



22	23 گڏيل 2017 وٽ ٿرڙو جيس سٽوڊنٽس اٿارٽي ۽ 2017 وٽ اٿارٽي گڏيل 24 وٽ ٿرڙو ٽيڪنيڪل ٽرييننگ سنٽر ۽ ٽيڪنيڪل ٽرييننگ سنٽر.	UC 411
24	ٽيڪنيڪل اٿارٽي ۽ ٽيڪنيڪل ٽرييننگ سنٽر اٿارٽي ۽ ٽيڪنيڪل ٽرييننگ سنٽر ۽ ٽيڪنيڪل ٽرييننگ سنٽر.	UC 412
27	ٽيڪنيڪل ٽرييننگ سنٽر ۽ ٽيڪنيڪل ٽرييننگ سنٽر.	UC 413





Grade	Classification	SPINE	PAY	Classification	Grade	
Grade 1	1	1	5070.31			
	2	2	5227.13			
	3	3	5388.79			
	4	4	5555.45	1	Grade 2	
	5	5	5727.27	2		
	6	5904.4	3			
	7	6087.02	4			
	8	6275.27	5			
	9	6469.35	6			
Grade 3	1	10	6669.44	7		
	2	11	6875.71	8		
	3	12	7088.36			
	4	13	7307.59			
	5	14	7533.59			
	6	15	7766.59			
	7	16	8006.8			
Grade 4	8	17	8254.43	1	Grade 4	
	9	18	8509.72	2		
		19	8772.91	3		
		20	9044.24	4		
		21	9323.95	5		
		22	9612.32	6		
		23	9909.61	7		
Grade 5	1	24	10216.09	8		
	2	25	10532.06	9		
	3	26	10857.79			
	4	27	11193.6			
	5	28	11539.79			
	6	29	11896.69			
	7	30	12264.63			
	8	31	12643.95			
Associate Lecturer	9	32	13035	1	Associate Lecturer	Assistant Tutor
	10	33	13724.61	2		
Associate Lecturer		34	14420.79	1	Associate Lecturer	Tutor
		35	15117.41	2		
		36	15683.17	3		
		37	16249.14	4		
		38	16814.9	5		
		39	17380	6		
Senior Tutor	1	40	18125			
	2	41	18773.27			
	3	42	19420.89			
	4	43	20070.25			
	5	44	20718.08			
	6	45	21367.22			
Senior Lecturer / Assistant Professor	7	46	21780	1	Senior Lecturer / Assistant Professor	
	8	47	22421.79	2		
		48	23062.72	3		
		49	23704.73	4		
		50	24345.66	5		
		51	24987.67	6		
Associate Professor	1	52	25180			
	2	53	25979.8			
	3	54	26779.59			
	4	55	27580.17			
Professor		56	30000	1	Professor	
		57	31000	2		

بہتر نمبروں کو: 1 اگست 2018

جس کے ساتھ ڈیجیٹل نمبر کو: 31 ستمبر 2019 شروع کیا جائے گا اور اسے برقرار رکھا جائے گا

کوئی تبدیلی ہوگی: 16 آگست 2017

اس کے ساتھ ساتھ 329 - 333

<b>AS 329</b> ڈیجیٹل نمبروں کو "آئی سی سی" کے ساتھ ساتھ "آئی سی سی" کے ساتھ ساتھ رکھا جائے گا
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کوئی تبدیلی ہوگی: 06 آگست 2017 | یہ ہے: 147

ڈیجیٹل نمبروں کو "آئی سی سی" کے ساتھ ساتھ "آئی سی سی" کے ساتھ ساتھ رکھا جائے گا اور اسے برقرار رکھا جائے گا۔  
 اس کے ساتھ ساتھ "آئی سی سی" کے ساتھ ساتھ رکھا جائے گا اور اسے برقرار رکھا جائے گا۔

<b>AS 330</b> برسرِ عمل ڈیجیٹل نمبروں کو
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کوئی تبدیلی ہوگی: 06 آگست 2017 | یہ ہے: 147

