



Memorandum of Understanding (MOU)
Between
Mahatma Hansraj Faculty Development Centre, Hansraj College, University of Delhi
and
Mata Sundri College for Women, University of Delhi

As per the proposal for Faculty development programme received at MHRFDC Office from Mata Sundri College for Women (7th October to 12th October, 2019), the following terms and conditions are agreed upon by the two parties:

Expenditure to be borne by the Host Institution (Mata Sundri College for Women)

1. Registration Kits for participants at the time of Registration on 7th October, 2019 at 8:30 am.
2. Flex, Standy etc.
3. Photography and Videography of all sessions (7th to 12th October, 2019).
4. Mementos / Pots/ Gifts for speakers / Chief Guest.
5. Group Photograph of all participants.
6. Working Lunch, Morning and Evening Tea arrangement for Participants and Resource Persons.
7. Payment of one Coordinator from MHRFDC (Rs. 5,000 per week).

Expenditure to be borne by MHRFDC

1. Remuneration of Resource Person with T.A. (i.e. Rs. 2,500 per session) will be provided by MHRFDC.
2. Certificates to all participants, and Programme Coordinator, Convener will be provided by MHRFDC.



3. Reimbursement of accommodation cost (preferably in Delhi University International Guest House, Delhi University Guest House, Delhi University hostel) for outside Delhi Participants.
4. Reimbursement of accommodation cost (preferably in Delhi University International Guest House, Delhi University Guest House, Delhi University hostel) for outside Delhi Resource Persons.
5. Provide/ Reimburse Travelling allowance to Outside Delhi participants (3rd AC by Train, Deluxe Bus, etc.)
6. Provide/ Reimburse Travelling allowance to Outside Delhi Resource Person (Economy Class Air Fare of Air India or 2nd AC by Train, taxi, car etc.)

List of Requirements from Host Institution (Mata Sundri College for Women)

1. Proposal from host institution (Mata Sundri College for Women)
2. Draft Brochure of the Faculty Development Programme (FDP) (including the names in MHRFDC Team) which includes the last date of registration, and the confirmation date about selection to participants.
3. Schedule (7th to 12th October, 2019) of FDP with details of session topics and the name of resource person's details.
4. No registration fee is to be taken from participants and the same should be printed on the Brochure of FDP.
5. Filling and submission of Registration form for FDP will be through MHRFDC website/ Google form.
6. Make Criteria for shortlisting the participants, if the registration crosses the desired number of registrations.
7. Summary of all sessions (Day wise)
8. Complete Programme Report to be submitted at the end of the programme.

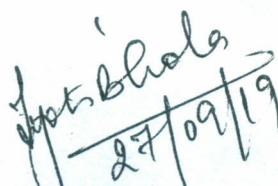


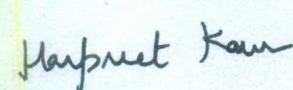
9. Relieving letters from participants are to be collected and submitted to MHRFDC or Undertaking from those who have not submitted the relieving letter.
10. A minimum criterion of attendance is to be met for issuance of FDP Certificate.
11. Assessment / Test of FDP (Last Day).
12. Maximum two Sessions can be given to a single resource person.
13. Complete Registration Sheet for Registration on first day of FDP (i.e. 7th October, 2019) is to be provided to MHRFDC.
14. Attendance and Feedback form of all sessions (sheets will be provided by MHRFDC)

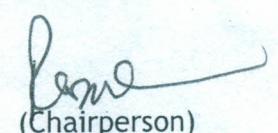
NOTE:

- The Terms and Conditions of MHRFDC in reference to collaboration with other institutions are subject to change programme wise in light of the proposal and fund available with the Centre.


(Programme Coordinators)
Mata Sundri College for Women


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27/10/19
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MHRFDC
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