

MEMORANDUM OF UNDERSTANDING
BETWEEN
TAMIL UNIVERSITY, THANJAVUR, TAMIL NADU, INDIA
DEVELOPING CENTRE OF TAMIL

&
NAME OF THE INSTITUTION

This MOU agreement is entered on _____ between the Tamil University, Thanjavur-613010, Tamil Nadu state, India, referred to as First Party represented by the Registrar of the University

And

----- referred to as second party.

Tamil University - First Party

1. The Tamil University is one of the Universities in India established under the Act called the Tamil University Act 1981 (Tamil Nadu Tamil University Act of 1981) and was approved by University Grants Commission, New Delhi in 1983.
2. To hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved program of study whether residing within the University area or otherwise and to provide such lectures and instructions for persons not being residents within the University area under conditions prescribed through Tamil Language Course offered by the Developing Centre of Tamil.

-----**(Second Party)**

3. The parent organization of the second party in India which was established ----- years ago. It is a registered and it has been conducting.
 - a)
4. Enabling to fulfill the above recommendations, an organization was formed under the ----- (Name of the Institution). This organization is responsible and entrusted with the task of teaching and researching, in to the issues related to teach Tamil Language. This organization is the second party to this agreement.

5. The Second Party is interested in enrolling candidates' resident **in and around ----- limited to ----- kms** for the purpose of academic pursuit. Therefore, interested in exploring the possibilities of recognized program of studies and conferring suitable recognized certificate diplomas recognized by the Universities in India.
6. The second party shall also be responsible to encourage the students to study on their own using the notes and guild lines provided by the universities and examined for the award of the certificate / diploma as directed by the Tamil University.

THE AGREEMENT

7. This agreement entered into is to intimate and encourage mutually beneficial objectives of first and second party that is "To impart training to those residing within beyond India who desired to study Tamil Language course offered by the Developing Centre of Tamil with the support of the Second Party.

PROGRAMME

8. The Tamil University recognizes the Second Party as the legal institute and grants choice to identify suitable program of study to be offered **in and around ----- limited to ----- kms**. The Second Party shall apply, specifying such program to the University and obtain the approval of the Vice Chancellor through the Developing Centre of Tamil to conduct Program **in and around -----limited to ----- kms**. The Second Party shall make admission strictly satisfying the eligibility criteria prescribed by the admission of Candidates to the program of study through open press notification in the media **in and around -----limited to ----- kms** and Tamil University shall included the name of the Second Party for the press notifications in the media in India.

ADMISSION OF CANDIDATES

9. The Second Party is authorized to enroll students **in and around -----limited to ----- kms**. The admission of candidates will be made by the prescribed serially numbered original application forms supplied by the University only. Any other forms of application for admissions made will not be valid.
10. All expenses incurred for the press notification **in and around -----limited to ----- kms** for admitting candidates for the program of study at the Tamil University shall be the responsibility of the Second Party. The Second Party shall submit the details regarding the commencement of admission, last date for the admission of candidates, academic and calendar period, closing date of the academic program offered **in and around -----limited to ----- kms** to the University at least two

calendar months in advance. The Second Party shall draw up an academic and calendar year containing the specific time schedule and submit the same to the Developing Centre of Tamil of the Tamil University. The calendar shall form the basis of coordinating all activities connecting the two institutions, viz the dispatch of Application Forms, Prospectus and Syllabus for various program of study and course materials, dispatch of Examination, reenrollment Application Forms, Examinations Registration Number, Hall – Tickets, attendance registers, mark list, Provisional degree / Diploma Certificates, etc.

11. The Second Party within two calendar months after official closing of the admission to various programs of study shall send a list of candidates admitted into various program of study to the Tamil University, Thanjavur , with supporting application forms, the eligibility criteria and copies of the certificates.
12. The Tamil University shall in turn organize all other connected program of action based on the list of candidates for the provisional admission made by the Second Party.

THE ENROLMENT AND COURSE FEE

13. The Second Party shall be responsible for remitting the fees to the account number specified by the Tamil University, Thanjavur- 613010 within two weeks of the closing date or from the last submission of the last application for the enrolment and application for the examination.
14. The Second Party shall have to pay ----- as affiliation fee to the university (one time only) (The fees Structures given in the rules and regulations)

PERSONAL CONTACT CLASSES, COURSE LECTURERS & COMPUTER HANDS-ON CLASSES

15. The Second Party is solely responsible for conducting the personal contact program/ computer hands-on classes / practical's etc. by drawing a calendar of events for the various program offered in strict compliance with the University rules and regulations applicable for the study program.

