



सत्यमेव जयते

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## MEMORANDUM OF UNDERSTANDING (MoU)

This Memorandum of Understanding is entered into on this 13th day of May, 2024 at Guwahati, Assam

BETWEEN

**Assam Electronics Development Corporation Ltd.** (Hereinafter referred to as AMTRON) with its registered office at Industrial Estate, Bamunimaidam, Guwahati- 781021, Assam

AND

**Pragjyotishpur University** (Hereinafter referred to as University) with its head office located at Hajongbari, Chandrapur, Guwahati-781150.

### Statutory Alert:

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Whereas Assam Electronics Development Corporation Limited (AMTRON), A Govt. Of Assam undertaking, and is engaged in the promotion and development of industries in the Computer, Electronics, Telecommunications and allied sectors in Assam and AMTRON proposes to run ICT@University Skill Development Programme project in collaboration with the government/provincialised/ private Universities in Assam for upgrading the digital skill of upcoming youths of Assam. AMTRON proposes to collaborate with the UNIVERSITY to conduct training programme in respect of the following courses.

1. Certificate Course in Computer Application (CCA) of 3 months duration
2. Certificate Course in Computerised Financial Accounting (CCFA) of 3 months duration
3. Advanced Certificate Course in Computer Operation (ACCO) of 6 months duration
4. Advanced Certificate Course in Desktop Publishing & Accounting (ACDTPA) of 6 months duration
5. Advanced Certificate Course in Computerised Financial Accounting (ACCFA) of 6 months duration
6. Diploma in ICT Application (DICTA) of two semesters duration
7. Diploma in Computerised Office Automation (DCOA) of two semesters duration
8. Diploma in Stenography and Computerised Secretarial Practice (DSCSP) of one year duration
9. Diploma in Computer Operation (DCO) of two semesters duration
10. Diploma in Computer Application (DCA) of two semesters duration
11. Diploma in Computerised Financial Accounting (DCFA) of two semesters duration
12. Diploma in Multimedia & Animation Technology (DMAT) of two semesters duration
13. Diploma in Computer Hardware Maintenance (DCHM) of three semesters duration
14. Post Graduate Diploma in Information Technology (PGDIT) of two semesters duration
15. Advanced Diploma in Computerised Office Automation (ADCOA) of six semesters duration

AND

Whereas **PRAGJYOTISHPUR UNIVERSITY, HAJONGBARI, CHANDRAPUR, GUWAHATI-781150** has since decided to collaborate with AMTRON as PARTNER in ICT Education and Training and henceforth **Pragjyotishpur University** is considered as a PARTNER UNIVERSITY for conducting the above mentioned courses. The University has been selected on the basis of its having well-furnished Computer Laboratories and classrooms for conducting the above mentioned courses.

### **Responsibilities of AMTRON:**

1. AMTRON will facilitate the Net Connectivity and requirements for a Wi-Fi campus on request of the UNIVERSITY. The University will provide necessary fund for the net connectivity.
2. AMTRON will facilitate the Payment Gateway for On-line Payment of the collected fees for the enrolled students.
3. The collection of any such fee will be done electronically and AMTRON will formulate the necessary mechanism for such electronic payment. The list of students enrolled may be uploaded at Google Drive for information.
4. AMTRON will conduct examination for each module, evaluate answer sheets, and declare results.

5. Examination will be conducted by AMTRON at UNIVERSITY premises. AMTRON and UNIVERSITY will issue the Certificate to successful candidate jointly.
6. AMTRON will provided a soft copy of format/design of a Glow sign board/ Flex with AMTRON logo to the UNIVERSITY to print and hang in the front side of the University.
7. AMTRON will verify the quality of the programme conducted in the UNIVERSITY from time to time.
8. AMTRON will review and modify the syllabus of the courses under the project conducted in the UNIVERSITY from time to time.
9. AMTRON will have the authority to inspect the training site in the UNIVERSITY as and when felt necessary.
10. Admission fees, Programme fees and Examination fees chargeable will be fixed by AMTRON. Programme fees will be periodically reviewed from time to time based on situational demand. The per semester Programme Fees of a student will be collected in not more than three (3) instalments.

