



Surya Sen Mahavidyalaya

Siliguri



ASSESSMENT PERIOD
2018-2019 TO 2022-2023

SUPPORTING ATTACHMENTS

CRITERION – 6

Key Indicator- 6.2 Strategy Development and Deployment

6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Contents:

- a) West Bengal Govt. Order for Implementation of NEP through Four Year Under Graduate Program**
- b) Admission Notice of the University of North Bengal, the Affiliating University**
- c) Soft Copy of MOU with Plassey College**
- d) Soft Copy of MOU with IIGST**
- e) Soft Copy of MOU with Anudip Foundation**
- f) Soft Copy of MOU with Bajaj Finserv Ltd.**

a) West Bengal Govt. Order for Implementation of NEP through Four Year Under Graduate Program

**Government of West Bengal
Department of Higher Education
College Sponsored Branch
Bikash Bhavan, 6th Floor: Salt Lake, Kolkata – 700 091**

No. 354- Edn(CS)/10M-95/14

Date: 2nd June 2023

NOTIFICATION

Sub: Online admissions for the Academic Session 2023-2024 to all UG Courses

The results of the West Bengal Higher Secondary Examination 2023 and equivalent examinations have been announced in the month of May 2023. This Department has received queries from different State-aided Universities & Colleges regarding the admission modalities to be followed by them for the ensuing academic session 2023-2024.

The Expert Committee, constituted regarding implementation of the **National Curriculum and Credit Framework (NCCF)**, vide UGC D.O. No. 1-1/2021(QIP)(CBCS) dated 31.01.2023, has recommended the implementation of NCCF for 4-years UG programmes from the academic year 2023-2024 in all Government/ aided Higher Educational Institutions (HEIs) in the State through optimum utilization of existing resources or self-mobilization of additional resources, pending receipt of additional financial assistance. The competent authority in the State Government has accepted the recommendations of the Expert Committee and decided to introduce 4 year UG level programme in all HEIs, as stated above, from academic session 2023-2024.

Besides, the Centralized Admission Portal, which has been developed based on existing 3-years degree UG programme, shall have to undergo suitable modifications regarding the Institution-level admission rules/subject combination/ fee structures etc. across the State. In view of the time constraints required for such modifications in the Portal and the preparedness of the Universities to implement NCCF as reported by the Expert Committee, it is hereby informed to all concerned that the admissions to all Under Graduate programmes in the State-funded Higher Education Institutions in West Bengal for the ensuing academic session 2023-2024 shall be made online in Standalone mode, like previous years, as per the schedule & modalities detailed below:

Schedule:

For Under Graduate Programmes (1st semester admission)

- a) Date of opening of Standalone Online Portal for Application for UG programmes – 01st July 2023
- b) Submission of Applications in the Standalone Online Portal for UG programmes by- 15th July 2023
- c) Publication of Merit Lists in UG programmes by - 20th July 2023
- d) Completion of Admission at the UG programmes by - 31st July 2023
- e) Start of 1st Semester classes of UG programmes on - 1st August 2023

However, beyond the above schedule the willing HEIs may reopen their Standalone Admission Portal for another 02 (two) phases, if required, subject to availability of vacancies at the Institution level. But it is advised that the entire process of admission at UG level be completed positively by 31st August 2023.

Modalities:

- 1) On-line admission process should be done strictly based on merit. Prospective students should not be called for counseling or verification of documents during the process of admission. No physical presence will be required at the HEIs.
- 2) No Charges shall be taken from the students for (i) scanning/ uploading of documents for online admission and (ii) providing/ making available the application form/ prospectus of admission in all UG level programmes like last year.
- 3) Eligible applicants should be informed directly by the HEI authorities through letter or e-mail or telecommunication.
- 4) Payment of fees should be done only through e-payment or designated banks and not physically at the colleges.
- 5) List of eligible applicants should be handed over to the designated bank branches for verification during payment through banks. Banks will receive admission fees based on merit list.
- 6) All testimonials are required to be uploaded online during application. Verification of documents, if required, should be done only when the students report for the classes in due course. Admission will be cancelled if the documents are found not in conformity with the declaration in the forms submitted on-line.
- 7) All Stakeholders shall adhere to the COVID-19 norms/ protocol, issued by the Government from time to time.

Vice-Chancellors/ Registrars of all State-aided Universities are requested to take necessary steps in this regard, including issuance of suitable instructions to all the affiliated institutions. However, the Netaji Subhas Open University shall follow the time schedule as per guidelines of Open Distance Learning as done last year.

This advisory does not apply to admission to teacher training courses such as B.Ed., B.P.Ed., M.Ed., or M.P.Ed. or PG and higher-level courses etc., for which a separate Notification will be issued.

This is issued with the approval of competent authority and will remain in effect until further order.

Sd/- S. Basuray
Senior Special Secretary

Copy forwarded for taking necessary action to the: -

- 1) Director of Public Instruction., West Bengal, Bikash Bhawan, Kolkata-700091; ---- She is requested to send copy to each Govt./Govt. aided College for taking necessary action.
- 2) Registrar, University of Calcutta, College Street, Senate House, Kolkata- 700073;
- 3) Registrar, Jadavpur University, Jadavpur, Kolkata- 700032;
- 4) Registrar, University of Burdwan, Rajbati, Burdwan, Pin-713104;
- 5) Registrar, University of Kalyani, Nadia, Pin-741235;
- 6) Registrar, Rabindra Bharati University, 56A, B.T. Road, Kolkata- 700050;
- 7) Registrar, University of North Bengal, Raja Rammohanpur, North Bengal, Darjeeling, Pin-734013;
- 8) Registrar, Vidyasagar University, P.O.- Vidyasagar, Paschim Medinipur, Pin- 721102;
- 9) Registrar, Netaji Subhas Open University, DD-26, Salt Lake, Sector-I, Kolkata- 700064;
- 10) Registrar, West Bengal State University, Barasat, Berunanpukuria, North 24 Pgs. Pin- 700126;
- 11) Registrar, Gour Banga University, N.H.34, Mokdumpur, Malda, Pin- 732103 ;
- 12) Registrar, Presidency University, 86/1, College Street, Kolkata- 700073;
- 13) Registrar, Sidhu Kanho Birsha University, Purulia Campus, J.K. College, Purulia, Pin-723101;
- 14) Registrar, KaziNazrul University, Kalla, Asansol, Burdwan, Pin-713304;
- 15) Registrar, Cooch Behar Panchanan Barma University, Cooch Behar;
- 16) Registrar, Diamond Harbour Women's University, Sarisha, South 24 Pgs, Pin- 743331;
- 17) Registrar, Bankura University, Bikna, Bankura, Puabagan, Pin-722146;
- 18) Registrar, Raigunj University, College Para, Raigunj, Uttar Dinajpur, Pin-733134;
- 19) Registrar, Sanskrit College & University, 1, Bamkim Chatterjee Street, Kolkata- 700073;
- 20) Registrar, Baba Saheb Ambedkar Education University, 25/2 & 25/3, Ballygunge Circular Road, Kolkata- 700019;
- 21) Registrar, Rani Rashmoni Green University, Singur Government General Degree College Campus, Singur, Hooghly;
- 22) Registrar, Mahatma Gandhi University, West Bengal, Kanchanpur, Jalpai, NH 116, Pin-721628;
- 23) Registrar, Sadhu Ram Chand Murmu University of Jhargram, Jhargram Raj College Campus;
- 24) Registrar, Kanyashree University, Krishnagar, Nadia, Pin -741101;
- 25) Registrar, Hari Chand Guru Chand University, Gaighata, North 24 Parganas, Pin -743245;
- 26) Registrar, Biswa Bangla Biswabidyalaya, Shibpur, Bolpur, Birbhum;
- 27) Registrar, Murshidabad University, K.N. College Campus, Baharampore, Murshidabad;
- 28) Registrar, Dakshin Dinajpur University, Balurghat, Dakshin Dinajpur;
- 29) Registrar, Alipur Duar University, Alipur Duar College, Alipur Duar;