برسرِ عمل ڈیجیٹل نمبروں کو رکھا جائے گا اور اسے برقرار رکھا جائے گا۔

<b>ڈیجیٹل نمبروں کو</b>
1. ڈیجیٹل نمبروں کو رکھا جائے گا اور اسے برقرار رکھا جائے گا (موجود)
2. ڈیجیٹل نمبروں کو رکھا جائے گا اور اسے برقرار رکھا جائے گا
<b>ڈیجیٹل نمبروں کو 2</b>
3. ڈیجیٹل نمبروں کو رکھا جائے گا اور اسے برقرار رکھا جائے گا (موجود)
4. ڈیجیٹل نمبروں کو رکھا جائے گا اور اسے برقرار رکھا جائے گا (موجود)
<b>برسرِ عمل ڈیجیٹل نمبروں کو 2</b>
5. ڈیجیٹل نمبروں کو رکھا جائے گا اور اسے برقرار رکھا جائے گا (موجود)
6. ڈیجیٹل نمبروں کو رکھا جائے گا اور اسے برقرار رکھا جائے گا (موجود)
<b>ڈیجیٹل نمبروں کو</b>
7. ڈیجیٹل نمبروں کو رکھا جائے گا اور اسے برقرار رکھا جائے گا (موجود)
<b>ڈیجیٹل نمبروں کو</b>

8. 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100
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10. 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100
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11. 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100

**AS 331**

2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100

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MONTH		WEEK	S	M	T	W	T	Fri	Sat	Modules				Final Exam, Resit/Re-exam Dates			
January	4	22	23	24	25	26	27	28		Blocks	Batch 2, T2 16	Batch 3, T1 17	Batch 3 HC	Batch 4, T2 17			
July	28	9	10	11	12	13	14	15	SEMESTER BREAK								
	29	16	17	18	19	20	21	22	EXAM/BLOCK 1	Project Management MGT605	Financial Management and Market Analysis ACC507	Data Analysis for Management Decisions STA501	Leadership and Management MGT501	Final Exam 21 July (1400 hrs)			
	30	23	24	25	26	27	28	29	BLOCK 2								
August	31	30	31	1	2	3	4	5	BLOCK 3								
	32	6	7	8	9	10	11	12	BLOCK 4								
	33	13	14	15	16	17	18	19	BREAK WEEK				Resit / Re-exam: Week 33				
	34	20	21	22	23	24	25	26	BLOCK 1	Strategic Human Resource Management HRM601	Data Analysis for Management Decisions STA501	Behaviour in Organization MGT503	Accounting for Managers ACC505	Final Exam: Week 34			
	35	27	28	29	30	31	1	2	BLOCK 2								Resit / Re-exam: Week 36
September	36	3	4	5	6	7	8	9	BLOCK 3								
	37	10	11	12	13	14	15	16	BLOCK 4								
	38	17	18	19	20	21	22	23	BREAK WEEK								
	39	24	25	26	27	28	29	30	BLOCK 1	Innovation and Entrepreneurship MGT607	Corporate Strategy MGT505	Financial Management and Market Analysis ACC507	Managerial Economics ECO501	Final Exam: Week 39			
October	40	1	2	3	4	5	6	7	BLOCK 2								
	41	8	9	10	11	12	13	14	BLOCK 3								Resit / Re-exam: Week 41
	42	15	16	17	18	19	20	21	BLOCK 4								
	43	22	23	24	25	26	27	28	BREAK WEEK								
November	44	29	30	31	1	2	3	4	BLOCK 1	Ethics and Corporate	Behaviour in		Marketing Management	Final Exam: Week 44			











# The MNU Libraries Rules & Regulations



University Central Library  
The Maldives National University  
June 2017

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## Mission of the MNU Libraries

The Maldives National University Libraries strengthen, enhance and supports the University's mission to discover, preserve, and disseminate knowledge. The Libraries promote intellectual growth and creativity by developing physical and online collections, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills and offering research assistance.

