

**MEMORANDUM OF UNDERSTANDING**

**INSTITUTIONAL COLLABORATION FOR ESTABLISHMENT OF  
CENTRE FOR OPEN LEARNING DIPLOMA IN BUSINESS  
ENTREPRENEURSHIP -  
An Open Learning Programme in Entrepreneurship (OLPE)**

This Memorandum of Understanding (MoU) is entered into as on \_\_\_\_\_ between **Entrepreneurship Development Institute of India**, a national level entrepreneurship education, training and research institute, managed by its Governing Board and having its head office at Village & PO Bhat-382428, District Gandhinagar (Gujarat)

AND

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The parties hereto agree as follows:

1. \_\_\_\_\_ (Collaborating Agency) will promote Open Learning Diploma in Business Entrepreneurship, register students, organise contact sessions and provide counselling & other support required by the learners.
2. The Collaborating Agency shall nominate a resource person who will act as coordinator of this open learning course to facilitate continuous interaction between EDI and the learners.  
Dr./Mr./Ms. \_\_\_\_\_ will act as coordinator for the course.
3. The OLPE coordinator shall continuously interact with the learners and EDI to ensure better support services to the learners.
4. The Collaborating Agency shall also appoint a Counsellor from among academicians, practicing professionals or entrepreneurs, to offer counselling services to the learners. If deemed fit by the Collaborating Agency, the coordinator may be assigned the role of a counsellor as well.
5. **PUBLICITY & PROMOTION :**
  - i) To facilitate the Collaborating Agency to promote the programme and create necessary awareness amongst potential target groups, EDI will supply necessary publicity material. Stickers indicating local contact address could be printed and affixed on the publicity material, by the Collaborating Agency.

- ii) The Collaborating Agency may also register final year graduating students for the Course, besides degree/ diploma holders.
- iii) The Collaborating Agency will also take up promotional work, like:
  - a) organising awareness camps in own and other colleges, polytechnics & other educational and management institutions in nearby areas.
  - b) publishing articles, releasing press notes in local magazines/newspapers
  - c) providing information about the programme to Entrepreneurs, Youth Organisations, Employment Exchange Offices, Chambers of Commerce, Industry Associations, Management Associations, Voluntary Organisations etc.
  - d) Any other promotional measures deemed fit.

#### **6. Collaboration :**

- (i) The Agency interested in collaboration would be required to deposit Rs.10,000/- to EDI by Demand Draft/ Pay Order in favour of EDI, payable at Ahmedabad, along with the duly signed copy of the MoU. Requests, thereafter, for withdrawal of deposit will not be entertained. The amount will be refunded only upon - (a) complete settlement of accounts; and (b) registration of minimum 40 learners each year for two consecutive years with effect from the date of signing the MoU by the Collaborating Agency OR registration of a total of 80 learners during the two year period of the agreement.

No interest would be paid on the deposit. The deposit, however, will be forfeited in case the Collaborating Agency does not honour the commitment of registering learners as mentioned above.

- (ii) The original copy of the jointly executed MoU shall be retained by EDI, while a photocopy of the same shall be sent to the Collaborating Agency. This can be treated as a Document of Authority for promoting the programme and pursuing activities related to it.
- (iii) Once the formalities are completed, the Institute will provide the following support, free of cost, to the Collaborating Agency:

- ❖ One set of printed study material (available in English/Hindi/ Gujarati)
- ❖ A Directory of OLPE Learners, who have started enterprises.
- ❖ Orientation to the counselor, and
- ❖ Publicity and promotional material.

**7. COUNSELLING SUPPORT :**

The Collaborating Agency will take the responsibility of sending the biodata of the counsellor(s). The counsellor(s) may be selected from among academicians, practising professionals like CA, CS, successful entrepreneurs, bankers, etc.

The Collaborating Agency will provide regular counselling services to the learners and take their feedback from time to time. The same will have to be communicated to EDI.