- 30) Registrar, Hindi University, Arupara, Howrah;
- 31) Registrar, Darjeeling Hills University, ITI Campus, Mungpoo, Darjeeling;
- 32) Vice-Chairperson (Academic), West Bengal State Council of Higher Education, ASANNA, New Town, Kolkata- 700156;
- 33) Special Secretary, University Branch, Higher Education Department, Bikash Bhawan, Kolkata-700091;
- 34) Senior Special Secretary, Appointment Branch, Higher Education Department, Bikash Bhawan, Kolkata-700091;
- 35) Special Secretary, Establishment Branch, Higher Education Department, Bikash Bhawan, Kolkata-700091;
- 36) Senior Special Secretary, IT Cell, Higher Education Department, Bikash Bhawan, Kolkata-700091-- He is requested to arrange for uploading a copy in this Department's website;
- 37) Private Secretary to the Hon'ble M.I.C, Higher Education Department, Bikash Bhawan, Kolkata-91;
- 38) Sr. PS to the Principal Secretary, Higher Education Department, Bikash Bhawan, Kolkata-91;
- 39) Office Copy.


Deputy Secretary

b) Admission Notice of the University of North Bengal, the Affiliating University

UNIVERSITY OF NORTH BENGAL

ACCREDITED BY NAAC WITH GRADE "B++"



समानो मन्त्र समिति समानो

OFFICE OF THE PRINCIPAL SECRETARY COUNCIL FOR UNDER GRADUATE STUDIES

Ref. No.: 144/UG-23

CIRCULAR

Dated: 19/06/2023

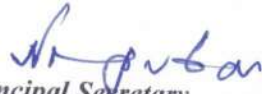
*The Principals / Teachers-in-Charge / Officers-in-Charge
Of all Degree Colleges affiliated to the University of North Bengal*

Madam/Sir,

This is for information to Principals / Teachers-in-Charge / Officers-in-Charge of all Degree Colleges affiliated to the University of North Bengal that the Guidelines (as per Annexure – I & II) for online admissions to B.A. /B.Com. /B.B.A. /B.Sc. /B.C.A. Courses under the **New Curriculum and Credit Framework (NCCF), 2022** for the Academic Session 2023-2024, are to be strictly followed. Principals / Teacher-in-Charges / Officer-in-Charges of all Degree Colleges affiliated to the University of North Bengal are requested to take necessary action strictly as per the Guidelines attached herewith.


Attached further kindly also find the notification **No. 354-Edn (CS)/10M-95/14 dated: 2nd June, 2023** as issued by the Government of West Bengal, Department of Higher Education for strict adherence.

The matter may kindly be treated as **MOST URGENT**.


Principal Secretary
Council for Under Graduate Studies
University of North Bengal

Copy for information

1. *The Honourable Vice-Chancellor, University of North Bengal.*
2. *The Registrar (Officiating), University of North Bengal.*
3. *The Inspector of Colleges, University of North Bengal.*
4. *The Controller of Examination, University of North Bengal.*


Principal Secretary
Council for Under Graduate Studies
University of North Bengal

UNIVERSITY OF NORTH BENGAL

ACCREDITED BY NAAC WITH GRADE "B++"




Guidelines for Admission

It is notified to the **Principals of all Degree Colleges** affiliated to the **University of North Bengal** that the following dates have been decided for admission to and commencement of **1st Semester B.A. /B.Com. /B.B.A. /B.Sc. /B.C.A. Courses under the New Curriculum and Credit Framework (NCCF), 2022** for the **Academic Session of 2023-2024**.

1. *Date of opening of Online Portal for Application for Under Graduate Courses – 1st July, 2023*
2. *Completion of Applications in the Online Portal for Under Graduate Courses by– 15th July, 2023*
3. *Publication of Merit Lists in Under Graduate Courses by – 20th July, 2023*
4. *Completion of Admission at the Under Graduate Courses by- 31st July, 2023*
5. *Start of 1st Semester of Under Graduate Courses on – 1st August, 2023*
6. *Proposed last date of submission of Registration Form Online: at www.nbu.ac.in - 1st September, 2023*
7. *Colleges are requested to keep the students' strength for each subject within the intake capacity as sanctioned by the University as required by the New Curriculum and Credit Framework, for the Four Year Undergraduate Program with Single Major, and follow the reservation policy of Government of West Bengal Strictly. In case of any violation, the University shall take appropriate action as deemed fit. Registrations, of all students who have been admitted, exceeding the approved intake of the University shall be automatically cancelled in order of their dates of admission in the respective Colleges.*
8. **No Online Admission shall take place after expiry of the last date of Admission as per this Notification. Registration of any candidate who has been admitted after expiry of the last date of admission shall be automatically cancelled. Requests for extension of the last date of Admission after the expiry date shall not be entertained by the University under any circumstances.**
9. **A student may be admitted B.A. /B.Com. /B.B.A. /B.Sc. /B.C.A. Courses under the New Curriculum and Credit Framework (NCCF), 2022 for a Four Year Undergraduate Program with Single Major after passing the Higher Secondary Examination conducted by the West Bengal Council of Higher Secondary Education or examinations conducted by Indian School Certificate (ISC) or Central Board of Secondary Education (CBSE) or any Other Board recognized as equivalent provided he/she has passed in at least four subjects with English as Compulsory Subject (refer to Annexure – III).**

be

10. Reservation of Seats for Online admission into B.A. /B.Com. /B.B.A. /B.Sc. /B.C.A. Course FYUG Program, for SC / ST / OBC-A / OBC-B / EWS and persons with disabilities are to be maintained as per the relevant G.O.'s. (5% Reservation of Seats for persons with disabilities vide G.O. No. 1084(20)-Edn (U)/EH/IU-89/13 dated 07.12.2018) and also considering the amendments as proposed in notification No. : 621-Edn(U)/EH/IU-89/13, dated 25.06.2015 issued by the Department of Higher Education Government of West Bengal and No. 339/Edn(CS)/OM-74L/2023 dated 26.05.2023 issued by the Department of Higher Education Government of West Bengal.


Principal Secretary
Council for Under Graduate Studies
University of North Bengal

19/06/23

UNIVERSITY OF NORTH BENGAL

(Attention of the Colleges is also drawn to the following points)

Admission to all Major Courses will be based strictly on merit. Merit shall be calculated as per the following norms (for Major subject studied at +2 level):

Merit = {Marks obtained in English + Marks obtained in the subject opted for as Major + best marks of other two subjects [Excluding the subject opted for Major and English]} /4.