### **Responsibilities of the UNIVERSITY:-**

11. The UNIVERSITY will deposit an amount of ₹1,000/- per year to AMTRON as a Registration Processing Fee for the University. The MoU will not be treated as executable for a particular calendar year unless this amount for the year is paid. The University will have to pay the Registration Processing Fee for three years at a time, i.e. it will pay ₹3,000/- at the time of registration.
12. The UNIVERSITY will have to allow its resources like Classrooms, Computer Laboratories and University Library as per the requirement of ICT@University Skill Development Programme and other required basic amenities for smooth conduction of the proposed Programmes and holding Semester Examinations.
13. The UNIVERSITY shall engage required number of qualified Faculties to conduct training programmes depending upon enrolment of students.
14. The UNIVERSITY will provide necessary accommodation for the Faculties recruited for teaching the students enrolled for the courses under the project to work in the site, for sitting during Office periods and keep the Files, Registers and other official documents securely.
15. The UNIVERSITY will accommodate one Computer connected with Internet and a Laser Printer for carrying out the On-line Admission and Fee collection processes, when required.
16. The UNIVERSITY will bear the responsibility of providing Electricity connection and lavatory facility for the students.
17. The UNIVERSITY will form a **Coordination Committee** chaired by the Registrar and one teacher of the University, preferably from Computer Science/ Information Technology background, as its Coordinator for supervising the execution of the programmes and monitoring the quality standards of teaching-learning process. This committee will also be responsible to solve any local level problem, if arise, and collection of fees from the students. The coordinator of the committee will be responsible for submitting periodic reports to AMTRON.





18. The *UNIVERSITY* will deposit AMTRON's share on the student's fee to AMTRON immediately after the Enrolment of the students. AMTRON's share on the Programme Fee will remain 30%.
19. The *UNIVERSITY* will have to maintain a register containing the detailed list of student enrolled for the approved AMTRON ICT Programmes and to send the list along with copies of admission forms of the enrolled student to AMTRON, as soon as the Programmes begins. Certificate/ Diploma to students shall be provided by AMTRON on successful completion of the course.
20. Licensed software, wherever required as per course curriculum, has to be purchased by the *UNIVERSITY*.
21. The *UNIVERSITY* will ensure a Student machine ratio of 2:1.
22. The *UNIVERSITY* will ensure securely of the AMTRON properties provided to the University by AMTRON.
23. The *UNIVERSITY* will not use equipment's and other properties received from AMTRON for other purposes without getting prior permission from AMTRON.
24. The *UNIVERSITY* will convey various information and instructions issued by AMTRON from time to time to the students/ learners.

#### **For both the Parties:**

25. The validity of this MoU is only for a period of 3 (three) calendar years from the date of signing the MoU.
26. In case any party wish to terminate the MoU, a prior notice at least 6 (six) months before a semester examination, must be given before termination of the MoU.

#### **ARTICULATION:**

27. The dispute arises will be settled mutually.
28. If the dispute arises within the parties failed to settle mutually will be articulated under the jurisdiction of honourable Gauhati High Court.

#### **Force Majeure:**

29. Any disruption in the programme due to social disturbance, natural calamities, electrical sabotage, malfunctioning of equipments, etc., both parties shall not be held responsible.



IN WITNESS HEREOF,

For, AMTRON (Assam Electronics Development Corporation Ltd.)

**Witness:**

Signature:

Name: Ahiya Hussain

Designation: Addl Manager (E&T)

Date: 13-05-2024

Place: Guwahati

Signature:

Name: Narsing Pawar

Designation: Managing Director

Date: 13-05-2024

Place: Guwahati



For, the UNIVERSITY,

**Witness:**

Signature:

Name: Kankan Goswami

Designation: PRO

Date: 13-05-2024

Place: Guwahati

Signature:

Name: Prof.(Dr.) Jogesh Kakani

Designation: Registrar

Date: 13-05-2024

Place: Guwahati



13/05/2024  
Registrar  
Pragjyotishpur University