## Introduction

Unless stated otherwise, the term, “Libraries” in these rules, refers to all Faculty/Centre/Campus libraries of the Maldives National University. It is the decision of the University to follow the same rules and regulations in all the Libraries and hence, these rules are applicable to all the Faculty/Centre/Campus libraries of the University.

These rules govern membership of the Libraries and define the hours of opening, conduct of users, loan periods, fines and penalties etc. By using the Libraries, staff and students of the University are agreeing to abide by these rules & regulations.

## Library Rules

### 1. ELIGIBLE USERS

1.1. The following shall be eligible to use the Libraries and its facilities:

1.1.1. Any full-time staff of the University.

1.1.2. Registered students of the University.

1.1.3. MNU part-time lecturers who have been granted special permission to use the libraries by the Chief Librarian in consultation with the Dean of the respective Faculty/Center.

1.1.4. Person who have been granted special permission to use the Libraries by the Chief Librarian in consultation with the Deputy Vice Chancellor of the University

1.1.5. Alumni members registered at the University Alumni Association

1.1.6. Present and former council members

1.1.7. Persons who have been granted special permission to use the Libraries under relevant Memorandums of Understanding (MoU).

1.1.8. Members of the public may use the Libraries for reading and reference purposes of print material with the special permission of the Chief Librarian.

### 2. HOURS OF OPENING

The Libraries shall be open as follows, and at such other hours as may be notified from time to time:

#### 2.1. Academic Year

Sunday to Wednesday: Open from 08:00 – 20:00 hours

Thursday: Open from 08:00 – 18:00 hours

Saturday: Open from 08:00 – 16:00 hours

#### 2.2. Study breaks & exam weeks<sup>1</sup>

Sunday to Thursday: Open from 08:00 – 20:00 hours

Saturday: Open from 08:00 – 16:00 hours

#### 2.3. Semester break (end of semester break)

Sunday to Thursday: Open from 08:00 – 16:00 hours

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<sup>1</sup> Mid-term break and re-sit exam weeks are not considered.

#### 2.4. Ramadhan

Sunday to Thursday: Open from 09:00 – 13:00 hours

*If Ramadhan falls within the semester the library shall also be*

Sunday to Thursday: Open from 21:00 – 22:30 hours

Saturday: Open from 09:00 – 13:00 hours

#### 2.5. Public Holidays

The Libraries will be closed on public holidays except as may be notified for individual Faculties/Centres/Campuses from time to time.

*\* In special circumstances, library opening hours may differ from the above schedule.*

### 3. CONDUCT OF LIBRARY USERS

- 3.1. All users shall abide by the library rules and regulations.
- 3.2. All users who use the Libraries shall respect the rights of other users.
- 3.3. All users who use the Libraries shall respect the rights of library staff.
- 3.4. All library staff shall respect the rights of all library users.
- 3.5. All users who use the Libraries shall identify themselves on request via MNU ID card, national ID card or any form of photo identification.
- 3.6. Silence must be observed in the Libraries at all times.
- 3.7. Mobile phones should be switched to silent mode before entering the Libraries.
- 3.8. Smoking, eating and drinking are forbidden in the Libraries.
- 3.9. The Librarian shall not be responsible for any personal property brought into the Libraries.
- 3.10. Any user leaving the Libraries shall present for inspection all books and property being carried out from the Libraries, if requested by the Librarian.
- 3.11. The Librarian may request any person guilty of disorderly or inconsiderate conduct, or of any breach of these rules to leave the Libraries immediately. The Librarian may withdraw library privileges from that person for such period as agreed by the Library Committee.
- 3.12. Serious breaches of these rules by users shall be reported to the Dean or the Disciplinary Committee (or any other such committee) of the respective Faculty/Centre/Campus. Serious breaches of these rules by student users shall be lodged with the Student Services to be recorded.

### 4. CARE OF LIBRARY MATERIAL

- 4.1. No person shall deliberately or carelessly mutilate, deface or misplace any library material or piece of library equipment.
- 4.2. Any person responsible for deliberate or careless mutilation or defacement or misplacing of library material, furniture or equipment will be required to pay the full cost including communication, postage and handling charges of replacement of any

item defaced, mutilated or lost, in addition to any fine or other disciplinary measures imposed.