If the Student does not have the specific subject opted for Major in his / her previous Course, the procedure for Merit Calculation will be as follows:

Merit = {Marks obtained in English + Best Marks obtained in other three of subjects} /4.


A single Merit List is to be prepared taking applicants from all recognized Boards together, vide Circular no. 359/UG-10(115) dated 22.06.2010, issued by the Office of the Secretary, Under-Graduate Council, University of North Bengal.

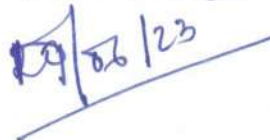
It is also advisory to the Colleges that colleges shall offer Major in subjects for which it has adequate number of teacher(s) as per UGC and University norms. All Colleges shall have to ensure adequate infrastructural facilities for all its examinees appearing from the respective Centers (Colleges).

The Council also resolved that "all students of *Higher Secondary (Vocational) Course [X + 2 levels]* shall be admitted only in the **Three year Under Graduate Degree Course with Single Major**.

Applications seeking permission for admissions by any candidate to any college affiliated to the University of North Bengal after the last date of online admission shall not be entertained by the University Authorities under any circumstances. Principals are further requested not to forward any applications to the University Authorities of any such candidates seeking admission to any College.

Principals of all Degree Colleges affiliated to the University of North Bengal are requested to strictly adhere to the above mentioned stipulations of the online admission process.


Principal Secretary
Council for Under Graduate Studies
University of North Bengal



List of Recognized Boards/Councils-2023

Sl. No.	Board / Council
1	International General Certificate of Secondary Education
2	Aligarh Muslim University, Aligarh
3	Andhra Pradesh Open School Society
4	Assam Higher Secondary Education Council
5	Assam Sanskrit Board (Guwahati)
6	Banasthali Vidyapith
7	Bhutan Higher Secondary Education Certificate (BHSEC)
8	Bihar Board of Open Schooling and Examination, Patna, Bihar
9	Bihar Intermediate Education Council, Patna (BIEC)
10	Bihar Sanskrit Shiksha Board, Patna
11	Bihar School Examination Board, Patna
12	Bihar State Madrasa Education Board, Patna
13	Board of High School and Intermediate Education, Uttar Pradesh
14	Tamil Nadu Board of Higher Secondary Education
15	Andhra Pradesh Board of Intermediate Education
16	Uttarakhand Board of School Education
17	Haryana Board of School Education
18	Board of Secondary Education, Odisha
19	Board of Secondary Education, Andhra Pradesh
20	Board of Secondary Education, Rajasthan, Ajmer
21	Board of Secondary Education, Assam, Bamunimaidan, Guwahati
22	Board of Secondary Education, Manipur, Imphal
23	CBSE I (CBSE International)
24	Central Board of Secondary Education, New Delhi
25	Chhattisgarh Sanskrit Board, Raipur
26	Chhattisgarh Board Of Open School Raipur
27	Chhattisgarh Board of Secondary Education, Raipur
28	Chhattisgarh Madrasa Board
29	Council for the Indian School Certificate Examination
30	Council of Higher Secondary Education, Manipur
31	Council of Higher Secondary Education, Odisha
32	Dayalbagh Educational Institute (Deemed University), Agra
33	Edexcel, London (Uk)
34	Goa Board of Secondary & Higher Secondary Education
35	Gujrat Secondary & Higher Secondary Education Board
36	Himachal Pradesh Board of School Education
37	International Baccalaureate
38	Jamia Milia Islamia, New Delhi
39	Jammu & Kashmir State Board of School Education
40	Jharkhand Academic Council, Ranchi
41	Karnataka Board of the Pre-University Education
42	J S S Karnataka Open School
43	Karnataka Secondary Education Examination Board
44	Higher Secondary Education Govt. of Kerala, Thiruvananthapuram
45	Kerala Board of Public Examinations
46	Kerala State open School, Thiruvananthapuram
47	Madhya Pradesh Board of Secondary Education
48	Madhya Pradesh State Open School ,Bhopal
49	Maharashtra State Board of Secondary & Higher Secondary Education
50	Maharishi Patanjali Sanskrit Sansthan, Bhopal

51	Meghalaya Board of School Education
52	Mizoram Board of School Education
53	Nagaland Board of School Education
54	National Institute of Open Schooling, Noida (Not eligible for Pharmacy course)
55	Punjab School Education Board
56	Rajasthan State Open School, Jaipur
57	Rajiv Gandhi University of Knowledge Technologies, Hyderabad
58	Rastriya Sanskrit Sansthan
59	School Education Department, Govt. of Tamil Nadu
60	Telangana Open School Society
61	Telangana Board of Intermediate Education
62	The Haryana Open School
63	The Jammu & Kashmir State Open School
64	The Kerala State Higher Education Council
65	The West Bengal Council of Rabindra Open Schooling
66	Tripura Board of Secondary Education
67	U. P. Board of Secondary Sanskrit Education Council
68	Uttar Pradesh State Open School Board
69	Uttanchal Siksha evam Pariksha Parisad
70	Vishwa Bharti University, Shanti Niketan, Birbhum, WB
71	Vocational Higher Secondary Education Department, Govt. of Kerala
72	West Bengal Board of Madrasa Education
73	West Bengal Council of Higher Secondary Education
74	West Bengal State Council of Vocational Education & Training

W. P. Sen
Principal Secretary
Council for Under Graduate Studies
University of North Bengal

19/08/23

c) Soft Copy of MOU with Plassey College


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

18/11/2020

MEMORANDUM OF UNDERSTANDING

ON EXCHANGE OF
STUDENT, STAFF & FACULTY

BETWEEN

SURYA SEN MAHAVIDYALAYA

&

PLASSEY COLLEGE

(b)
29/6/2020
Dr. P. K. Mishra
Principal
Surya Sen Mahavidyalaya
Siliguri-734004


Principal
Plassey College
Mirabazar, P.O. - 734002, Nadia

(b)
DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

The Memorandum of Understanding (MoU) is effective as of 01/07/2020 (Effective date) to establish an affiliation by and between

Surya Sen Mahavidyalaya, Siliguri, a West Bengal Government Aided undergraduate degree College with its office at Surya Sen Colony, Block B, Siliguri, Dist.: Jalpaiguri, West Bengal (India), Pin: 734004, established in 1998 affiliated to University of North Bengal, hereinafter referred to as SSM and represented by its Principal, referred to as FIRST PART,

AND

Plassey College, a West Bengal Government Aided undergraduate Degree College with its office at Ramkrishna Mira Bazar, P.O : Plassey, District : Nadia, West Bengal (India), Pin: 741156, established in 2010, hereinafter referred to as PC and represented by its Principal, referred to as SECOND PART, for the purpose of exchange of students, staff and faculty.

The aforesaid institutions are hereinafter referred to individually/collectively as college/colleges.

PREAMBLE

Whereas, SSM and PC have many areas of common interest in Arts, Science and Commerce, considerable advantage may be gained from their pursuit of academic excellence on a collaborative basis in the fields of academics, pedagogy and research.

Now therefore, SSM and PC have decided to enter into this Memorandum of Understanding (hereinafter referred to as MoU), which defines the framework for the cooperation of the two institutions in the following sections.

