MAHATMA HANSRAJ FACULTY DEVELOPMENT CENTRE
A centre of MoE, Government of India, under PMMMNMTT scheme
Hansraj College, University of Delhi
NAAC A+ CGPA 3.62, NIRF Rank #9
Malka Ganj, Delhi-110007

Website: www.mhrfdc.in   **Email:** fdp.hrc@gmail.com

Memorandum of Understanding (MoU)
between
Mahatma Hansraj Faculty Development Centre, Hansraj College, University of Delhi
and
Vivekananda College, University of Delhi

This is in reference to your proposal received at MHRFDC through an email regarding conduct of a Faculty Development Programme on **"Microsoft Tools for Creating Effective Teaching and Learning Environment"** (via online mode). We are pleased to inform you that we are interested in the same for the dates **(7th June to 13th June, 2021)**. The following terms and conditions are agreed upon by the two parties:

1. Registration fee of **Rs. 1500** per participant will be charged by MHRFDC.
2. Registration fee is **non-refundable,** which will also be mentioned on the Brochure clearly.
3. The registration link for the programme will be generated and the meeting will be hosted by MHRFDC (preferably on zoom or on any other available platform).
4. Brochure of the programme must be circulated in public domain, minimum at least 15 days before the programme.
5. Remuneration to Catch a Cloud LLP (**@ Rs. 1,000+GST** per participant) will be done by MHRFDC through NEFT/RTGS.
6. Preferably a maximum of two sessions should be given to a single resource person.
7. Attendance of participants in all sessions will be taken and monitored by MHRFDC team.
8. A minimum criterion of attendance is to be met for issuance of FDP Certificate.
9. Feedback form link will be circulated by MHRFDC team after the valedictory session of the programme.
10. Registration for FDP will be through online mode only, Google form/ MHRFDC website link will be provided by MHRFDC.
11. E-certificates to all participants, convener, coordinator and appreciation letters to resource persons will be provided by MHRFDC.
12. Online programme link (zoom / online available platform) will be shared by MHRFDC in the participant's whatsapp group and through email.
13. Rules and regulations about the programme will be shared by MHRFDC team through whatsapp/ email in the participant's group, one day before commencement of the programme.

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List of requirements from host institution (Vivekananda College)

1. Proposal from host institution (Vivekananda College, University of Delhi).
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 of participants.
3. **Programme Schedule** (7th June to 13th June, 2021) of FDP with details of session topics and the name of resource persons will be provided by the host institution at least two days before the start of the programme.
4. The coordination with the resource persons and coordination of the sequence of events during the programme will be carried out by the coordinator of the programme from host institution.
5. Assessment / Test of FDP will be taken online by the host institution (daily basis/ last day) as applicable.
6. The **report** (both session wise and consolidated) of the programme must be mailed by the Programme Convener/Coordinator to MHRFDC (**fdp.hrc@gmail.com**) within **three days** of the completion of the programme.
7. Composition of host institution team:
   i) Chief Patron (Principal/Director/Vice-Chancellor/ Head of the Institution)
   ii) Convenor (One)
   iii) Coordinator (One)
   iv) Member of organizing team (maximum two)

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 generated through the registration fee / availability of funds with MHRFDC.

Date: 11th May, 2021

Vanita Sondhi

(Programme Convenor/ Coordinator)
Vivekananda College, University of Delhi

(Coordinator)
MHRFDC

(Principal)
Vivekananda College, University of Delhi

(Chairperson)
MHRFDC