



**MAHATMA HANSRAJ FACULTY DEVELOPMENT CENTRE**  
(A Centre of UGC, MoE, Government of India, under Malaviya Mission Scheme)

**Hansraj College, University of Delhi**  
NAAC A++



Website: [www.mhrfdc.in](http://www.mhrfdc.in)

Email: [fdp.hrc@gmail.com](mailto:fdp.hrc@gmail.com)

**Memorandum of Understanding (MoU)**  
**between**  
**Mahatma Hansraj Faculty Development Centre, Hansraj College, University of Delhi**  
**&**  
**Shivaji College, University of Delhi**

This is in reference to your proposal received at MHRFDC through an email regarding conduct of a Faculty Development Programme on "**Dimensions of Research: From Literature Review to Data Analysis**" (via online mode). We are pleased to inform you that we are interested in the same for the dates **(4-9 December, 2023)**. 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, at least 20 days before the programme.
5. Remuneration to Resource Person 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 Convener 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).



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### **List of requirements from host institution (Shivaji College, University of Delhi)**

1. Proposal from host institution (Shivaji College, University of Delhi).
2. Minimum 60 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** ( 4-9 December, 2023) 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 ([fdp2.hrc@gmail.com](mailto:fdp2.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) Convener (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: 11<sup>th</sup> November, 2023**

(FDP Convenor/ Coordinator)  
Shivaji College, University of Delhi

(Director, Principal, Vice-chancellor)  
Shivaji College, University of Delhi

(Coordinator)  
MHRFDC

(Chairperson)  
MHRFDC