4.3. Library material used should not be shelved by the users.

## 5. LIBRARY MEMBERSHIP AND REGISTRATION

5.1. All users except those mentioned in 5.2 and 5.4 are eligible to register online or using the printed registration form for library membership.

5.2. External members will need to provide verification from faculty by filling the external membership form.

5.3. Any user who wishes to register as an Alumni member must be a registered member of the Alumni Association of MNU

5.4. Memberships under MoUs as specified in each MoU.

5.5. Registered users must hold a current University ID card (for identification, borrowing and issuing purpose) which must be produced at the time of borrowing library material.

5.6. Each registered user shall be assigned a library user account, user ID and a password, to use the OPAC.

5.7. Each registered user shall be responsible for maintaining their library account, such as changing passwords regularly and informing the Librarian of any change in contact details.

5.8. The Librarian shall have the right to reset a password of the user account, if it has been requested by the owner of the account.

5.9. The Librarian shall have the right to suspend a user account, if a user is found to be in breach of the library rules, or if a formal request has been received from the University administration to that effect.

## 6. BORROWING

### 6.1 GENERAL

6.1.1. Registered users may borrow library material from all MNU/ Libraries.

6.1.2. Library material shall be issued to library members with a current University ID card.

6.1.3. Library material shall only be issued to the registered user in person accompanied with the University ID card.

6.1.4. Users shall be held responsible for any library material issued to their library account using their University ID.

6.1.5. Library material borrowed must be returned to the respective library by the due date recorded in the library system.

6.1.6. MNU Libraries borrower loan categories are as follows:

Borrower Categories	Loan Items
Academic Staff Council Members PhD Students	20 items
Part-time staff Postgraduate and Undergraduate Students	10 items
Administrative Staff Alumni Diploma and all other courses	6 items

- 6.1.7. No user shall remove any library material without its issue being properly recorded by the Librarian.
- 6.1.8. A borrower who retains any library material overdue for return or who has any fine or other library charge automatically lose the privilege of borrowing from the Libraries until all such dues are settled.
- 6.1.9. The library user is responsible for checking their accounts in a timely manner.
- 6.1.10. The Librarian may recall any library material on loan if it is required urgently for any reason. Any item so recalled becomes due for return within 3 days of the dispatch of the recall notice. A recall notice may be sent in any written form.
- 6.1.11. If the due date for borrowed library material falls on a public holiday, such library material must be returned promptly on the next working day.
- 6.1.12. Library material on loan may be reserved via the OPAC system or the Circulation Desk and will be held for collection for 3 days from the date of notification of its availability.
- 6.1.13. Library material on short loan may be reserved via the OPAC system or the Circulation Desk and will be held for collection for 1 day from the date of notification of its availability.
- 6.1.14. Library material on restricted loan may be reserved via the OPAC system or the Circulation Desk and will be held for collection for 1 hour from the time of notification of its availability.
- 6.1.15. Library material held as reference cannot be reserved.
- 6.1.16. Users may renew loans of library material before their due date if such materials have not been reserved by another user.
- 6.1.17. Library material marked as closed reserve shall be borrowed for 3 hours to be used within the Libraries.



## 6.2 TYPES OF LOANS AND LOAN PERIODS

6.2.1.MNUL borrower loan durations are as follows

Borrower Categories	Loan Duration
Academic staff Council members PhD students Part-time staff	For a term <sup>2</sup> - during academic year <ul style="list-style-type: none"><li>Term 1 - 'Academic staff report to work' date to 'end of result finalization' week</li><li>Term 2 - 'Term II re-registration' date - 'end of result finalization' week</li><li>During annual vacation period - 'Leave commencement' date - end of 'Academic staff report to work' week</li></ul>
Degree and all other members	4 weeks

## 7. FINES

### 7.1. OVERDUES

7.1.1. Any borrower failing to return or renew borrowed library material by the due date/time shall be liable to pay a fine calculated on the following basis:

7.1.1.1. **General** library material on loan: MRf 2.00 per day for the first 5 days and MRf 3.00 per day afterwards.