**8. CONTACT SESSIONS :**

The Collaborating Agency will organise two contact sessions (each of 3 days' duration) during the programme. The first contact session will have to be conducted during the 3<sup>rd</sup> month and the second during the 6<sup>th</sup> month of the programme. The schedule of the contact sessions will be given by EDI.

**9. Evaluation of Assignment :**

The Collaborating Agency will be responsible for evaluating assignments submitted by the learners attached to them. Evaluated assignments along with remarks and comments should be returned to the learners in time.

**10. Examination :**

EDI will provide Term End Examination (TEE) papers to the Collaborating Agency for conducting examination at their centres. The Examination papers and the project reports submitted by the learners will be evaluated by the Collaborating Agency and later on sent to EDI.

**11. FOLLOW-UP SUPPORT :**

The Collaborating Agency will also provide post-programme follow-up support to the learners for three months to facilitate them in launching their enterprises.

**12. Certification to Learners:**

Upon satisfactory completion of the course, the learner will receive certificate issued by EDI.

**13. LOGISTICS :**

- i) The Collaborating Agency will be required to buy the Prospectus-cum-Application forms from EDI @ Rs.100/- each.
- ii) Filled-in application forms shall be collected by the Collaborating Agency along with the fees in the form of Pay Order/DD `in favour of EDI' payable at Ahmedabad and sent to EDI immediately.
- iii) On receipt of the application forms and the course fee, EDI will send the study material directly to the learners and intimate the Collaborating Agency. Alternatively, the study material could be sent to the agency for forwarding the same to the learners, if so desired.

**14. FEE:**

The fees payable by the learners for the programme is Rs.5000/- paid in cash or by Pay Order/Demand Draft in favour of EDI, payable at Ahmedabad, to be collected at the time of registration along with the duly filled-in application form.

**15. INCENTIVES :**

EDI will pay @ Rs.1000 per learner to the Collaborating Agency as financial incentive towards the following activities:

- i) Ensuring completion of course by the learners
- ii) Providing counselling services & evaluating the assignments
- iii) Organising two contact sessions
- iv) Evaluating the Project Reports
- v) Assessing the Term End Examination (TEE) Papers
- vi) Meeting Contingencies like postage, stationery, etc

To compensate for the promotional efforts made by the Collaborating Agency, an additional incentive of Rs.400/- per learner will be provided by EDI to the concerned Collaborating Agency. Thus, the total financial incentives will come to Rs.1,400/- per learner.

**16. Disbursement of Incentives :**

Disbursement of incentives to the Collaborating Agency shall be made as follows:

1. In case of learners registered through the Collaborating Agency and attached with them for counselling and completion of the course, the incentives of Rs.1,400/- would be released in two installments:
    - a) First installment of Rs. 900/- per learner towards :
      - (i) Promotional incentives (Rs.400/-) and;
      - (ii) evaluating assignments, counselling, organising first contact session and meeting Contingencies like postage, stationery etc. (Rs.500) immediately on completion of registration in the respective batch;
    - b) The second installment of Rs.500/- for organising the second contact session, evaluating TEE paper, project report and for ensuring completion of the course by the learner.
  2. For all those learners not registered through the Agency but only attached with them for counselling and other support of the course, the total incentives will be limited to Rs.1,000/-. This amount would be disbursed in two equal installments of Rs.500/- each for extending services as mentioned in para (ii) above.
- 17.** EDI would expect the collaborating agency to keep the institute updated about the start-up rate and performance of the learners completing the course.
- 18.** The collaborating agencies with satisfactory performance would be given due recognition and publicity by EDI through its Website, published literature etc. and efforts would be made to involve them in other activities of the Institute.
- 19.** EDI reserves the right to change the above mentioned norms and conditions without any prior notice, if required.

The above terms and conditions are agreed upon by \_\_\_\_\_ (Collaborating Agency) and EDI. This arrangement is valid for two years with effect from the date of signing the MoU; continuation of which will depend upon subsequent reviews and mutual consent.

EDI

Collaborating Agency

Entrepreneurship Development

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Institute of India, Ahmedabad

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Website: \_\_\_\_\_

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Designation: \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_