



पश्चिम बंगाल पश्चिम बंगाल WEST BENGAL

AH 662392

Before the Notary  
Subrata Kumar De, Hoochly

*Subrata Kumar De*  
SI No. 180

**MEMORANDUM OF UNDERSTANDING (MOU)**

**BETWEEN**

**GOVERNMENT PHYSICAL EDUCATION COLLEGE FOR WOMEN,  
CHINSURAH, HOOGHLY, WEST BENGAL**

**&**

**STATE INSTITUTE OF PHYSICAL EDUCATION FOR WOMEN,  
HASTINGS HOUSE, ALIPORE, KOLKATA, WEST BENGAL**

**FOR**

**RESOURCE SHARING, SKILL DEVELOPMENT AND OUTCOME BASED  
TEACHING LEARNING INTERNSHIP COURSE.**

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (here in after called the MOU) is entered into on this the

14<sup>th</sup> Day of November

2022

**SUBRATA KUMAR DE**  
NOTARY  
Govt. of West Bengal  
Regd. No. 89 of 2002

18 OCT 2022

- 2.3 To provide a complete knowledge about the duties and responsibilities of the Physical Education teacher to be executed during actual school teaching environment.
- 2.4 To give experiences in the areas of teaching, managerial, organizational, official and administrative work for the trainee teachers.

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18 OCT 2022

## By and between

GOVERNMENT PHYSICAL EDUCATION COLLEGE FOR WOMEN, CHINSURAH, HOOGHLY, The First Party represented here in by its Principal as Representative and Competent Authority (here in after referred as 'First Party', the institution which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns)

## AND

STATE INSTITUTE OF PHYSICAL EDUCATION FOR WOMEN, HASTINGS HOUSE, ALIPORE, KOLKATA, The Second Party, and represented here in by The Officer-in-Charge as Representative and Competent Authority, (here in after represented to as the 'Second Party', which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns) (First Party and Second Party are here in after jointly referred to as 'Parties' and individually as 'Party')

WHERE AS

A) FIRST PARTY is a Higher Educational Institution named:

(i) GOVERNMENT PHYSICAL EDUCATION COLLEGE FOR WOMEN, CHINSURAH, HOOGHLY, PIN-712102, WEST BENGAL.

B) First Party and Second Party believe that Collaboration and cooperation between themselves will promote healthy teaching-learning environment for more effective use of each of their resources, and provide each of them with enhanced opportunities.

C) The Parties intent to cooperate and focus their efforts in cooperation and support within area of Higher Education; Development of teaching skill, Managerial efficiency and socio-cultural aspect of a teacher based on teaching internship course

D) Both Parties, being legal entities in themselves desire to sign this MOU for advancing their mutual interests.

E) The Second Party, STATE INSTITUTE OF PHYSICAL EDUCATION FOR WOMEN, HASTINGS HOUSE, ALIPORE, KOLKATA, is a Higher Education Institution, is establish in the year 1975 under the direct control of Higher Education Department, Govt. of West Bengal and is engaged in imparting teachers training for aspirant female students in the field of Physical Education under the academic guide lines of NCTE and The University of Calcutta.

F) The Second Party presently functions all activities from its own premises at Hastings House 20B, Judges Court Road, Alipore, Kolkata-75. It has no other branch, wing, subsidiaries or extensions existing at present.

NOW THE PARTIES IN CONSIDERATION OF THE MUTUAL PROMISES SET FORTH IN THIS MOU, THE PARTIES HERE TO

RELEAS FOLLOWS

### CLAUSE 1

#### CO-OPERATION

Both Parties are united by common interests and objectives, and they shall establish channels of communication and co-operation that will promote and advance their respective operations within the institution. The Parties shall keep each other informed of potential opportunities and shall share all information that may be relevant to secure additional opportunities for one another.

1.2 First Party and Second Party co-operation will facilitate effective utilization of the intellectual capabilities of the faculty of First Party providing significant inputs to them in developing suitable teaching, administrative & managerial skill, keeping in minds the needs of the students vis-à-vis the placement needs of the Schools and other departmental opportunities.

1.3 The general terms of co-operation shall be governed by this MOU. The Parties shall cooperate with each other and shall, as promptly as is reasonably practical, enter into all relevant agreements, deeds and documents (the 'Definitive Documents') as may be required to give effect to the actions contemplated in terms of this MOU. The term of Definitive Documents shall be mutually decided between the Parties. Along with the Definitive Documents, this MOU shall represent the entire understanding as to the subject matter hereof and shall supersede any prior understanding between the Parties on the subject matter hereof.

