

**ARTICLES OF AGREEMENT MADE THIS DAY _____ between training providers,
with address**

The first party and Principal Director (MSME CDGI) Firozabad, India (hereinafter called as CDGI) of the other part.

Whereas the CDGI has engaged the party of the first **INSTITUTE OF HEAD** ,..... Who has agreed to training provider his institute to CDGI, For conducting relevant to **FIRE & SAFETY subjects** hereinafter contained.

NOW THIS PRESENT WITNESS AS FOLLOWS:

The party of the first part will remit **Rs.40,000/- (Forty Thousand Rupees Only)** as, training provider fee to obtain the status of an approved training provider Institute of CDGI before enrolling trainees to **FIRE & SAFETY course**. Their admission will be only after remitting the prescribed fee To CDGI for each trainee/each course.

Institute Head

Principal Director (CDGI)

CDGI-TERMS AND CONDITIONS

I. GENERAL

- a. Trust/Society/Individual seeking permission to initiate the CDGI courses in their Institute should apply in the prescribed application form with all the necessary enclosures.
- b. Institute already TP of CDGI, if applies for any new category/ new courses in the same category or renewal should enclose the copy/copies of the authorized certificate already obtained from CDGI.
- c. The powers to accept or reject the application for starting new course/new institute shall exclusively rest with CDGI
- d. CDGI MOU and approval is valid for only one academic year (.....to 31st) Approval of the institute should be renewed each year, before toat CDGI Programme at CDGI FIROZABAD
- e. The Trainees admitted to the course and the institute should follow all the Terms and conditions prescribed by the CDGI from time to time regarding the conduct of the above courses.
- f. The CDGI have full authority to cancel the Training provider approval Without any previous notice if the approval center /Institute shall be guilty of any Deviation or impropriety of any of the CDGI Terms and conditions.

g. This MOU and approval is valid up to 31, 20.....

II. Infrastructure and Building

- a. Minimum infrastructure facilities as prescribed by CDGI is essential for running CDGI courses.

The Institute infrastructure should be enhanced as per the students strength and requirements.

b. Approval from CDGI is valid for the premises for which the approval is sought. Shifting of the existing premises of the institute should be done only with the consent of the CDGI FIROZABAD/ Shifting should be made before the commencement of the concerned academic year without affecting the students of the Institute. Separate application by submitting the required fee, should be obtained from CDGI, if the center is shifted to another premise.

c. The name of the Institute should be suffixed with Academy/Institute/ Center /Institute.

d. The class room/ practical workshop should be at least in the R.C. Building/Building with asbestos roof and it should have adequate space.

Institute Head

principal Director (CDGI)

e. Proper and adequate ventilation, Lighting should be provided for theory and practical class rooms.

f. Adequate drinking, water and sanitation facilities should be provided at the institute .

g. CDGI vigilance Committee will inspect the facilities which are made available to the students at the Institute, at any time without Prior Notice.

III. Fees Pattern

a. The Institute can charge fees according to the city/state wise or facilities in the institute (Tuition Fee) or equivalent amount in other countries per student/ per course/per year.

b. Fee once remitted to CDGI will not be refunded under any circumstances.

c. The course fees charged by the institute should be commensurate with the facilities provided to the students. Tuition fees and other charges may be collected on a monthly, quarterly or annual basis.

d. Registration of students can be made only at CDGI Firozabad. The registration fee per student is Rs. 4000/-. Registration fee (one time payment) should be remitted before 30th September with

registration forms. The same fee can be remitted up to 30th October with late fee Rs.100/- per student. For School Courses, prescribed Fee per student to be remitted CDGI, Firozabad 60 Days before the Commencement of Examinations.

IV. Staff Pattern

a. Minimum qualification for teaching staff should be Diploma /Degree/Masters Degree of concerned subject.

b. Teaching staff must be properly qualified and trained. Detailed bio-data of teaching staff should be sent to CDGI , Firozabad before 30th of August, every year.

c. Every year, two faculty members from the Institute should undergo **compulsory** two days faculty and Management Training programme at CDGI Academic Staff Firozabad office

d. The fee for faculty and Management Training Programme should be remitted along with the renewal forms.

V. Curriculum

a. The Management of the Institute after the approval from CDGI should conduct classes as per CDGI norms.

b. The CDGI courses offered in the Institute should be full time courses.

c. Course name and duration should not be changed by the Institute.

d. Medium of instruction may be English, Hindi or Mother tongue of the students.

e. Adequate theory and practical hours should be maintained in the Institute, as per the course curriculum.

f. If the Institute is not having fire station & other practical lab, laboratories and other kind of workshop for imparting practical training to the students, they should make tie-up with existing relevant industries , laboratories and other kind of workshop and the details of the same should be submitted along with the renewal forms.

g. CDGI prescribes syllabus for all the courses. This syllabus be strictly followed and are subject to revision whenever necessary and desired by CDGI

VI. Institution Management

a. Any advertisement using Government of India Emblem, giving false information to public is punishable. It will even lead to the cancellation of the approval of the institute.

b. No parallel classes/sections shall be conducted in any complex/building other than the premises for which approval was granted.

c. The Institute should maintain records of attendance of student and teaching staff.

d. The academic year should be from June to May every year.

e. The calendar year should be from January to December every year.

f. Number of student in one batch should not exceed 50.

g. For all short term courses (less than one year duration) and for all school courses student can be admitted throughout the year.

h. All advertisements or promotional activities must be approved by CDGI, Ferozabad

i. Record note, ID card, (It is also **compulsory** those who are undergoing short term courses.

j. Examination will be normally conducted in the Institute where approval was granted. CDGI will nominate the examiners. Examination can be written by the student in any Languages.

k. Institute which runs other Certificate, Diploma or Degree courses should not award any certificate merging the same with the CDGI courses conducting in the Institute.

In witness The Principal Director CDGI, Ferozabad herein to set their hands on the day 00-00-20.....

Signed by

- The Party of the first part. **Signature with seal**

- Signed by CDGI **Principal Director Signature with seal**

- For and on behalf of CDGI, Ferozabad In the presence of witnesses:-