EXAMINATIONS

16. Examinations will be conducted **Twice a year Non – Semester Pattern one in ----- (Month) and Second in ----- (Month).**
17. The Second Party shall send a list of eligible candidates who have fulfilled the program requirements to appear for the examinations – both written and practical. The list of candidates appearing for the various examinations, their hall tickets, relevant question papers and answer booklets etc., will be dispatched by the University in one lot 10 days prior to the set examination **One in -----(Month) and Second in ----- (Month).**

18. The Second Party shall ensure fair and genuine conduct of the written and practical examinations for the candidates at the appointed date and hour as per the academic calendar.

Examination Fees(For every Regular and Arrear Examinations)

19. The examination schedule will be fixed by the Second Party depending upon the local conditions in co-ordination with the Tamil University the Second Party.
20. While the University will take all efforts to ensure the timely conduct of the examinations and publications of results, its decision as to rescheduling of examinations will be left to the discretion of the university and the consequent delay in publication of results.
21. All the answer scripts shall be dispatched by the Second Party in bulk to the University for the purpose of valuation. (The examination fees Structures given in the rules and regulations)

TERMINATION OF AGREEMENT

22. This agreement shall be in force for a period of Five years from _____ to _____ and shall be **renewed on or before** _____ by mutual consent with the same terms and conditions or with such additions or deletion as may be mutually agreed upon. This agreement may also be terminated by either side giving a notice of not less than six month. However it is specifically agreed that both the qualified candidates, who are enrolled before the cancellation / termination of this agreement, provided no candidates shall be permitted to appear for the examination for more than two sittings after the termination of the agreement.

LITIGATION

23. It is agreed that in the event of any dispute or differences on the terms agreed to leading to seeking of judicial remedies, the courts in India alone will have jurisdiction.
24. The attached rules and regulations also govern the MOU function . The second party shall follow the rules and regulation accordingly.

Registrar
Tamil University
Thanjavur-613010.

Witness:

- 1.
- 2.

Tamil University, Thanjavur.
Developing Centre of Tamil
Additional Guidelines

Additional guidelines that are included into the MOU meant for to impart training those residing within and beyond India who desire to study Tamil Language Course under the guidelines of Government order No.31 dated 28.02.2019 issued by Tamil Nadu.

**Amendments have been made to the MOUs executed for adaption and implementation by the Organizations or Institutions from immediate effect -----
 2019**

Abbreviation

First party	Tamil University, Trichy road, Thanjavur, Tamil Nadu
Second party	Name and address of the Institution
Second party's place of Practice	Name of the place
List of course affiliated	Certified grade levels from 1 to 8
List of subjects offered	Tamil Language
In the event of grievance addressal:	The Vice Chancellor Tamil University, Thanjavur, Tamil Nadu
Mandatory compliance	Any Government Orders (GO) issued to-date or in future, under the Government of Tamil Nadu / Government of India from time to time

Conditional Compliance (mandatory)

The second party must adhere to the content and the strict implementation of the said and referred GO order, stated in this amendment addendum. If the second party may choose to disagree, this agreement shall supersede all existing agreements and any titles / degrees / diploma / academic distinctions shall be exercised, limited exclusive to 'grade levels' only and all other titled education shall cease to exist.

I. The course of studies and practice

1. Under the subject of Tamil Language course will be conducted.
2. The subject is divided into 8 Grades. The duration of each grade shall be 6 months.
3. For the First 3 grades minimum 50 hrs of classes must be conducted in 6 months. These classes may be arranged for 2 days in a week and one hour per day.
4. For the Grades from 4th to 8th, minimum 100 hrs classes must be conducted in duration of six months. These classes shall be for 2 days in a week and two hours in duration for each day.
5. There shall be practical for the first 3 grades and for the 4th grade until the 7th grade there shall be the practical exams along with written examinations . For the students of 8th Grade, there shall be a Viva along with written examination.

II. Rules and regulations for the students

1. Students those who join the course of study shall not be less than 8 yrs. of age. There is no maximum age limit prescribed.
2. Students who get promoted in each grade will be qualified to next grade.
3. Students are eligible for lateral entry. They should pay an entrance examination fee and qualify to enter third or fourth stage. Examination to be conducted by the centre on video conferencing with University appointed examiners, from the approved list of Resource Persons.
4. In every grade, the attendance of the students will be 75% for the examination.

5. Students who have not passed the examination shall be allowed to sit for the supplementary test only after remitting the prescribed examination fee.
6. Evaluation of the practical examination shall be done through the Video Conference by Tamil University. This rule is relevant to the practical examination not for the written exam.