ARTICLE 1: OBJECT

Both colleges agree to develop the following collaborative activities in the academic areas of mutual interest, on the basis of equality and reciprocity.

The two institutions shall seek to promote:

A. Faculty/Staff exchanges

- i) Each institution will promote the exchange of faculty for the common UG Honours & Programmes Courses.
- ii) Faculty exchange for the mutual benefit of both the institutions.
- iii) Collaboration in teaching, research and development, and consultancy studies in the field of mutual interest,
- iv) Exchange of academic materials and publications
- v) Conducting lectures
- vi) Undertaking joint research wherever feasible,
- vii) Participating in seminars, workshops, symposia, other kinds of academic discussions,
- viii) Conducting study tours and joint consultancy work wherever feasible,
- ix) Each Teacher will be responsible for their own transportation and daily allowances to and from the host institution.

Dr. P.K. Mishra
Principal
Surya Sen Mahavidyalaya
Siliguri-734004

Principal
Plassey College
Mirzapur, Plassey, Dist-Nadia

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

A specific plan will be worked out for each activity and detailed arrangements for such collaborative work will be agreed upon.

B. Student Exchange

- a) Students in the exchange programme will be selected by mutual agreement between the home and the host college.
- b) Exchange students may be evaluated by the host institution if such an evaluative framework for the academic interest of students be worked out; this will in no way impede or influence her/his evaluation in home college or university assessment / evaluation.

C. Other areas

- a) To exchange information on research and educational programmes
- b) To exchange information on teaching, learning material and other literature relevant to their educational and research programmes
- c) To jointly organise seminars, faculty development programmes, workshops on topics of mutual interest and to invite each other's faculty to participate therein
- d) To explore the provision of cultural and intellectual enrichment opportunities for staff, faculty and students of both institutes.
- e) To use library reading room facilities for a specified period
- f) To use laboratory facilities in specific cases (with prior approval of Principal) for a limited period.

Dr. P. K. Mishra
Principal
Surya Sen Mahavidyalaya
Siliguri-734004

SSM and PC agree that detailed terms and conditions that guide each activity identified above will be determined separately and agreed upon by the two colleges. These terms will include a technical description of the proposed activity, financial arrangements, and person(s) responsible for its implementation.

ARTICLE 2: COORDINATION

Each college shall appoint one member of its teaching faculty to coordinate the programme on behalf of the Principal of each college. Further, a Coordination Committee consisting of two Principals and the two Coordinators will periodically (once or twice a year) review and identify ways to strengthen cooperation between two colleges.

ARTICLE 3: CONFIDENTIAL INFORMATION

The two colleges will retain and respect individual confidentiality, including those pertaining to the collaborative activities of both colleges.

ARTICLE 4: INTELLECTUAL PROPERTY RIGHTS

Ownership of any intellectual property (including but not limited to confidential information, know-how, patents, copyrights, design rights, rights relating to computer software and any other industrial or intellectual property rights) developed jointly during the course of this MoU shall be vested in both the colleges in this MoU. Both the colleges shall have right to determine the commercial implications, disposition and exploitation of such intellectual property and shall make joint applications for the registration of the same. Any publication regarding such intellectual property shall be possible with prior written consent of both colleges.

Mirabai College
Principal
Dr. P. K. Mishra

DR. P. K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

ARTICLE 5: VALIDITY

Initially, the MoU shall remain in force for a period of **Three years** commencing from the effective date. Institutions may extend the term by written agreement signed by both after review.

ARTICLE 6: TERMINATION

Either institution may terminate the MoU by giving written notice of One month in advance to the other institution.

ARTICLE 7: LEGAL EFFECT

Nothing in this MoU shall be construed as creating any legal relationship between the two colleges. This Memorandum is a statement of intent to foster genuine and mutually beneficial collaboration.


ARTICLE 8: DISPUTE RESOLUTION

In case of a dispute relating to any aspect of academic cooperation, Principals of both colleges will jointly resolve the dispute in a spirit of independence, mutual respect and shared responsibility.


Surya Sen Mahavidyalaya and Plassey College welcome the establishment of this Memorandum for cooperation and jointly agree to the provisions set out as above.

Signed for Surya Sen Mahavidyalaya

Signed for Plassey College


29/6/2020

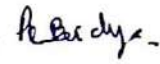

DR. P. K. Mishra
Principal
Surya Sen Mahavidyalaya
PRINCIPAL
Siliguri - 734004



(DR. Basant Kumar Pradhan)
Principal
Plassey College
PRINCIPAL
Siliguri, P.O. - Plassey, Dist. Nadia

Witness

1. 
2. 

1. 
2. 

Date: 29/06/2020

Date: 29/06/2020




DR. P. K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

d) Soft Copy of MOU with IIGST

MEMORANDUM OF UNDERSTANDING

PARTIES



This Agreement is made (effective from 02/08/2022)

Between

Surya Sen Mahavidyalaya, Siliguri

and

International Institute of Geospatial Science & Technology (IIGST)

(A constituent unit of SAIARD)

About IIGST

International Institute of Geospatial Science and Technology (IIGST), is a constituent unit of South Asian Institute for Advanced Research and Development (SAIARD), has been formed under IIGST with a motto to spread the arena of geospatial technology and its applications through education, research, training and capacity building, research, advocacy and innovative ideas through publication, various outreach programmes, collaborations and partnerships for sustainable and cognitive development of this region as well as to provide skill-based education to the students and make them employable and strengthening the hands of both public and private sectors by providing all-round supports in Southeast Asia. Since its formation SCAG was continuously engaged with lots of academic and capacity building programmes and now considering the growing importance of geospatial field IIGST has decided to transform this centre into an autonomous institution with a new updated version i.e. IIGST. As a key player in geospatial field, the academic platforms of IIGST are designed in such a way as that it can meet the requirements of working professionals, academicians, researchers, planners and decision makers.

About SSM

A NAAC accredited, ISO certified comprehensive institution, Surya Sen Mahavidyalaya offers active learning in a vibrant cordial atmosphere where students connect the classroom and their world. With a focus on undergraduate studies, on the auspicious day of September 15, 1998, the College had embarked on its official journey for conducting degree courses in Arts, Science and Commerce streams under the governance of the Organising Body. Being affiliated to the University of North Bengal, this institution started functioning in the Campus of Siliguri College till its new construction in Surya Sen Colony area became functional in July 2000. First floor of the main old building was donated by T.C. Mittal

e) Soft Copy of MOU with Anudip Foundation



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Memorandum of Understanding

This Memorandum of Understanding is hereby executed on dates 1st Sept.2021 between **Anudip Foundation for Social Welfare**, having its head office at CIMCYS TOWERS, 3RD Floor, Plot No. Y-13, Block-EP, Sector-V, Salt Lake, P.S: Bidhan Nagar (East) Kolkata-700091 and **Surya Sen Mahavidyalaya, Siliguri, Darjeeling, West Bengal 734004**.

Background of Anudip Foundation:

Anudip Foundation for Social Welfare, set up in 2007, is a Section 8 non-profit company as per Companies Act, 2013 having its head office at Vishnu Chambers, 2nd floor, J4, Block GP, Sector-V, Salt Lake, Kolkata-700091. Anudip creates livelihood opportunities for marginalized women and youth of Eastern India.

