



U/S 2(f) and 12B of the UGC Act 1956, NAAC A<sup>+</sup> Accredited)  
**DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH**  
Established under The Desh Bhagat University Act, 2012 (Punjab Act No. 15 of 2013)

No. DBU/Reg./2025/2439

Dated: 20 August, 2025

**NOTIFICATION**

In exercise of powers conferred U/s 28(iii) of the Desh Bhagat University Act, 2012 (Punjab Act No.15 of 2013), the Academic Council in its 25<sup>th</sup> meeting held on 27 May, 2025 has approved the **Policy related to establishment of Information & Career Counselling (ICC) Centres.**

Desh Bhagat University (DBU), being a NAAC A+ accredited and UGC-entitled University for Regular Programmes, Online Learning (OL) and Open & Distance Learning (ODL) programs, is committed to maintain full compliance with UGC regulations and ensuring transparent operations.

In order to facilitate career guidance and counselling for prospective learners, the University will establish Information & Career Counselling (ICC) Centres at different locations and an agreement will be signed Between Desh Bhagat AND authorized individual/Organization operating Information & Counselling (ICC) Centres as per **Annexure – I.**

  
Registrar 20/8/25

**REGISTRAR  
DESH BHAGAT UNIVERSITY  
MANDI GOBINDGARH (PB.)**

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered and signed on the \_\_\_\_\_ **Day of** \_\_\_\_\_, **2025**.

Between Desh Bhagat University (NAAC A+ Accredited, UGC Entitled University) having its Campus at Village Saunti, Amloh Road, Mandi Gobindgarh, Punjab, India through .....<name of authority signatory> ..... **(hereinafter referred to as "DBU")**

### **And**

Authorized Individual/Organization operating Information & Career Counselling (ICC) Centre having its office at: \_\_\_\_\_ (Hereinafter referred to as "ICC Partner") through .....<name of the authority signatory>.....

#### **1. Purpose of the MoU**

This Memorandum of Understanding (MoU) defines the scope, role, and responsibilities of the Information & Career Counselling Centre (ICC) established by DBU in partnership with the ICC Partner.

The ICC Centre is created solely for counselling, information dissemination, and career guidance for prospective students of DBU's Regular, Online Learning (OL) and Open & Distance Learning (ODL) programs.

The ICC Centre is not a study centre, franchise, or teaching facility. All academic, administrative, and financial operations remain under the sole control of DBU.

#### **2. Roles & Responsibilities**

##### **2.1 Responsibilities of DBU**

- a) provide accurate information, brochure, and approved material regarding Regular, Online Learning (OL) and Open & Distance Learning (ODL) programs.
- b) Conduct all admissions, fee collection, course delivery, LMS access, evaluation, examinations, and degree issuance directly through DBU's official systems, as per UGC guidelines.

- c) Train ICC representatives periodically on counselling and compliance requirements.
- d) Monitor, audit, and evaluate ICC operations to ensure compliance with UGC guidelines.

## 2.2 Responsibilities of ICC Partner

- a) Provide counselling and guidance only to prospective students about DBU programs.
  - b) Display prominently at the ICC premises: "Information & Career Counselling Centre (ICC) – Advisory & Guidance Only."
  - c) Refrain from:
    - Conducting classes, tutorials, or coaching.
    - Collecting any fee or payment from students.
    - Distributing study material or conducting examinations.
    - Using the term "Study Centre," "Franchise," or any similar designation.
  - d) Refer all admissions, payments, and academic processes to DBU's official CRM/portal.
  - e) Maintain professionalism and ethical standards in counselling.
3. Financial Terms : ICC Partner shall not charge any student directly for admission, tuition, study materials, or examinations.
4. Legal Compliance
- a) The ICC Centre shall operate strictly as per UGC (ODL & Online Programmes) Regulations, 2020 and subsequent amendments.
  - b) Misrepresentation, misconduct, or violation of this MoU shall empower DBU to terminate this agreement with immediate effect.
5. Duration & Termination
- a) This MoU is valid for a period of three (3) years from the date of signing, unless terminated earlier by DBU for non-compliance.
  - b) Either party may terminate this MoU with 30 days' written notice.
6. Dispute Resolution
- a) Any disputes arising under this MoU shall be subject to amicable settlement.
  - b) Failing settlement, the matter shall fall under the jurisdiction of courts at Fatehgarh Sahib, Punjab, India.

7. Confidentiality

Both parties agree to maintain confidentiality of student data, admission information, and DBU's internal policies.

8. General Provisions

- a) This MoU does not create any employer-employee relationship between DBU and ICC Partner.
- b) ICC Partner shall use DBU's name/logo as permitted under this agreement.
- c) Any modification to this MoU must be made in writing and signed by both parties.

Signatures

For Desh Bhagat University (DBU)

(Authorized Signatory)

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

For ICC Partner

(Name & Signature)

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

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_

\*\*\*\*\*