with other institutions for MANU-DDE programs.
16. It is mandatory for every LSC to submit a self-disclosure report to the DDE, MANU periodically as prescribed by MANU.
17. No Money shall be collected by the MANU LSC from Distance Education Students for any kind of services provided by the DDE, MANU.
18. The host institution mandatorily to be operated by the Government Department / Higher Education Institution or affiliated college or an registered body of a Recognized society offering educational programs.
19. The coordinator in consultation with the Head of the Institution shall have to identify the list of counselors of different subjects / disciplines who are qualified and competent in conducting contact classes.
20. The coordinator of LSC shall have to maintain the learners data related to conduct of counseling sessions, assignments, examination and grievance redressal in hard and soft formats.

### III. The Head of the Host Institution (acting as MANU LSC) Shall

1. Recommend a panel of two in-service teachers from the same institution for the appointment of part-time Coordinator, along with one Clerk, one Attender & one safai Karamchari. The University reserves the right to nominate any one of the staff among the recommended as part-time Coordinator along with supporting staff.
2. Provide the details of Aadhar Card / PAN No. of Head of the Institutions; Co-ordinator or other Part Time employees and academic counselors.
3. Propose the panel of Part-time academic counselors along with their Bio-Data and attested photocopies of academic qualification for consideration and appointment on temporary basis, for that academic year only.
4. Supervise the activities of MANU LSC and advise the Coordinator if necessary and also correspond with the Director, Directorate of Distance Education (DDE), Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032.
5. Shall be responsible for running the LSC strictly as per the guidelines, academic schedule and standard operating procedures issued by the DDE-MANU from to time.

- 6. He shall be the custodian of all documents, records, cashbook, pass book, cheque book and reconciliation with bank and assets pertaining to MANUU.
- 7. Monitor to process and countersign all the bills, manage bank a/c, accounts and maintain concerned records of payment and receipts of the MANUU, LSC.
- 8. Maintain the record of database and attendance of enrolled students visiting for counseling sessions of each program offered at MANUU, LSC.

IV. The MANUU, LSC shall follow the Rules and Regulations / Directions issued by the University from time to time.

V. The MANUU, LSC should be able to maintain infrastructural facilities for a minimum strength of 50 students with good performance for its next renewal on MoU.

VI. The University reserves the right to terminate this Memorandum of Understanding at any time in the best interests of the University without assigning any reason thereof.

VII. The MANUU, LSC on the formats provided by the University should provide feedbacks from the stakeholders regularly to improve the quality of delivery programmes and the support services rendered.

VIII. All disputes are subject to Hyderabad jurisdiction only.

Agreed upon and signed

On behalf of  
The Host Institution

*[Handwritten Signature]*  
Head of the Institution  
PRINCIPAL  
GOVT. DEGREE  
KUPWARA

On behalf of  
Maulana Azad National Urdu University

*[Handwritten Signature]*  
DIRECTOR  
Director of Distance Education  
Maulana Azad National Urdu University  
GACHIBOWLI, HYDERABAD-500032

## Contract Agreement

This contract agreement has been executed on

22/5/21

by and between

National Institute of Electronics and Information Technology (NIELIT) is a constituent of the Department of Ministry of Electronics and Information Technology, Government of India, established in the year 1984. It is an Institute of Higher Education in the field of Electronics, Communication, Information Technology, Cyber Security, e-Governance, e-Learning and related fields. NIELIT Srinagar/Jammu, hereinafter, called as the Party of first part.

and

(Bapu) K Sharma

Principal, Jammu, IIT of J&K, through Principal, hereinafter, referred as the Party of second part.

Proposed under this Contract Agreement:

Whereas Party of the second part intends to impart training to its No. of Students undergraduates, in following course which shall benefit the students with up-to-date skills and award certificate.

1. Course 1: Course on Computer Concepts (CCC)

2. Course 2: System Programming

and whereas the party of the first part agrees to conduct the following trainings:

S.No	Name of Course	No. of hours	Total Charges (including fee, etc and GST)	No. of Students	Total Amount
1	Course 1 CCC	60	5222/2	165	861630/- 861630/-
2	Course 2 System Programming	40	6490/2	10	64900/2
3	Course 3				

The party of the first part shall also award certificate(s) to the successful candidates at the end of the training program (after due evaluation).