Over the past 13 years Anudip has worked with international and national agencies, government units, corporations and community based organizations to offer sustainable livelihood programs for disadvantaged groups residing in the rural and semi-urban Andhra Pradesh, Delhi/NCR, Odisha, Jharkhand, Maharashtra, Tamil Nadu, Telangana and West Bengal. Anudip aims at improving the socio-economic status of these people and locality by developing their employability and entrepreneurial skills for IT-enabled jobs. Anudip is an empaneled partner of NSDC (National Skill Development Corporation).

Beneficiaries Profile:

Minimum age for the target group is 18 years and maximum age is 32 years. Minimum educational qualification is 12th pass. Students who are ready to join jobs immediately after completion of training are encouraged to join the courses.


Program Deliverable:

Surya Sen Mahavidyalaya, Siliguri would provide students to Anudip on Batch basis. With this collaboration Anudip aims to impart market aligned skill and career development training program for the unemployed youth and women towards successful placement of the trained students. In case of future batches, same clauses as prescribed herein will be followed.


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Anudip Foundation for Social Welfare

Cimsys Towers, 3rd Floor, Plot No. Y-13, Block EP, Sector V, Salt Lake City, Kolkata 700091

☎ 1800-120-8733 | ✉ info@anudip.org | www.anudip.org | Follow us on 

CIN : U91900WB2007NPL116269

Curriculum:

The sector-specific job-oriented skills require special curriculum so designed to enhance student's employability and technical/domain skills. Anudip's curriculum team works at developing and adding new components to the customized curriculum based on the market demand and job requirements.

Course Structure is enclosed.

Class Schedule:

Anudip would impart training to each batch of students 03 (three) days in a week (except Sundays). Total training period for each batch of students would be for as per stipulated hours in our course schedule online and offline mode as per feasibility.

Fees Collection & Deposit terms:

Student need to deposit a nominal onetime fee of Rs. 1000 only as a course fees to the Anudip's bank account directly through the online payment or Cash payment by the college authority. No physical fees collect applicable from any student or partner end. Our representative will provide assistance to all the students to make online payment as per organization norms.

Payment:

Anudip will provide in 40% amount against total no. of student as a Mobilization cost to College Authorities bank account, which will be credited after completion of total batch admission. Each batch must have minimum 15 students.

Training location:

All Soft Skill classes training will be conducted Online and offline mode as per the situation permit. For practical classes on IT or Computer related courses, student needs to visit the college computer lab/ Nearest Anudip Center which will be communicated as per the feasibility.


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
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CIN : U91900WB2007NPL116269

Student Exit Profile:


Placement assistance will be given to all successfully certified students, the placement opportunities depends on the availability and client requirement and student have to appear for interviews and secure placements / jobs. In case a student is unable to secure a job or not interested in offered 03 valid opportunities then we will not provide them any further opportunity. Average salary at entry level for a 12th pass will depend on the program, job role and eligibility of the students.

After successful certification, Anudip's graduates who are job-ready will get the Placement Assistance in different sectors starting from IT / ITES / Digital Services, E-commerce, BFSI, Retail, in the profile of Back Office Executive, Data Entry Operator, Customer Care Executive and Retail Executive or Work from Home etc. The Job will be based on Local / Kolkata or different states depending on the Employer's requirements.

Termination:

Either party may terminate this Memorandum of Understanding by giving 15 days prior notice with in 31st March 2022.


 Sign of Tanmay Mukherjee,
 General Manager
 Anudip Foundation, Kolkata.


 Principal / College Authority
 Surya Sen Mahavidyalaya
 Siliguri, Darjeeling, WB - 734004
 Surya Sen Mahavidyalaya
 Siliguri-734004


 DR. P.K. MISHRA
 Principal
 Surya Sen Mahavidyalaya
 Siliguri - 734004

f) Soft Copy of MOU with Bajaj Finserv Ltd.



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Sitiguri - 734004

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as the "MOU") is made and executed on this 15th day of December 2021 at Pune.

BETWEEN

Surya Sen Mahavidyalaya, a college/Institute recognized under Section 2(f) and 12 (B) of the UGC Act 1956 and having address at: Surya Sen Colony ,Block -B Siliguri, 734004, West Bengal, India

Through its Principal

(hereinafter referred to as "PARTNER INSTITUTE")



1




DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

AND

BAJAJ FINSERV LIMITED, a company registered under the provisions of the Companies Act, 1956, having its registered office at: Bajaj Auto Ltd Complex, Mumbai-Pune Road, Pune 411 035

AND

BAJAJ FINANCE LIMITED, a company registered under the provisions of the Companies Act, 1956, having its registered office at: Akurdi, Pune 411 035

Through President (Legal and Taxation) – Bajaj Finserv Limited

(Bajaj Finserv Limited and Bajaj Finance Limited hereinafter referred to as "FINSERV")

The expressions "PARTNER INSTITUTE" and "FINSERV" shall, collectively be referred to as "Parties" and individually as "Party".

WHEREAS:

- A. PARTNER INSTITUTE established in 1998 by is affiliated to North Bengal University.
- B. Bajaj Finserv Limited is the holding company for financial services businesses of the Bajaj Group;
- C. Bajaj Finance Limited is a Non-Banking Finance Company registered with Reserve Bank of India.
- D. FINSERV, as part of its Corporate Social Responsibility (CSR) activities, desires to create employment opportunities for educated youth in the Banking, Finance and Insurance Sector through a customized training programme encompassing product knowledge, communication and other soft skills, which is expected to benefit fresh graduates, especially those belonging to economically weaker sections of the society;
- E. FINSERV, in partnership with some of the leading educational institutes, has designed and developed a customized programme viz. Certificate Programme in Banking, Finance and Insurance (hereinafter referred to as CPBFI).
- E. The PARTNER INSTITUTE has expressed its willingness to partner with FINSERV to conduct CPBFI for its students and alumni, on terms and conditions set out herein below;
- F. FINSERV has accepted the offer of the PARTNER INSTITUTE and agreed to partner with the PARTNER INSTITUTE for conducting CPBFI, on terms and conditions set out below.

NOW THIS AGREEMENT WITNESSETH AND IT IS AGREED BY AND BETWEEN THE PARTIES AS UNDER:

1. Purpose/Objective of CPBFI:

The objective of CPBFI is to impart practical knowledge and essential skills to final year graduation students and fresh graduates, especially those belonging to economically weaker sections of the society, with a view to create employment opportunities for them in the Banking, Finance and Insurance Companies.



2




DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

2. Scope of CPBFI:

- i. FINSERV has appointed different training Institutes as Official Training Partners for conducting CPBFI (hereinafter referred to as CPBFI Official Training Partners).
- ii. FINSERV and the PARTNER INSTITUTE, through one of the CPBFI Official Training Partners, shall conduct, for the eligible students and alumni of the PARTNER INSTITUTE, a Certificate Programme in Banking, Finance and Insurance viz. CPBFI, covering industry overview and product knowledge relevant for roles in banks, NBFCs, life insurance and general insurance companies, communication and other workplace skills. CPBFI shall be conducted through classroom training (hereinafter referred to as CPBFI-CLASSROOM), online training (hereinafter referred to as CPBFI-ONLINE) or a combination of classroom and online training (hereinafter referred to as CPBFI-BLENDED).