7.1.1.2. All library material on **short loan (SL)**: MRf 3.00 per day for the first 2 days and MRf 5.00 per day afterwards.

7.1.1.3. All library material on **restricted loan (RL) and closed reserve (CR)**: MRf 3.00 per hour.

7.1.2. Fines are calculated from the due date/time, including weekends and holidays<sup>3</sup>.

7.1.3. Fines shall not be charged for any overdue library material that might fall due on an unexpected public holiday, given the item is returned on the next working day.

7.1.4. Fines relating to any overdue library material that is lost by a borrower shall accrue until the loss is reported to the Librarian and replacement for the item is settled.

7.1.5. Fines shall be payable at the Circulation Desk.

7.1.6. Any outstanding library charges may hinder graduation.

<sup>2</sup> Exact due dates will be calculated depending on the Academic Calendar.

<sup>3</sup> The due dates are calculated including holidays and weekends because the book issue periods cover weekends and holidays. Due dates are calculated in a way such that it does not fall on a prescheduled Public Holiday.

7.1.7. The Librarian is under no obligation to notify users when library material is overdue.

## 7.2. LOST MATERIAL

7.2.1. Loaned library material remains the personal responsibility of the borrower until its return to the Libraries. It shall not be privately lent. In the event of loss or serious damage, the borrower shall be responsible for reporting to the Librarian such loss or damage and will be dealt with as described in clauses 7.2.2 and 7.2.3

7.2.2. Borrowers who have lost or damaged any library material shall report to the Librarian as soon as possible.

7.2.3. The Borrower shall be liable to pay a fine calculated on the following basis.

7.2.3.1. Replacement of the lost/damaged item or payment of the most recent price of the lost/damaged item including postage and handling charges, duty charges (if any) and an administrative charge of MRf 20.00, and shall pay the overdue amount up to the price of one more book.

7.2.3.2. Any overdue charge of the lost/ damaged item up to the price of one book.

## 8. THESES AND DISSERTATIONS

8.1. Theses and dissertations undertaken by a University student/staff shall be deposited in the thesis and dissertation collection held at MNU Central Library.

8.2. Printed theses and dissertation collection shall be held as 'Closed Reserve'.

8.3. Access to print copies of theses and dissertation may be requested via the respective Libraries.

8.4. Printed theses and dissertation collection can only be used by borrowing the item.

8.5. Deposited thesis and dissertations may be used within the Libraries, until the library closing hour.

8.6. Thesis and dissertation repository shall be available online for MNU library members.

## 9. PHOTOCOPYING

9.1. Users making use of the photocopying facilities of the Libraries shall comply with copyright regulation of Maldives.

9.2. Photocopy charges shall be levied as per the rates finalized by the MNU finance committee. These charges shall be displayed near the photocopy facilities

9.3. Users are expected to do their own photocopying.

9.4. Users shall not use their own paper brought in from outside for photocopying and/or printing.

## 10. USE OF COMPUTER AND INTERNET FACILITY

- 10.1. The library computers are available for members of the MNU for searching library catalogues, browsing the Internet, trialling learning packages and retrieving information from databases.
- 10.2. Materials saved by users on library computers will be cleared within 24 hours. Librarian will not be responsible for any data loss
  - 10.2.1. Registered users shall not use Internet and email facilities for sending or receiving any material which is offensive, abusive, indecent, obscene or menacing or in breach of confidence, copyright, privacy or any other parties' rights.
  - 10.2.2. Failure to observe these conditions may lead to the termination of the service to the respective user.

## 11. USE OF REFERENCE SERVICES

- 11.1. MNU Libraries conducts information literacy and referencing sessions to library users.
- 11.2. Request for these sessions may be made via email or Circulation Desk or as a group through respective faculty/centre/campus course coordinators.
- 11.3. Assistance in using the OPAC and online database use may be requested at the Circulation Desk of any MNU Libraries.
- 11.4. One-on-one information literacy and reference services can be provided to users upon request.