Therefore it is agreed by and between the parties here as under:

- The first party as first agrees to impart training to above students of the respective College. List of the students shall be provided by the Principal of the college.
- The proposed training course shall comprise classroom, lab sessions and self study sessions.
- The second party will release a training fee, as indicated above for the training which will include the cost of training, registration & evaluation of candidates and award of certificates to the successful candidates. The payment will be release by the College to NIELIT Srinagar/Jammu account in single instalment.
- The second party shall provide the infrastructure for the conduct of classes in their respective colleges.
- The first party will conduct the training on mutually agreeable terms and conditions.
- After the successful graduation and completion of above training programme a centralised Job Fair will be arranged for the successful candidates.
- In case of any dispute, the matter at first instance shall be resolved amicably by a sole arbitrator to be appointed by both the parties.
- All legal matter related to this contract agreement shall be subject to the courts available under the jurisdiction of J&K UT only.

The witness thereof the parties have set their hand to the agreement on the day and month and year first above written in the presence of the witnesses.

Director in Charge

Representative: NIELIT Srinagar/Jammu

Witness:

Name:

Designation:

Department:

Date: 22/5/21

Principal

Representative: Dr. Bapu K Sharma College, Address

Witness:

Name:

Designation:

Department:

Tel. 0194-2429810  
Fax 0194-2429810  
Ex. 2420078-2139, 2169

# Centre of Distance Education

THE UNIVERSITY OF KASHMIR  
(NAAC-Accredited Grade - "A")

Naseembagh, Srinagar Kashmir  
190008 India

No. E(EST-ST.CDE)KU/05

Dated 18-08-2005



Mr. Bashir Ahmad  
Principal  
Govt. Degree College,  
Kupwara.  
20/8

Subject: *Establishment of Study-cum-information Centre of Distance Education at Govt. Degree College Kupwara Kashmir.*

Sir,

Kindly refer our meeting on 17-08-2005 in your office chamber on the subject cited above. In this connection I would like to express my sincere thanks to you for acceding to our request in allowing us to establish a study-cum-information centre of the Centre of Distance Education at your College.

You are requested to kindly provide us the suitable accommodation for establishment of the Centre at your College. Further, you are requested to nominate the following supporting staff from your college for manning the said study centre :

- |    |                               |            |
|----|-------------------------------|------------|
| 1. | <i>Liaison Officer</i>        | <i>One</i> |
| 2. | <i>Professional Assistant</i> | <i>One</i> |
| 3. | <i>Clerk</i>                  | <i>One</i> |
| 4. | <i>Orderly</i>                | <i>One</i> |

The officials shall be required to work after office hours and on Sundays as provided under rules. They shall be paid monthly honorarium as per the approved rate of the University.

Yours faithfully,

Dr. Shaflqa Parveen  
Director  
18/8



# GOVERNMENT DEGREE COLLEGE KUPWARA

Email: kcollege786@gmail.com Phone No. 9419036917

## Memorandum, of Understanding Between Govt. Degree College Kupwara & Chanakya IAS Academy (Srinagar Centre)

This Memorandum of understanding is entered on 5<sup>th</sup> day of July 2021 by and between *Govt. Degree College Kupwara and Chanakya IAS Academy Srinagar*. Both the parties agreed to conduct the counseling Programmes, Workshops etc. for the Civil Service aspirants of the District Kupwara in collaboration.

### **This MOU will enable the parties to:**

1. Serve the student community.
2. Serve the Aspirants for Civil Services Examinations.
3. Serve the weaker sections of the society, which are educationally backward and lack awareness.

Agreed upon and signed on behalf of,  
Govt. Degree College Kupwara.

  
Principal

On behalf of Chanakya IAS Academy,

  
Administrator



## GOVERNMENT DEGREE COLLEGE KUPWARA

Email: kcollege786@gmail.com Phone No. 9419036917

### Memorandum, of Understanding Between

Govt. Degree College Kupwara

&

Department of Fisheries, District Kupwara

The Department of fisheries, District Kupwara will provide access to the students of this College, to Trout and carp farms. The experts of the Department shall demonstrate the culture techniques to the students. They will also provide seeds and samples of fishes for the Zoology Lab of this College.

The Govt. Degree College Kupwara (Department of Zoology) will Provide expert opinion, awareness Programmes for fishermen and the students regarding self employment and Economic prospect of composite and integrated fish culture.

#### This MOU will:

- Benefits the students in terms of awareness regarding Pisciculture.
- Choose Fisheries and fish culture as profession.
- Lessen the pressure on Govt. Jobs.
- Enable fishermen to carryout the culture practices on scientific basis.
- Promote integrated and composite fish culture as profession.

Agreed upon and signed on behalf of  
Govt. Degree College Kupwara.