3. Responsibilities of the Parties:

- i. The PARTNER INSTITUTE shall be responsible for mobilizing students for the CPBFI Programme by spreading awareness about CPBFI and its potential benefits for the prospective students. FINSERV shall, if requested by PARTNER INSTITUTE, at its discretion, support the awareness campaigns by participating in the student meetings, parent meetings and design of publicity material such as posters, leaflets etc.
- ii. The PARTNER INSTITUTE shall be responsible for providing necessary infrastructure facilities for conducting classroom sessions of CPBFI-CLASSROOM and CPBFI-BLENDED, specifically (a) one class room, equipped with a projector, a sound system and a white-board with a seating capacity of at least 45 students, (b) one computer room, equipped with computers having MS Office software and high-speed internet connection, with a seating capacity of at least 25 students, for conducting the online assessment tests (c) one assembly hall with a capacity of around 60 persons and 3 interview rooms, for one day per batch, for conducting CPBFI HR Workshop. PARTNER INSTITUTE shall also provide basic stationery required for training purposes such as marker pens, chart sheets, chalks etc.
- iii. The PARTNER INSTITUTE shall appoint a Coordinator for every CPBFI batch, with following responsibilities;
 - a. To motivate and encourage students to extract maximum benefit from CPBFI.
 - b. To provide necessary support to the CPBFI Official Training Partner for planning and conducting the program.
 - c. To conduct online pre-assessment and post-assessment tests for every batch.
 - d. To ensure that the classes are conducted as per pre-defined schedule.
 - e. To ensure that all students are regularly attending the classes.
 - f. To maintain daily attendance of students.
 - g. To attend few classes as an observer and provide feedback to FINSERV about the training quality.
 - h. To ensure discipline and good conduct from the students.
 - i. To support FINSERV team to conduct CPBFI HR Workshop for every batch.
 - j. To submit required college information as per Annexure 3 to FINSERV coordinator.
- iv. The PARTNER INSTITUTE shall issue an appointment letter to the Coordinator as per format prescribed in Annexure 4 of this MOU. The PARTNER INSTITUTE shall submit the appointment letter, duly authorized by the Principal of the PARTNER INSTITUTE and accepted by the Coordinator, to FINSERV before commencement of every CPBFI Batch.
- v. FINSERV shall be responsible to design and continuously improve the CPBFI programme structure, including adding or deleting courses, changing pedagogy or modifications to the programme duration.



- vi. FINSERV shall be responsible to arrange faculty, with requisite expertise and experience, through any of its CPBFI Official Training Partners. FINSERV shall provide necessary details of the concerned CPBFI Official Training Partner to the PARTNER INSTITUTE at least 2 weeks before start of every batch. FINSERV shall be responsible to arrange the online training platform for conducting CPBFI-ONLINE and CPBFI-BLENDED.
- vii. FINSERV and the PARTNER INSTITUTE, shall be responsible for award of "Certificate of Completion" at the completion of CPBFI to all successful candidates who meet eligibility criteria viz. requisite attendance and credits in the examinations conducted during CPBFI.
- viii. FINSERV, as part of its CSR, shall bear the full cost of faculty deployed by its CPBFI Official Training Partner, to ensure that CPBFI is affordable to students belonging to economically weaker sections of the society.
- ix. FINSERV along with its chosen academic partner/s, shall conduct an online examination at the end of CPBFI. Only students who pass this examination and have requisite attendance shall be eligible to receive the "Certificate of Completion". This examination shall be in addition to all other examinations conducted by the CPBFI Official Training Partner during CPBFI.
- x. The PARTNER INSTITUTE shall display the FINSERV name and logo prominently in all marketing and publicity material, notices for students and all other internal and external communications, in paper form or otherwise, relating to CPBFI.
- xi. Any other use of FINSERV brand names by the PARTNER INSTITUTE shall require prior written consent from FINSERV.
- xii. The PARTNER INSTITUTE shall provide to FINSERV, necessary information about all the students of CPBFI, in the format specified by FINSERV in Annexure 1. FINSERV shall be free to contact the students directly for the purpose of monitoring the impact of CPBFI and the career progression of students.
- xiii. The PARTNER INSTITUTE shall not conduct CPBFI or a programme with identical course structure except in partnership with FINSERV.
- xiv. The PARTNER INSTITUTE shall be solely responsible to comply with regulations of University Grants Commission or any other authority regulating educational activities in India. The PARTNER INSTITUTE agrees that FINSERV shall not have any liability including monetary or otherwise, in the event of any regulatory action taken against the PARTNER INSTITUTE in respect of conducting this programme. The PARTNER INSTITUTE agrees to fully compensate FINSERV in case an action is taken against FINSERV by any such regulatory authority in respect of conduct of CPBFI by the PARTNER INSTITUTE under this MOU.
- xv. The PARTNER INSTITUTE shall be solely responsible for payment of GST or any other taxes that may be applicable, in respect of fees collected by the PARTNER INSTITUTE for CPBFI and FINSERV shall not have any liability towards the same. The PARTNER INSTITUTE agrees that FINSERV shall not have any liability, monetary or otherwise, in the event of any action is taken against the PARTNER INSTITUTE by any tax authorities. The PARTNER INSTITUTE agrees to fully compensate FINSERV in case any action is taken against FINSERV by any such tax authority in respect of conduct of CPBFI by the PARTNER INSTITUTE under this MOU.
- xvi. The PARTNER INSTITUTE shall submit the information specified in Annexure 3 before commencement of every batch to FINSERV.



4. Batch Strength:

The parties agree that, each batch shall consist of minimum 45 and maximum 60 students. FINSERV and the PARTNER INSTITUTE may mutually decide to start a batch with less than 45 students.

5. Term of the MOU:

The term of this MOU is for a period commencing from signing of this MoU till end of March 31, 2024, except Clause 3(xiii) and Clause 14, which shall continue to be in force for a further period of 3 years from the date of termination of this MOU. The parties may decide to further extend the term of this MOU by mutual consent on such terms and conditions as may be agreed between them.

6. Course fees:

- i. PARTNER INSTITUTE shall charge a non-refundable fee of Rs. 1000 (Rupees One thousand only) plus applicable GST and other taxes, to each of the students of CPBFI towards the course fees. The fee payable by each student shall not be less than Rs. 1,000 (Rupees one thousand only) plus applicable taxes and shall not exceed Rs. 3,000 (Rupees three thousand) plus applicable taxes. The fees specified here shall be valid for two years from signing of this MOU. The fees shall be reviewed on completion of this period and parties may mutually agree to revise the same from time to time.
- ii. On successful completion of every batch (i.e. If the overall attendance of the students is in excess of 75%) of CPBFI-CLASSROOM and CPBFI-BLENDED, FINSERV shall pay an amount of Rs. 500 (Rupees Five Hundred only) per student to the PARTNER INSTITUTE as a fee subsidy. The fee subsidy shall be paid by FINSERV within 2 weeks from completion of every batch and submission of bank account information as per Annexure 3. The method for calculating the overall attendance in respect of CPBFI batches, is included in Annexure 2.
- iii. The PARTNER INSTITUTE has agreed to suitably remunerate the coordinator and other staff members for their effort towards successful conduct of CPBFI Batch.
- iv. The PARTNER INSTITUTE, may at its own discretion, waive the fees of students from economically weaker sections, provided the number of such students does not exceed 15% of total enrolment in the respective batch.
- v. The PARTNER INSTITUTE shall ensure that no student shall be allowed to attend CPBFI without paying the full fees except those permitted under sub-clause iv above.
- vi. The PARTNER INSTITUTE shall submit to FINSERV, before commencement of any batch, extracts of bank statement or copies of cash receipts or a letter from the Principal or Vice-Principal confirming collection of fees from every participant.

