

**Memorandum of Understanding (MoU)**  
**between**  
**Mahatma Hansraj Faculty Development Centre, Hansraj College, University of Delhi**  
**and**  
**Janki Devi Memorial College, University of Delhi**

This is in reference to your proposal received at MHRFDC through an email regarding conduct a Faculty Development Programme on “**Student-Centric Pedagogic Methods**” (via online mode). We are pleased to inform you that we are interested in the same for the dates **(27<sup>th</sup> January to 02<sup>nd</sup> February, 2021)**, the following terms and conditions are agreed upon by the two parties:

- Registration fee of **Rs. 500** per participant will be charged by MHRFDC.
- Registration Fee is **non-refundable**, which will also be mentioned on the Brochure clearly.
- The registration link for the programme will be generated and the webinar will also be hosted by MHRFDC (preferably on zoom or on any other available platform depending upon no. of registrations).
- Brochure of the programme must be circulated in public domain, minimum 15 days before the programme.
- Remuneration to Resource Person (i.e. **Rs. 2,000** per session) will be done by MHRFDC.
- A maximum of two sessions can be given to a single resource person per programme (Preferably).
- Attendance of participants of all sessions will be taken and monitored by MHRFDC team.
- A minimum criterion of attendance is to be met for issuance of FDP Certificate.
- Feedback form link will be circulated by MHRFDC team after the valedictory session of the programme.
- Filling and submission of Registration form for FDP will be through online mode only. Google form/ MHRFDC website link will be provided by MHRFDC.
- E-certificates to all participants, convener, coordinator and appreciation letters to resource persons will be provided by MHRFDC.
- Online programme link (zoom/ online available platform) will be shared by MHRFDC in the participant’s whatsapp group and through email.
- Rules and regulations about the programme will be shared by MHRFDC team through whatsapp in the participant’s group, one day before the commencement of the programme

### List of requirements from host institution (Janki Devi Memorial College)

- Proposal from host institution (Janki Devi Memorial College, University of Delhi).
- **"Objectives of the FDP"** along with **"About the host college"** section for the brochure must be mailed to MHRFDC within **three days** of receiving programme approval.
- Programme Schedule (**27<sup>th</sup> January to 02<sup>nd</sup> February, 2021**) of FDP with details of session topics and the name of resource persons will be provided by the host institution at least one day before starting the programme.
- The coordination with the resource persons and coordination of the sequence of events during the programme will be carried out by the convenor/coordinator of the programme from host institution.
- Assessment / Test of FDP will be taken online by the host institution (daily basis/ last day).
- Duly filled honorarium forms from the resource persons must be mailed to MHRFDC within **three days** of the completion of the programme.
- The report (consolidated session wise and brief summary) of the programme will be mailed by the Programme Convener/Coordinator to MHRFDC within **three days** of the completion of the programme.
- Composition of host institution team:
  - Chief Patron (Principal/Director/Vice-Chancellor/ Head of the Institution)
  - Convenor (One)
  - Coordinator (Two)
  - Member of organizing team (Three)

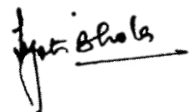
#### NOTE:

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/ the availability of existing funds with MHRFDC.

**Date: 05<sup>th</sup> January, 2021**



(Programme Convener)  
JDM College, University of  
Delhi



(Coordinator)  
MHRFDC



(Principal)  
JDM College, University of  
Delhi



(Chairperson)  
MHRFDC