



সর্বোদয় মহাবিদ্যালয়  
SARBODAYA COLLEGE  
NAAC ACCREDITED

DEPARTMENT OF POLITICAL SCIENCE

To  
The Principal  
Sarbodaya College  
Sarbodaya College, Malow Pather, Jorhat, Assam  
Date: 09-05-2026

Subject: Request for Permission to Sign MoU for Extension Teaching Programme.

Respected Sir/Madam,

With due respect, we would like to inform you that the Department of Political Science, Sarbodaya College, proposes to undertake an extension teaching programme at Dergaon Senior Secondary School, Chitalpathar, Dergaon, Golaghat, Assam.

It has come to our notice by verbally that the said institution is facing a shortage of teachers in Political Science, which is affecting the academic progress of the students of Class XI and XII. In order to support the students and ensure continuity of teaching-learning, our department is willing to conduct classes at the school.

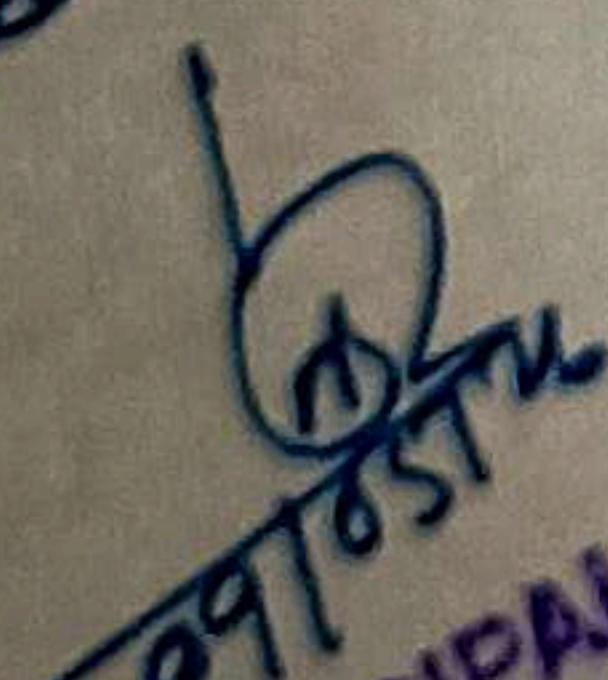
For the smooth implementation and formalization of this initiative, we intend to enter into a Memorandum of Understanding (MoU) with Dergaon Senior Secondary School.

In this regard, we kindly request you to grant permission to sign the MoU and carry out the extension teaching programme as part of our departmental outreach and community service activities. We assure you that all institutional norms and responsibilities will be strictly followed.


We look forward to your kind approval.

Thanking you.

Forwarded to  
HOD's, Pol. Science  
For necessary action

  
09/05/26  
PRINCIPAL  
SARBODAYA COLLEGE  
Malow Pather, Jorhat

Yours faithfully,

Raju Saikia   
Head of the Department  
Dept. of Political Science  
Sarbodaya College

H.O.D.  
Department of Political Science  
Sarbodaya College, Jorhat, Assam  
Date... 09.05.2026

# MEMORANDUM OF UNDERSTANDING (MoU)

This Memorandum of Understanding (MoU) is made on this \_\_\_\_\_

## **BETWEEN**

Sarbodaya College, represented by the Head of the Department, Department of Political Science, located at Malow Pather, Jorhat, Assam (hereinafter referred to as "Party A")

## **AND**

Dergaon Senior Secondary School, located at Chital Pather, Dergaon, Golaghat, Assam (hereinafter referred to as "Party B")

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

This MoU is established to provide academic support to the students of Class XI and XII of Dergaon Senior Secondary School in the subject of Political Science due to the shortage of subject teachers.

### **2. Objectives**

- To ensure continuity of teaching-learning process
- To assist in completion of the prescribed syllabus
- To enhance academic performance of students
- To promote cooperation between the two institutions

### **3. Scope of Collaboration**

Faculty members from the Department of Political Science, Sarbodaya College will conduct classes for Class XI & XII students

Classes will be conducted on mutually agreed days and timings

Topics will be covered as per the Higher Secondary syllabus

Special focus will be given to examination preparation and doubt-clearing

### **4. Responsibilities of Party A (Sarbodaya College)**

- To provide qualified faculty members for teaching
- To ensure quality teaching and academic guidance
- To prepare lesson plans and study materials if required
- To maintain discipline and academic standards

## 5. Responsibilities of Party B (Dergaon Senior Secondary School)

To provide classroom facilities and necessary infrastructure

To ensure student attendance and participation

To coordinate with faculty members regarding schedule

To provide necessary support for smooth conduct of classes

## 6. Duration of the MoU

This MoU shall be valid for a period of one year starting from May 2026 to Jan. 2027. It may be extended upon mutual consent.

## 7. Financial Terms

This is a voluntary academic extension activity. No financial transaction is involved between the two parties.

## 8. Termination

Either party may terminate this MoU by giving prior written notice of 15 days, stating valid reasons.

## 9. Amendment

Any modification to this MoU shall be made with mutual written consent of both parties.

## 10. General Terms


This MoU is based on mutual trust and cooperation

Both parties agree to work towards the academic benefit of students

This MoU does not create any legal financial obligation

## 11. Signatories:

For Sarbodaya College

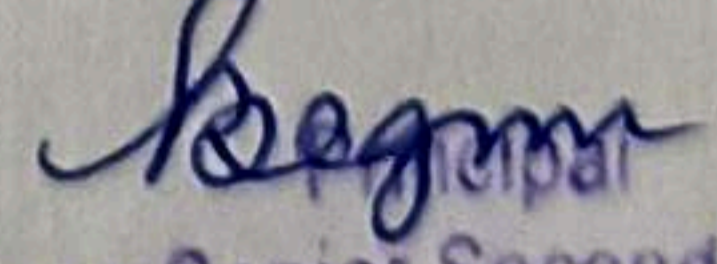
(Signature):   
Name: Raju Sarker  
Head, Department of Political Science

Date: .....

Place:

Place:

For Dergaon Senior Secondary School

(Signature):   
Name: Zaharisa Begum  
Principal, Dergaon S.S. School

Date: 25/05/2026

Date: 25/05/2026

Place: Sitalpathan