7. Duration and contents of CPBFI:

- i. CPBFI shall commence from December 2021. The said Programme will involve training of about 100 hours.
- ii. The PARTNER INSTITUTE has agreed to mobilize, on best effort basis, at least 40 students in first academic year and at least 80 students from second academic year onwards. The PARTNER INSTITUTE shall decide the batch schedule and timings and inform the schedule to FINSERV at least 45 days before commencement of the batch.



- iii. FINSERV shall arrange to make the faculty available as per the schedule informed by the PARTNER INSTITUTE.
- iv. Detailed schedule of the lectures and practical shall be given in advance to students before commencement of CPBFI.

8. Place of teaching:

- i. The CPBFI classroom teaching and practical shall be conducted at Surya Sen Mahavidyalaya, Siliguri by the CPBFI Official Training Partner, for up to four hours a day on such days, dates and at such timings as may be mutually decided between the parties.

9. Eligibility for CPBFI:

- i. Any student who is studying in the final year of Graduation Programme or pursuing any post-graduation programme shall be eligible to apply for admission to CPBFI.
- ii. Additionally, any fresh graduate i.e. a graduate with less than 2 years of work experience or no work experience, shall also be eligible to apply for admission to CPBFI.
- iii. Only candidates who are less than 27 years old, on the date of application, are eligible to apply for admission to CPBFI.
- iv. The PARTNER INSTITUTE shall select the final list of candidates for admission based on the criteria mutually agreed upon by the PARTNER INSTITUTE and FINSERV from time to time.

10. Discipline and right to expel:

- i. The students of CPBFI-CLASSROOM and CPBFI-BLENDED shall be subject to rules of discipline/code of conduct of the PARTNER INSTITUTE during course period. In case of CPBFI – ONLINE, the students shall be subject to rules of discipline/code of conduct of the CPBFI Official Training Partner.
- ii. If the concerned CPBFI Official Training Partner observes a breach of code of conduct by any student, it shall immediately report the same to the CPBFI Coordinator for necessary action.
- iii. If any participant commits breach of code of conduct of the PARTNER INSTITUTE, the faculty shall have full authority to expel such student for the remaining duration of CPBFI.

11. Faculty:

- i. FINSERV shall be solely responsible for arranging, through a CPBFI Official Training Partner, faculty, with requisite industry and teaching experience, and conducting CPBFI efficiently and effectively. The PARTNER INSTITUTE shall not be responsible for making any payments to the faculty of the CPBFI Official Training Partner.
- ii. Some of the lectures of CPBFI may be conducted by the experts from FINSERV as per the understanding between the parties. However, the PARTNER INSTITUTE shall not be liable to pay any amounts to FINSERV towards the said lectures and no amounts shall be deducted from the amounts payable to the PARTNER INSTITUTE.



12. Certification:

FINSERV and the PARTNER INSTITUTE shall issue a "Certificate of Completion" in "Certificate Programme in Banking, Finance and Insurance" to the eligible students of CPBFI-CLASSROOM and CPBFI-BLENDED. The certificates shall be printed by FINSERV and shall carry the logos of FINSERV, the PARTNER INSTITUTE and the concerned CPBFI Official Training Partner.

FINSERV shall issue a "Certificate of Completion" in "Certificate Programme in Banking, Finance and Insurance" to the eligible students of CPBFI-ONLINE. The certificates shall be in digital format and shall carry the logos of FINSERV, the PARTNER INSTITUTE and the concerned CPBFI Training Partner.

13. Further Agreements:

The parties agree that, they may mutually discuss and enter into further agreements, if needed.

14. Confidentiality:

- i. The Parties agree to maintain strict secrecy and confidentiality regarding any and all Confidential Information exchanged or to be exchanged between them in relation to this MOU.
- ii. The PARTNER INSTITUTE agrees that all the course material provided by FINSERV or the CPBFI Official Training Partner, including but not limited to CPBFI structure, curriculum, lesson plans and evaluation methods, shall be deemed to be Confidential Information.
- iii. The PARTNER INSTITUTE agrees that any of FINSERV's technical or business or other information including information given for development of any case studies / development of any program modules / contents, made available by FINSERV or its personnel to the PARTNER INSTITUTE shall be deemed to be Confidential Information.
- iv. The PARTNER INSTITUTE agrees to restrict access and disclosure of Confidential Information to such of their employees, agents, vendors, and contractors strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to it in accordance with this clause.
- v. Information and material disclosed and provided by each party to the other party in pursuance of or in connection with performance of its obligation under this MOU shall, at all times, remain the sole and exclusive property of the disclosing Party.

15. Intimation about cancellation/postponement of CPBFI:

- i. If due to any cogent reasons, it appears to the PARTNER INSTITUTE that it is unable to arrange any batch as per schedule, the PARTNER INSTITUTE shall intimate about its inability to FINSERV at least 30 days in advance and the parties shall decide further schedule of CPBFI by mutual consent. FINSERV may decide to complete such batches through online classes.
- ii. However, if such postponement or cancellation is necessitated due to any last minute, unforeseen and unavoidable circumstances like Act of God, civil commotion, strike, bandh, disruption of traffic, epidemic, war, aggression, change in Government Policy or any other similar circumstances, the PARTNER INSTITUTE shall intimate the change in schedule as early as possible after such circumstances as stated above have arisen. In such circumstances, the PARTNER INSTITUTE shall not be held liable for payment towards any loss or damages caused to FINSERV due to delay in its schedule.



- iii. If for any reason, FINSERV, decides to discontinue support for CPBFI, It shall give a written notice to the PARTNER INSTITUTE, 30 days in advance. Such notice shall not impact any batch which is already in progress on the date of notice and the terms of this MOU shall continue to apply to the running batches.

16. Amendment/Termination:

- i. Any amendment to the terms of this MOU can only be made by mutual consent of the parties.
- ii. This MOU may be terminated by either party, for breach of terms and conditions of the present MOU or otherwise, by a written notice of at least one (1) month in advance. Such notice of termination shall not interfere with the batches underway at the relevant time. Such batches shall be allowed to continue until their conclusion.
- iii. Both the parties agree that Finserv shall have the right of terminating this MOU without any notice to the PARTNER INSTITUTE, if the PARTNER INSTITUTE charges a fee exceeding the amount prescribed under Clause 6(i) of this MOU. In such event, the batches underway at the relevant time, may also be terminated by FINSERV, unless the PARTNER INSTITUTE refunds the excess fee charged to every student of the batch.

