



കേരളം കേരल KERALA

AW 291799

Memorandum of understanding agreed upon between Rev Dr. J Prasant CMI, Principal, Sacred Heart College, Thevara, Kochi, and Dr V.V. Joseph, Principal, Civil Service Institute, Arunapuram, Pala, representing Civil Service Institute, Arunapuram, Pala, of Kottayam District of Kerala State hereinafter called the First Party and the Second Party respectively, on 25th October 2014 about providing Civil Services coaching to the students of Sacred Heart College, Thevara and students of other institutions in the vicinity.

1. The Second Party, that is, Civil Service Institute, Arunapuram, Pala, undertakes to include Sacred Heart College, Thevara, in its Off Campus Civil Services Examination Coaching Programme with effect from the academic year 2014-2015 and to provide coaching classes to the undergraduate students as an Add-on Course at Sacred Heart College, Thevara Campus to prepare them for the Civil Services recruitment examination, while enabling them also to compete in examinations conducted by the Staff Selection Commission, Staff Selection Board and other officer selection agencies. The first party Sacred Heart College, Thevara, shall have 40% of the fee collected while the second party Civil Service Institute, Pala, shall have 60 % of fee collected and the service tax there on as per the rates prevailing at the time.

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No. 9345 Date 25/10/14
 Value of Rs. 50
 Sold to Principal Civil Services Institute Pala.

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 Meenachi Vender
 JAMES LUKOSE



2. The first Party, Sacred Heart College, Thevara, will be responsible for the following :
 - a. Making all arrangements necessary for the conduct of the classes including well furnished class rooms /lecture halls, wash place and toilet facilities
 - b. Appointing a local coordinator whose remuneration may be paid by the first party
 - c. Ensuring that there are not fewer than eighty students in each batch.
 - d. Providing hospitality to resource persons
 - e. Maintaining internal discipline
 - f. Collecting fee as per the rate fixed by the Civil Service Institute Pala
 - g. Transferring the share of fee due to Civil Service Institute Pala as soon as the fee collection is done
 - h. To provide local publicity and promote the students from other institutions of the locality for the programme.
 - i. Maintaining accounts of income and expenditure
3. The Civil Service Institute Pala, the second party , will be responsible for the following :-
 - a. Providing Resource Persons and to post an Academic Advisor who will undertake to mentor the students.
 - b. Designing the course, conduct the classes, organize model tests and proper evaluation of students and resource persons.
 - c. Preparing and supply study materials
 - d. Determining the fee and other charges to be paid by the students
 - e. Supervising the conduct of the classes
 - f. Working out the details of the coaching programme
 - g. Ensuring necessary advertisement regarding the programme.
 - h. Auditing accounts of income and expenditure of the sub centre.

In the event of students strength falling below the fixed number, a special package may designed by mutual consent.

Concerning matters not mentioned in this MoU the first party is to take appropriate decision after due consultation with the second party.

Signed on 25th October 2014

by

Dr. J Prasant CMI

Principal

Sacred Heart College, Thevara

Dr V.V. Joseph

Principal

Civil service Institute, Palai
Kottaym

Dr. Sibi Zacharias