*Principals*  
Principal

on behalf of Department of Fisheries

*Asstt. Director Fisheries Kupwara*  
Asstt. Director Fisheries Kupwara

# GOVERNMENT DEGREE COLLEGE KUPWARA

Email: kcollege786@gmail.com Phone No. 9419036917



## Memorandum, of Understanding Between Govt. Degree College Kupwara & Municipal Council Kupwara

This Memorandum of understanding is entered on 1<sup>st</sup> day of October 2021 by and between *Govt. Degree College Kupwara and Municipal Council Kupwara*. Both the parties agreed to conduct the awareness Programmes, extension Services, Public Rallies etc. regarding Swachhta, Environmental protection, Plantation drives etc. in collaboration. The Municipal Council Kupwara will also conduct cleanliness drives in the college whenever it is required.

This MOU will help:

1. To make people aware about the needs of Swachhta for healthy Environment.
2. To protect the Environment of the District.
3. To safeguard and promote green cover of the District.
4. To prevent Environmental Pollution.

Agreed upon and signed on behalf of,  
Govt. Degree College Kupwara.

  
Principal

Principal  
Govt Degree College  
Boys Kupwara

On behalf of Municipal Council Kupwara,

  
Chairman Municipal Council Kupwara  
PRESIDENT  
MUNICIPAL COUNCIL  
KUPWARA



JAN SHIKSHAN SANSTHAN

Ministry of Skill development and entrepreneurship  
(Govt. of India)

HEAD OFFICE:BRANWARI, NEAR DISTRICT SOCIAL WELFARE OFFICE KUPWARA  
TEL.NO. -01955-253302 7889506363



Letter No. JSS/kup/203/159/kup/2020-21

Date 07/09/20

Principal  
Govt degree college  
Kupwara

**Subject : Approval for conducting of training courses.**

Esteemed sir,

With high regards want to state that in continuation to this office letter no. jss/kup/203/159/kup/2020-21 Dated 07.09.2020.It is stated that you can also conduct the following attached courses on nominal course fee as shown blow, which is to be collected for this office from the trainees belonging to Gen/ OBC categories . There shall be no course fees for the candidates of ST/SC categories. you are directed to submit the registration form of trainees honorarium contract of instructor with 7 days .

Director  
Mohd iqbal najar  
JSS kupwara MSDE Govt.of India  
7889506363



OFFICE OF THE PRINCIPAL  
GOVT. DEGREE COLLEGE (BOYS) KUPWARA, J&K- 193222  
Email: kcollege786@gmail.com Phone: 9419036917

No: GDCK/20/717 Dated:- 17/09/2020

Jan Shikshan Sansthan (Under Ministry of Skill Development and Entrepreneurship), in collaboration with the College is seeking admission from the interested candidates for following short-term Skill based courses as per the details given below.

S. No	Course Name	Course Duration	Eligibility	Course Fee (General/OBC Categories)	Course Fee (SC & ST Categories)
01	NIELET 'O' Level Foundation Course in Computer Applications	01 Year	12 <sup>th</sup> Pass or Above	16500	<b>Free for ST/SC Candidates</b>
02	MS Office	06 Weeks	12 <sup>th</sup> Pass or Above	2000	
03	Website Designing	06 Weeks	12 <sup>th</sup> Pass or Above	2000	
04	Tally	06 Weeks	12 <sup>th</sup> Pass or Above	2000	
05	Hardware & Networking	06 Weeks	12 <sup>th</sup> Pass or Above	2000	

For any clarification feel free to contact on [pironline.amu@gmail.com](mailto:pironline.amu@gmail.com)

Sd/  
Principal

Copy to:

1. Director, JSS Kupwara, MSDE Govt of India.
2. Convenor NAAC/IQAC.
3. File.

**Announces**  
**Invitation of Application Forms for Skill Development Training Programme**  
**On the following Courses.**

S.No.	Course Name	Duration	Eligibility	Course Fee	
				For Gen/OBC Categories	For ST/SC Categories
1	Nielit 'O'Level-Foundaton Computer Application Course in	1 Year	12th Pass or Above	16500	
2	Certificate Course in Machine Operation viz (Lathe, Milling & Drilling)	1 Year	10 <sup>th</sup> Pass or Above	50000	
3	Autocad (Civil)	6 Weeks	12th Pass or Above	2000	
4	Revit Architecture	6 Weeks	12th Pass or Above	2000	
5	Stadpro	6 Weeks	12th Pass or Above	2000	
6	MIS Office	6 Weeks	12th Pass or Above	2000	
7	Website Designing	6 Weeks	12th Pass or Above	2000	
8	Typing	6 Weeks	10th Pass or Above	700	
9	Tally	6 Weeks	12th Pass or Above	2000	
10	Hardware & Networking	6 Weeks	12th Pass or Above		
11	And Other Courses as per potential	6 Weeks	12th Pass or Above		

**Free for ST/SC**

For Skill Development Training Programme  
 For ST/SC Categories  
 Free for ST/SC