17. Applicable Law and Dispute Settlement:

- i. This MOU shall be governed by the Laws of India.
- ii. Any dispute arising between the parties in connection with or arising out of the performance of mutual obligations under this MOU shall be resolved by mutual discussion and consultation. If the dispute remained unresolved even after 30 days, then the dispute shall be referred to the Principal of Surya Sen Mahavidyalaya and Mr. V. Rajagopalan, President (Legal and Taxation), Bajaj Finserv Limited. The decision of the principal of Surya Sen Mahavidyalaya and Mr. Rajagopalan shall be final and binding on both parties.

18. Originals:

This MOU is executed in counterparts, each of which shall be deemed to be original and retained by each of the Parties but together they shall constitute one and the same MOU.

IN WITNESS WHEREOF, the Parties hereto have put their hands the day, month and the year first hereinabove mentioned.

For Surya Sen Mahavidyalaya

For Bajaj Finance Limited

For Bajaj Finserv Limited

Handwritten signature and date: 15/12/2021

Handwritten signature: V. Rajagopalan

Handwritten signature: V. Rajagopalan

Name: Dr. Pranab Kumar Mishra
Designation: Principal

Name: V. Rajagopalan
Designation: President (Legal and Taxation)

Name: V. Rajagopalan
Designation: President (Legal and Taxation)

**PRINCIPAL
SURYA SEN MAHAVIDYALAYA
SILIGURI-04**

Handwritten signature: Ajay Sathe

Handwritten signature: Ajay Sathe

Witness
Full Name: SUDAY CHAKRA
Designation: BARTI

Witness
Full Name: Ajay Sathe
Designation: Group Head – Customer Experience and CSR

Witness
Full Name: Ajay Sathe
Designation: Group Head – Customer Experience and CSR

Handwritten text: ASST. PROF



Annexure 1: Format for submission of student information

The PARTNER INSTITUTE shall provide the following information in respect of every student of CPBFI

1. **Full Name:**
2. **Gender:**
3. **Academic qualification:** If already graduate mention the degree. If pursuing graduation, mention the degree for which studying.
4. **Status:** Mention "Complete" if the candidate is already a graduate. Mention "Pursuing" in case of final year students.
5. **Date of Birth:** in DD/MM/YYYY format
6. **Mobile Number:**
7. **Email Address:**

Annexure 2: Methodology for Calculating Overall Attendance of the Batch

The steps and formula for calculating overall attendance are as under.

1. **Enrollment:** Number of students who have registered and paid fees for CPBFI
2. **Drop-outs:** Number of students who stopped attending CPBFI during the batch
3. **Regular students:** Enrollment minus Drop Out
4. **Total available student days:** Number of regular students multiplied by total duration of CPBFI (number of days. E.g. 40 days)
5. **Actual student days:** Sum of days attended by each regular student.
6. **Overall attendance (%) = Actual Student Days / Available Student Days X 100**

Example: In a CPBFI batch 43 students registered and paid fees. By end of first week 3 students stopped attending the batch. The batch was conducted for 40 days. Out of the 40 regular students – 10 attended every class, 15 attended for 35 days, 10 attended for 33 days and 5 attended by 30 days. Overall attendance will be calculated as under.

Enrollment: 43

Drop-out: 3

Regular students: 40

Available days: 40 X 40 i.e. 1600

Actual days: (10 X 40) + (15 X 35) + (10 X 33) + (5 X 30) = 400 + 525 + 330 + 150 = 1405

Overall attendance: (1405 / 1600) X 100 = 87.81%



Annexure 3: Information required by FINSERV before commencement of every batch

Sr.	Information Required
1	<p>Basic information about the PARTNER INSTITUTE viz.</p> <p>Name Year of establishment Name of the educational society Contact details Website URL NAAC rating Total number of students (by stream) Total final year students (by stream)</p>
2	<p>Coordinator Details viz.</p> <p>Name Designation Department (Commerce/Science etc.) Contact details: Mobile and Email Address</p>
3	<p>Bank Details for payment of subsidy viz.</p> <p>Beneficiary Name: Bank Account number: Bank Account Type: (Saving/current) Bank Name: Branch: IFSC Code:</p> <p>Permanent Account Number of the college (PAN):</p> <p>Please provide scanned copy of a cancelled cheque and PAN Card along with the above information</p>
4	<p>High resolution logo of the college for printing on the Certificate/CPBFI brochures etc.</p> <p>Ai, JPEG, PNG, PDF Format. The image should be high resolution.</p>
5	<p>Brief write up about the institute – for inclusion on CPBFI website, CV book etc.</p>



Annexure 4: Appointment Letter for appointing Coordinator for CPBFI

(to be printed on PARTNER INSTITUTE letterhead)

Date: _____

To

(Name of the coordinator)

(Designation of the coordinator)

Subject: Your appointment as the official coordinator for the Bajaj Finserv CPBFI Programme

Dear _____

I am pleased to inform you that you have been appointed as the official coordinator for conducting Bajaj Finserv's CPBFI Programme in our college. Congratulations!

As official coordinator of the CPBFI programme, you will be responsible for ensuring that the programme is successfully conducted in our college, in accordance with the terms and conditions prescribed in the MOU signed between our institute and Bajaj Finserv Limited and Bajaj Finance Limited. Your specific responsibilities are mentioned in Clause 3(III) of the said MOU. You will also abide by the other terms of the MOU, specifically those relating to confidentiality of information.

The college will be pay you a consolidated amount of Rs. _____ (Rupees _____) for every successful batch of CPBFI, coordinated by you. This amount shall be subject to applicable taxes.

This appointment is valid for the academic year _____, subject to satisfactory performance.

Kindly confirm your acceptance to this appointment by signing this letter.

For: (College name)

Authorized signatory
(Name and designation)



I agree to the terms of this appointment letter.

Coordinator
(name and signature)





ESTD. 1998
ISO9001 2015

Surya Sen Mahavidyalaya

NAAC ACCREDITED

A Multi Stream Govt. Aided College &
Recognized by UGC u/s 2(f) & 12(b)
(Affiliated to University of North
Bengal)

Date: 15.12.2021

To,
Reema Doma Sherpa
Assistant Professor
Dept. of Commerce

Subject: Your appointment as the official coordinator for the Bajaj Finserv CPBFI Programme

Dear Madam,

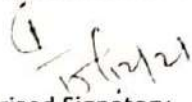
I am pleased to inform you that you have been appointed as the official coordinator for conducting Bajaj Finserv's CPBFI programme in our college. Congratulations

As official coordinator of the CPBFI programme, you will be responsible for ensuring that the programme is successfully conducted in our college, in accordance with the terms and conditions prescribed in the MOU signed between our institute and Bajaj Finserv Limited and Bajaj Finance Limited. Your specific responsibilities are mentioned in Clause 3(iii) of the said MOU. You will also abide by the other terms of the MOU, specifically those relating to confidentiality of information.

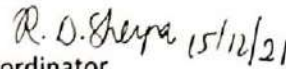
This appointment is valid for the academic year 2021-2022, subject to satisfactory performance.

Kindly confirm your acceptance to this appointment by signing this letter.

For: Surya Sen Mahavidyalaya


Authorized Signatory
Dr. Pranab Kumar Mishra
(Principal)

I agree to the terms of this appointment Letter.


Coordinator
Reema Doma Sherpa
Assistant Professor

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