III. Rules and regulations for the Institutions

1. The Institution shall be an approved one of the relevant countries.
2. The organizers of the institution should be dedicated to Tamil Language.
3. Each Centre may commence admission to these courses in the beginning of the academic year of that particular country. The admissions shall be over within 30 days after display of the relevant advertisement.
4. The filled in applications have to be received from the prospective candidates after the proper advertisement. A copy of such an advertisement shall be sent to the Tamil University.
5. After verifying the applications of the candidates, with counter signature and testimonials of the applications have to be uploaded online to the Tamil University.
6. The applications received should be sent through online to the Tamil University by scanning until the installation of new software for the admission process.
7. The institution should issue ID card to the students with online approval of Tamil University. A copy of ID card issued shall be sent to the Tamil University.
8. Details of the attendance of each students shall be sent to the Tamil University.
9. The institution shall select the qualified teaching staff and obtained the concurrence of the Tamil University.
10. With regard to this selection, Bio data of the selected staff and other testimonials of competent and practical experience in a CD and copy of the testimonials shall be sent to the Tamil University.
11. Before appointing the invigilators and chief superintendents for conducting the examinations, the overseas institutions shall get the approval of the Tamil University. The bio data of such persons shall be sent to the Tamil University.

12. The institution shall appoint a Proctor. Details of such appointment shall be sent to the University.

13. Local taxes if any have to be borne by the concerned organization.

IV. The following payments have to be remitted into the account of Tamil University in INR

A. Admission Fees

For the Students of Sri Lanka and India.

1. For Grade 1 to 8 each students Rs. 250/-
2. For those who discontinue their study have to pay the full fee when they seek readmission.

For the students of other Countries

1. For Grade 1 to 8 each students Rs. 500/-
2. For those who discontinue their study have to pay the full fee when they seek readmission.

B. Lateral Entry Fee

For the Students of Sri Lanka and India.

1. Each student Rs. 500/-

For the students of other Countries

2. Each student Rs. 1000/-

C. University Fees

For the students of Sri Lanka and India.

1. For Grade 1 to 3 each students Rs. 250/- (In Indian Rupee / Money).
2. For Grade 4 to 8 each students Rs. 500/- (In Indian Rupee / Money).

For the students of other Countries

1. For Grade 1 to 3 each students Rs. 500- (In Indian Rupee / Money).
2. For Grade 4 to 8 each students Rs. 1000/- (In Indian Rupee / Money).

D. Examination Fees Common to all

1. For Grade 1- 3 Rs. 250/- Indian Money for each paper.
 2. For Grade 4 – 8th Rs. 400/- Indian Money for each paper.
 3. Those who write supplementary examinations have to pay double the amount of examination fees.
 4. Certificate Fee : RS.200/- per certificate
14. The Certificates from the Tamil University will be awarded on the basis of the results announced in the examinations of each grades. On the successful completion of the 8th grade a full Completion Certificate will be issued by Tamil University.
 15. The Tamil University will have absolute legal rights to take all decisions with regard to the MOU's signed with all organizations. They shall administer these works subjecting themselves to these conditions.
 16. The MOU's of organizations that bring a disrepute or detrimental to the honor and repute of Tamil University will be cancelled without any information.
 17. Turn around time for letter of correspondence for 5 working days.

V. Qualification of the Teaching Staff

1. Resource Persons meant for first 3 grades shall have Tamil Language should be studied up to school final.
2. Resource Persons meant for to the 4th grade upto 8 shall have been qualify with a Bachelor Degree/equivalent experience (within 10 years experience) in the relevant subjects. The certificate of experience should be submitted to the Tamil University. An expertise in the subject will be deemed as preferable qualifications and the experts will be approved by the Tamil University.

VI. Audit.

The Tamil University shall personally inspect and Audit the Classes and Exams conduct by the Institution/organizations

VII. As per the Additional MOU, Teachings through Developing Centre of Tamil University shall be conducted only at ----- **City area and around the ----- city limited ----- KM.**

VIII. As per the Tamil Nadu Government Orders, the MOU between Tamil University and ----- **(Name of the Institution)** has been signed ONLY with **Developing Centre of Tamil.**

IX. Affiliation Fees for the Institutions/organization/society :

1. States within Indian Territory	Rs.25,000 INR
2. Centre with in Srilanka	Rs. 50,000 INR
3. Other foreign centre	2000 USD

X. The rules mentioned in the MOU are subject to change and they can be Modified at the discretion of Tamilnadu Govt. or the Tamil University at any time.

Registrar
Tamil University
Thanjavur-613010.

Witness:

- 1.
- 2.