## **DEFINITIONS**

For the purposes of these Rules:

- a) The term '**closed reserve**' shall be taken as meaning high demand material identified with the code 'CR'
- b) The term '**damaged**' shall be taken as meaning damage caused to library materials, furniture and equipment including but not limited to the tearing of pages, the cutting out of illustrations, scribbling and highlighting.
- c) The term '**database**' shall be taken as meaning the online databases subscribed, acquired or managed by the MNU.
- d) The term '**electronic resource**' shall be taken as any information source that the library provides access to in an electronic format.
- e) The term '**general loan**' shall be taken as meaning the regular general material.
- f) The term '**Librarian**' shall be taken as meaning any member of the Library Staff authorised by the University.
- g) The term '**Libraries**', unless stated otherwise, shall be taken as meaning all MNU Libraries.
- h) The term '**library material**' shall be taken as meaning any item made available through the MNU Libraries.

- i) The term '**loan**' shall be taken as meaning the duration for which library materials are issued.
- j) The term '**OPAC**' shall be taken as the Online Public Access Catalogue of MNU Libraries.
- k) The term '**overdue notice**' shall be taken as meaning overdue notice sent to a user by the Librarian in any written form.
- l) The term '**print material**' shall be taken as all material printed or published on paper.
- m) The term '**reference material**' shall be taken as meaning any library material, which is not available for borrowing.
- n) The term '**member**' shall be taken as meaning any person who has been registered in the MNU Libraries.
- o) The term '**restricted loan**' shall be taken as meaning high demand material identified with the code 'RL'.
- p) The term '**short loan**' shall be taken as meaning high demand material identified with the code 'SL'.
- q) The term '**staff**' shall be taken as meaning full time or part time teaching staff or administrative staff of the University.
- r) The term '**student**' shall be taken as meaning any person registered at the University at any given time.
- s) The term '**term**' shall be taken as the study duration of the academic year including exam weeks 1 & 2.
- t) The term '**user**' shall be taken as meaning any person making use of the Libraries facilities.

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This revised version of the Library Rules & Regulations was approved by the MNU Library Committee on June 15, 2010 and is in effect from June 27, 2010. [The instances where "MCHE" and "College" occur throughout the document has been replaced with "MNU" and "University" respectively, in lieu of the change from College to University status in February 2011.]

First version approved – 2003  
Revision 1 – 15 June 2010  
Revision 2 – 01 June 2017  
Revised from academic senate on: 17<sup>th</sup> September 2017



قۇياقچى ھۆكۈمەت تەشۋىشچىسى ۋە ئىشلىتىشچىسى "ئىشلىتىشچى 3 نىڭ ئىشلىتىشچىسى" نامىدا تەشۋىشچىسىنىڭ  
 ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ

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337

قۇياقچى ھۆكۈمەت تەشۋىشچىسى: 10 ئىشلىتىشچىسى 2017 | يىغىن: 150

قۇياقچى ھۆكۈمەت تەشۋىشچىسى ۋە ئىشلىتىشچىسى "ئىشلىتىشچى 3 نىڭ ئىشلىتىشچىسى" نامىدا تەشۋىشچىسىنىڭ  
 (تەشۋىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ)

ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ 411 - 413

23 ئىشلىتىشچىسى 2017 ۋە ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ  
 ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ 24 ۋە ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ

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411


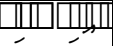
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قۇياقچى ھۆكۈمەت تەشۋىشچىسى  
 2017 ۋە ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ ئىشلىتىشچىسىنىڭ (6)

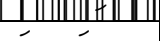
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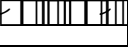

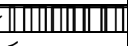
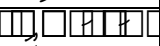
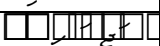
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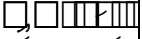
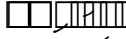
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[ ]		000000395 3
[ ]		000033645 4
[ ]		000000388 5

تعمیراتی پروگراموں کے تحت - رہنما پروگراموں کے تحت

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تعمیراتی پروگراموں کے تحت - دیگر