### CLAUSE 2

#### SCOPE OF THE MOU

2.1 The budding graduates with physical Education & Sports background from the different colleges of different district of West Bengal will be provided with an unprecedented opportunity of having a convenient access to teacher education imparted by reputed and competent faculty. Both Parties believe that close co-operation between the two would be of major benefit to the student community to enhance their skills and knowledge.

2.2 The First Party will give valuable inputs to the Second Party in teaching/ training methodology and suitably customize the curriculum in accordance with the syllabus prescribed by NCTE & UGC for Physical Education Course, so that the students can avail of the best of modern and contemporary education and knowledge.

2.3 To provide a complete knowledge about the duties and responsibilities of the Physical Education teacher to be executed during actual school teaching environment.

2.4 To give experiences in the areas of teaching (Instructional, Managerial, organizational, official and administrative work for the trainee teachers.

Subrata Kumar De  
Officer-in-Charge  
State Institute of Physical  
Education for Women  
Alipore

Govt. of West Bengal  
No. 69 of 2002

8 OCT 2022

To provide opportunity to the student for preparing herself as a good & complete leader in the field of Physical Education Profession.

- 2.6 Both Parties to obtain all internal approvals, government consents and permissions of whatsoever nature required for offering the Programmes on the terms specified herein.
- 2.7 There is no financial commitment on the part of **Government Physical Education College for Women, Chinurah, Hooghly, the First Party** to take up any programme mentioned in the MOU, if there is any financial consideration, it will be dealt separately outside the ambit of this MOU as per the demand of the emergent situation.

### CLAUSE 3

#### **Terms & conditions for teaching-learning internship course of Physical Education Teachers of B.P.Ed course (2 yrs)**

1. Concerned institute should intimate to the competent authority regarding sharing institutional facilities and infrastructure with other institutions to run internship course.
  2. One batch comprises of all students of **B.P.Ed Sem-III** will do internship at a time for 7 working days in one institution and vice versa.
  3. Internship will start on and from **14/11/2022 to 31/11/2022** for a period of 7 working days for each batch.
  4. Each institution has to arrange accommodation and fooding for the students those are coming for internship as per existing rules of the institution authority.
  5. All facilities like classroom, playfield, indoor hall, courts, office, library, laboratories, store room, mess, kitchen etc. need to be provided to the students for those are coming for internship.
  6. Working hours for internship course should be 42 hrs per week and **6hrs per day may be allotted**.
  7. No financial assistance to the students those are coming for internship should be offered by the concerned institution.
  8. An outing programme based on educative value may be arranged by the concerned institute.
  9. During internship course if any Govt. property damaged or misplaced by any student then particular students has to replace/repair the instrument/material of her own.
  10. One coordinator (Teacher) for the internship group should be engaged by the concerned institution to run the course hazard free and smoothly.
  11. At the end of the course a written test need to be conducted on internship course to justify the outcomes of the course.
- The institution concerned will not born any financial liability in connection with internship course.

### CLAUSE 4

#### **Course Design**

Course Duration : 2520 minutes (42 Hr.)

#### **Teaching : (Guide lines)**

- i) Student has to teach six practical classes of 60 minutes duration (60 min x 6 classes = 360 mins)
- ii) Student has to take one practical class of one hour duration (60 min x 1 class = 60 min), need to be evaluated by the institute teacher.
- iii) Student should attend six theory classes of their own choice (60 min x 6 classes = 360 mins)
- iv) Student has to take one theory class of 60 minutes duration (60 min x 1 = 60 mins), need to be evaluated by the institute teacher.

Duration : 840 Minutes (14 Hr.)

#### **Organisational aspect : (Guide lines)**

Project work may be assigned to the students and they should act as an organising committee. Organising committee should organize at least one tournament (Kho-kho, Kabaddi, Badminton, Handball, Netball, Football, Volleyball, Callisthenics, aerobics etc.) of two days by observing all duties related to pre-competition, during competition and post competition organisational work. Evaluation of whole organisational work to be done by observing preparation level, marking, officiating, competition (inaugural and closing) protocol, preparation of score sheet & report etc.

Duration : 600 Minutes (10 Hr.)

#### **Duties related with Administrative work : (Guide lines)**

- Preparation of time table
- Preparation of requisition list of sports equipment/material
- Purchase procedure of sports equipments
- Preparation of sports budget
- Preparation of annual sports day
- Maintenance of sports store
- Use of library
- Use of laboratories

Duration : 360 minutes (6 Hr.)

