



सत्यमेव जयते

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Harpreet Kaur
Principal
Mata Sundri College for Women
University of Delhi
New Delhi - 110002

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MAHATMA HANSRAJ FACULTY DEVELOPMENT CENTRE

(A centre of MoE, Government of India, under PMMMNMTT scheme)

Hansraj College, University of Delhi

NAAC A+ CGPA 3.62, NIRF Rank #9

Malka Ganj, Delhi-110007



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Website: www.mhrfdc.in

Email: fdp.hrc@gmail.com

Memorandum of Understanding (MoU)

between

Mahatma Hansraj Faculty Development Centre, Hansraj College, University of Delhi

and

Mata Sundri College for Women, University of Delhi

This is in reference to your proposal received at MHRFDC through an email regarding conduct of a Faculty Development Programme on "**Exploratory Data Analysis using Statistical Software R and SPSS**" (via online mode). We are pleased to inform you that we are interested in the same for the dates **(January 07 - 13, 2021)**. The following terms and conditions are agreed upon by the two parties:

1. Registration fee of **Rs. 500** per participant will be charged by MHRFDC.
2. Registration fee is **non-refundable**, which will also be mentioned on the Brochure clearly.
3. The registration link for the programme will be generated and the meeting will be hosted by MHRFDC (preferably on zoom or on any other available platform).
4. Brochure of the programme must be circulated in public domain, minimum at least 30 days before the programme.
5. Remuneration to Resource Person (i.e. **Rs. 2,000** per session) will be provided by MHRFDC.
6. Attendance of participants in all sessions will be taken and monitored by MHRFDC team.
7. A minimum criterion of attendance is to be met for issuance of FDP Certificate.
8. Feedback form link will be circulated by MHRFDC team after the valedictory session of the programme.
9. Registration for FDP will be through online mode only, Google form/ MHRFDC website link will be provided by MHRFDC.
10. E-certificates to all participants, convener, coordinator and appreciation letters to resource persons will be provided by MHRFDC.
11. Online programme link (zoom / online available platform) will be shared by MHRFDC in the participant's whatsapp group and through email.
12. Each session will be recorded and will be shared only after the consent of the Resource Persons.
13. Rules and regulations about the programme will be shared by MHRFDC team through whatsapp/ email in the participant's group, one day before commencement of the programme.
14. Certificate of participation will be provided to only registered participants (who have paid the registration fee).
15. Organising team members including Programme Convenor and Coordinator of the host institution will not pay the registration fee for attending all the sessions and the said members will get the certificates as per the details mentioned in Brochure only (participation certificate will not be issued).

Harpreet Kaur
Principal
Mata Sundri College for Women
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List of requirements from host institution (Mata Sundri College for Women, University of Delhi)

1. Proposal from host institution (Mata Sundri College for Women, University of Delhi).
2. Minimum 50 registrations required to conduct the programme.
3. The content for the Brochure shall be provided by the host institution (including the names of organising team members) which includes the topic name, duration (with dates), live sessions timing.
4. **Programme Schedule** (January 07 - 13, 2021) of FDP with details of session topics and the name of resource persons will be provided by the host institution along with the content of Brochure.
5. The coordination with the resource persons and coordination of the sequence of events during the programme will be carried out by the coordinator of the programme from host institution.
6. Assessment for the FDP will be taken online (daily basis/ last day) as applicable. MCQs will be provided by the host institution.
7. The **report** (both session wise and consolidated) of the programme must be mailed by the Programme Convener/Coordinator to MHRFDC (fdp.hrc@gmail.com) within **three days** of the completion of the programme.
8. Certificates of the host institution organising committee will be given after receiving the FDP report.
9. Composition of host institution team:
 - i) Chief Patron (Principal/Director/Vice-Chancellor/Head of the Institution)
 - ii) Convenor (One)
 - iii) Coordinator (One)
 - iv) Member of organizing team (maximum two)

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 / availability of funds with MHRFDC.

Date: 24th December, 2020

(FDP Convenor/ Coordinator)

Mata Sundri College for Women, University of Delhi

Harpreet Kaur

(Vice Chancellor/ Director/ Principal)

Mata Sundri College for Women, University of Delhi

Mata Sundri College for Women
University of Delhi
New Delhi - 110002

[Signature]

(Chairperson)
MHRFDC

[Signature]

(Coordinator)
MHRFDC