

MEMORANDUM OF UNDERSTANDING

BETWEEN

CAPITAL COLLEGE OF HIGHER EDUCATION

AND

CENTRE FOR INTEGRATED COUNSELLING SERVICES



This Memorandum of Understanding (MOU) sets the terms and understanding between the Capital College of Higher Education (CCHE), Kohima and the Centre for Integrated Counselling Services (CICS), Kohima to provide counseling services and Psycho-education program.

Background

Whereas, the Capital College of Higher Education, hereafter also referred as CCHE or College, is for the academic development of students. CCHE aims to incorporate holistic approach of development in its curriculum. Towards this goal, there is also the need to provide counseling services to students and the faculty for psychosocial and behavioral development.

And whereas, the Centre of Integrated Counselling Services, hereafter also referred as CICS or Centre, is trained in providing counselling services using therapeutic tools and techniques.

Therefore, it is to enter this MOU to accomplish the goal of providing counselling services to the students and faculty of CCHE.

Purpose

This MOU shall allow the students and faculty of the College to receive counselling services needed for psychosocial and behavioral development, and also conduct psycho-education programs as and when needed.

The above goals will be accomplished by undertaking the following:

TERMS AND CONDITIONS

Forwarding and Completion Certificate

A forwarding letter as a proof of identity shall be brought from the college at the time of counselling.

A Completion Certificate from the Centre shall be submitted to the College at the time of termination of sessions.

Confidentiality and Record Sharing

All information and documentation of the client shall be the property of the Centre, and thus shall be in the custody of CICS.

CICS shall disclose limited and relevant information about the client if the College so requires. The information shall be shared through written/ printed form with attached official seal and signature.

Counselling Interference and Referral

The College shall not seek counselling or other professional help from a third party without prior permission from the Centre, as long as the client is in sessions with CICS.

In case there is a need to refer the client to another professional or agency, CICS shall do the referral counseling in consultation with CCHE.

Nature of sessions

The nature of counseling will be short term and shall limit to 6 to 10 sessions, but not exceeding 4 months period. In case a client requires long term therapy, it shall be reviewed with the concerned client and the college regarding the terms and conditions.

Extra-ordinary Clause

In a crisis and violent situation, CICS shall reserve the right to get support of any protection agencies such as police, hospital, shelter home, and the like, without prior consent of the College, if the situation demands the safety of our clients and the concerned counsellor.

Fees

CICS shall give 50% concession on actual fees charged by the Centre for the clients coming from CCHE.

Basing on this agreement, CICS shall charge Rs. 300/- per session after the 50% discounted rate. This amount shall remain the same until the end of this contract, i.e _____April 2024.

Funding

Any monetary transactions shall be limited to the counselling fees, and charges related to psychoeducation purposes only. This MOU does not include commitment of funds in any other forms other than the said purpose.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from CCHE and CICS. This MOU shall become effective upon signature by the authorized officials from the CCHE and CICS, and shall remain in effect until modified or terminated by any one of the partners with mutual consent.

This MOU shall be valid for Two (2) years w.e.f. _____ April 2022 and shall expire on _____ April 2024. Either for extension or termination, the contract shall be discussed in the month of March 2024.

Name & Signature

Name & Signature

Principal

CAPITAL COLLEGE OF
HIGHER EDUCATION
Kohima: Nagaland

Managing Director

CENTRE FOR INTEGRATED
COUNSELLING SERVICES
Kohima: Nagaland

Date _____

Date _____

Seal

Seal