

## AGREEMENT

This agreement is entered into by (-----Name of the Co-ordinator-----,S/o-----, Age-----years, -----address -----) on behalf of (-----Name of the Trust-----) herein afterwards called VSD CENTRE (VOCATIONAL SKILL DEVELOPMENT CENTRE) on the one hand and by the REGISTRAR on behalf of MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI, TAMIL NADU, INDIA herein afterwards called UNIVERSITY on the other hand for the conduct of Diploma Programs and Certificate Programs offered by the Directorate of Vocational Education, Manonmaniam Sundaranar University, Tirunelveli, Tamil Nadu, India.

1. It is agreed that (-----Name of the VSD Centre-----), (-----Centre address-----) be fixed as VSD Centre to conduct theory and practical classes for the students of the Directorate of Vocational Education, Manonmaniam Sundaranar University, Tirunelveli, Tamil Nadu, India. The University shall supply syllabus for all Programs.
2. The VSD Centre should act as agent of the Directorate of Vocational Education, Manonmaniam Sundaranar University and should not made any sub – agreement with other Trust / Centres and
  - i. Advertise and enroll eligible candidates subject to the approval of the University.
  - ii. Conduct classes
  - iii. Attend grievances of students
  - iv. Co-ordinate and conduct the examination
  - v. Inform the results to students and
  - vi. Carry out all other works entrusted from time to time specified by the University
  - vii. Admission should be made within the sanctioned strength as given below:

Sl. No.	Name of the Program	Sanctioned Strength

3. The mode of admission is as follows: The Co-ordinator of the VSD Centre shall produce all the original qualifying certificates to the Directorate of Vocational Education in person for verification. The admission will be confirmed with Enrollment Number only after verification of the original certificates. The University shall verify the certificates the same day or the next day and return the originals to the Co-ordinator of the VSD Centre.
4. The VSD Centre shall collect all the fees due to the University from students only through crossed Demand Drafts in favour of the REGISTRAR, MANONMANIAM SUNDARANAR UNIVERSITY payable at TIRUNELVELI and no cash shall be collected. Further the VSD Centre shall not collect any other amount over and above the fee prescribed by the University from time to time. Any violation in collecting excess fee will lead to cancellation of VSD centre without prior notice.
5. The VSD Centre will be paid the following share payment out of the Tuition fee received from the students.  
Diploma and Certificate Programs – 60 : 40 (Institution : University)
6. The VSD Centre shall make necessary arrangements for local advertisement in a Year and wide local publicity at its own cost. Also it must display in prominent places the

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list of Programs, minimum qualification for enrollment and fee prescribed by the University.

7. The VSD Centre shall strictly follow the schedule and time-table given by Directorate of Vocational Education and classes will be conducted for convening the entire syllabus of the specified Program by employing qualified teachers as per University norms.
8. The expenditure towards remuneration to teaching and non-teaching staff, room rent, computer rent and other consumable like stationery, postage etc, should be met by VSD Centre.
9. The VSD Centre shall maintain proper attendance register for students and staff (Teaching /Non-teaching) admission register, fee collection register, Income register and stock entry register for journals and books will be produced for inspection whenever necessary by University authorities.
10. The Tuition fee and other fee fixed by the University should be placed in the Notice Board for students reference
11. The VSD Centre shall arrange to admit a minimum number of 10 students for each Program.
12. The VSD Centre shall make arrangements to conduct tests / assignments and guest lecturers etc., for the benefit of the students.
13. The VSD Centre shall also abide by other rules and regulations of the University and Directorate of Vocational Education as on date and as amended from time to time.
14. The University has all the rights to monitor the classes by sending inspection teams whenever necessary.
15. Any dispute, beyond negotiation, should be settled within the jurisdiction over the court of law in Tirunelveli, Tamil Nadu only.
16. As per Manonmaniam Sundaranar University Act 1990, Section 13(5), in all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all process in such suits, proceedings shall be issued to, and served on, the Registrar.
17. The collaborative venture proposed should be initially for a period of one year with effect from the date of agreement and may be renewed on mutual agreement.
18. The University offers these Programs for youth empowerment
19. The University shall fix the examination centre for the students of VSD Programme.
20. The University reserves all rights to cancel the agreement on observation of violation of norms.

This agreement is signed by the VSD Centre and the UNIVERSITY on this \_\_\_\_\_ day of \_\_\_\_\_.

VSD Centre

UNIVERSITY

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Witness: 1.

2.

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