**SUBRATA KUMAR DE**  
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Regd. No. 89 of 2002

18 OCT 2022

### Cultural Demonstration : (Guide lines)

- Every student has to perform Cultural Activity

Duration : 300 minutes (5 Hr.)

### Mass management : (Guide lines)

- i) Food distribution method
- ii) Seating arrangement
- iii) Cleanliness and maintenance of hygiene

### **CLAUSE 5 EVALUATION**

At the end of internship evaluation sheet for each student has to be prepared on the basis of overall observation under the following areas and grading should be awarded in 10 point scale.

#### **AREAS OF EVALUATION :**

- a) Attendance, Discipline & Punctuality (10 Marks)
- b) Teaching performance (Practical) (20 Marks)
- c) Teaching performance (Theoretical) (20 Marks)
- d) Ability of organizing competition/tournament (10 Marks)
- e) Administrative/leadership proficiency (10 Marks)
- f) Performance in cultural activities (10 Marks)
- g) Performance on written examination (10 Marks)

Total Marks = 100  
Grade

Marks Obtained

#### **GRADING INDEX :**

Grade	Marks	Performance
O	9.0 & above	(Outstanding)
A++	8.00-8.99	(Excellent)
A+	7.00-7.99	(Very Good)
A	6.00-6.99	(Good)
B+	5.0-5.99	(Satisfactory)
B	Below 5.00	(Average)

Head of the Institution should issue a completion certificate against each successful candidate for attending and completion of internship course with grade point.

### **CLAUSE 6 VALIDITY**

The Agreement will be valid until it is expressly terminated by either Party on mutually agreed terms, during the period State Institute of Physical Education for Women, Hastings House, the Second Party, as the case may be, will take effective steps for implementation of this MOU. Any act on the part of the Second Party after termination of this Agreement by way of communication, correspondence etc. shall not be construed as an extension of this MOU.

Both Parties may terminate this MOU upon 30 calendar days' notice in writing. In the event of Termination, both parties have to discharge their obligations, and will be absolved of all prior responsibilities.

### **CLAUSE 7**

#### **RELATIONSHIP BETWEEN THE PARTIES**

- It is expressly agreed that First Party and Second Party are acting under this MOU as independent contractors, and the relationship established under this MOU shall not be interpreted as a partnership. Neither Party is authorized to use the other Party's name in any way, to make any representations or create any obligation or liability, expressed or implied, on behalf of the other Party, without the prior written consent of the other Party, duly sanctioned by the Department of Higher Education, Government of West Bengal. Neither Party shall have, nor represent itself as having, any authority under the terms of this MOU to make agreements of any kind in the name of or binding upon the other Party, to pledge the other Party's credit, or to extend credit on behalf of the other Party.

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Regn. No. 69 of 2002

18 DEC 2022

### **GRADING INDEX :**

<b><u>Grade</u></b>		<b><u>Marks</u></b>	<b><u>Performance</u></b>
D	=	9.0 & above	(Outstanding)
A++	=	8.00-8.99	(Excellent)
A+	=	7.00-7.99	(Very Good)
A	=	6.00-6.99	(Good)
B+	=	5.0-5.99	(Satisfactory)
B	=	Below 5.00	(Average)

**First Party**

**Second Party**

Any divergence of difference derived from the interpretation or application of the MoU shall be resolved by arbitration between the parties as per the Arbitration Act, 1996. The place of the arbitration shall be at District Head Quarters of the First Party. This undertaking is to be construed in accordance with Indian Law with exclusive jurisdiction in the District Court of Chinsurah, Hooghly.

**Agreed**

For

For

Govt. Physical Education College for Women,  
Rice Research Station, Chinsurah,  
Hooghly - 712102

State Institute of Physical Education for  
Women, Hastings House, 27, Judges  
Court Road, Alipore, Kolkata - 77



Authorized Signatory  
Govt. Physical Education College for Women  
Hooghly

Officer-in-Charge  
Authorized Signatory  
State Institute of Physical  
Education for Women  
Alipore

Govt. Physical Education College for Women,  
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Website: [www.sipew.org](http://www.sipew.org)


Witness 1: Subanta Pal

Witness 2: Subanta Chatterjee

Witness 3: Bipin Chandra

Witness 4: Pratik Kumar Hanta



  
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18/10/22 NOTARY  
Govt. of West Bengal  
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Identified by  
Subrata Kumar De  
18/10/22

18 OCT 2022