

MAHATMA GANDHI INSTITUTE OF VOCATIONAL EDUCATION महात्मा गांधी व्यावसायिक शिक्षा संस्थान

Agreement & Terms and Conditions for operating Study Centre of Mahatma Gandhi Institute of Vocational Education

1. The study centre shall co-ordinate with MGIVE, Delhi for its betterment.
2. The study centre will enroll students for diploma / certificate courses in two blocks upto the last date as noted against each:

| Block | | Last Date |
|------------------------|--------------------|------------|
| I st Block | June / July | 30.04.20xx |
| II nd Block | December / January | 15.12.20xx |

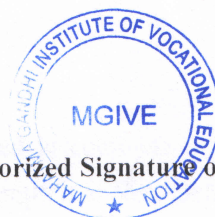
3. The student who enrolls for certificate courses given their exam after 3 months.
4. Affiliation Process Fee Rs.25, 000/- demand draft.

Due to pandemic we will charge only Rs. 10,000/- for this session.

(DD in favor of **Mahatma Gandhi Institute of Vocational Education**, payable at New Delhi.)

5. Prescribed fee shall be charged from the students only through Demand Draft in favour of MGIVE payable at New Delhi and no extra amount shall be charged from the students under any circumstances.
 - 3 months certificate courses fees is Rs. 5000/-
 - 12 months diploma courses fees in Rs. 12000/-
6. The study centre will collect all Admission forms duly filled in complete in all respect along with prescribed fee through demand draft in favour of MGIVE at New Delhi.
7. The fee deposited by study centre and students will not be refundable and cannot be claimed at any point of time.
8. After maintaining proper records and verification of admission forms from original documents separately, the study centre shall send all these forms along with demand drafts to MGIVE, Delhi.
9. MGIVE will offer 50 percent /- per admission as share of study centre.

10. MGIVE, Delhi will issue Admit Cards of the students before the start of examination.
11. The study centre can issue advertisements for admission/ enrollment after prior approval of the text of advertisements from MGIVE at their own level & expenses.
12. The study centre shall be responsible for maintaining all the records/registers etc. and will ensure provision of class rooms, staff as Invigilator, Almirahs for safe custody of Admission forms/ Answer sheets etc. and other facilities for conduct of examination and if not available, the study centre will provide consent letter of other Institute having such facilities.
13. The study centre will also ensure that proper examination be made and after examination all answer sheets will be collected with proper signature & name of the Invigilator on each answer sheet.
14. The study centre will send all Answer Sheets to MGIVE with proper list prepared separately under sealed cover, after the completion of examination.
15. The study centre shall follow all the rules/regulations and orders issued by MGIVE, Delhi from time to time and if any dispute happens it shall come under the Jurisdiction of Delhi Courts only.
16. If any study centre of MGIVE is not functioning properly or found any irregularity and complaint from the side of students/ parents, the study centre affiliation shall be cancelled without notice and the enrolled students shall be transferred to any other nearby study centre of MGIVE.
17. MGIVE will provide study materials of the syllabus in which student enrolled.
18. We will give only one study centre on distance of 250 meters approximately.



Authorized Signature of MGIVE