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تعمیراتی پروگراموں کے تحت

تعمیراتی پروگراموں کے تحت

#	تعمیراتی پروگرام	سہولت
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تعمیراتی پروگراموں کے تحت - رہنما پروگراموں کے تحت

#	تعمیراتی پروگرام	سہولت
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تعمیراتی پروگراموں کے تحت (تعمیراتی پروگراموں کے تحت)

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تعمیراتی پروگراموں کے تحت

تعمیراتی پروگراموں کے تحت

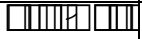
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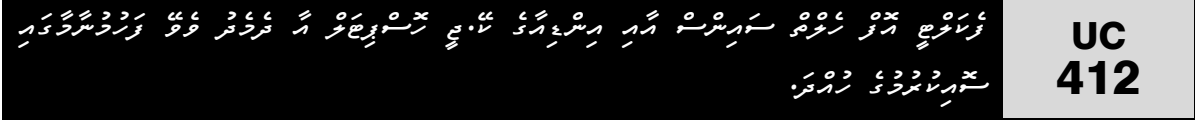
تعمیراتی پروگراموں کے تحت

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ދިވެހިރާއްޖޭގެ ސަރުކާރުގެ ގެޒެޓް

ސަރުކާރުގެ ފަރާތްތަކާ ދެމެހެއްޓިގެން ސަރުކާރުގެ ސަރުކާރުގެ ގެޒެޓް

ނަންބަރު	ފަރާތްތަކުގެ ނަންބަރު	#
[ ]	000036049	1



20 ސެޕްޓެމްބަރު 2017 | ޖަލުބަންދު: 227

ދިވެހިރާއްޖޭގެ ސަރުކާރުގެ ގެޒެޓް ސަރުކާރުގެ ފަރާތްތަކާ ދެމެހެއްޓިގެން ސަރުކާރުގެ ސަރުކާރުގެ ގެޒެޓް ސަރުކާރުގެ ފަރާތްތަކާ ދެމެހެއްޓިގެން ސަރުކާރުގެ ސަރުކާރުގެ ގެޒެޓް

ސަރުކާރުގެ ފަރާތްތަކާ ދެމެހެއްޓިގެން ސަރުކާރުގެ ސަރުކާރުގެ ގެޒެޓް ސަރުކާރުގެ ފަރާތްތަކާ ދެމެހެއްޓިގެން ސަރުކާރުގެ ސަރުކާރުގެ ގެޒެޓް

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding made and executed at Coimbatore in this day 17<sup>th</sup> September 2017.

Dean, Faculty of Health Sciences, Maldives National University, M. Handhuvaree Hingun, to be known as the party of the First Part.

AND

K.G. Hospital and Postgraduate Institute run by K.Govindasamy Naidu Medical Trust having its registered office at No.5, Government Arts College Road, Coimbatore - 6641 108, Tamilnadu, herein after referred to as "K.G.Hospital" represented by Chief Executive Officer – HR & Quality to be known as the Party of the Second Part.

Dean, Faculty of Health Sciences, Maldives National University, M. Handhuvaree Hingun, the Party of the First Part, requires training for Medical & Surgical Nursing 30 students and for Critical Care Nursing 7 students.

Whereas the K.G.Hospital, the party of the second Part has an adequate infrastructure to provide postings to students in various department as appropriate purpose of training for Medical & Surgical Nursing for 30 students and for Critical Care Nursing for 7 students.

And Whereas, based on the assurance given by the K.G.Hospital pertaining to training and facilities, Dean, Faculty of Health Sciences, Maldives National University, M. Handhuvaree Hingun has decided to recommend students to the former for the purpose of completing Medical & Surgical Nursing for 30 students and for Critical Care Nursing for 7 students



postings in required departments.

And whereas, the parties hereto, after detailed discussions, have mutually decided to have a Memorandum of Understanding containing the guidelines and terms and conditions for the smooth and abiding relationship.

Now, therefore, this Memorandum of Understanding witnessed as follows:

Obligation of Dean, Faculty of Health Sciences, Maldives National University, M. Handhuvaree Hingun:

1. To recommend eligible students into the postings in the departments of the K.G.Hospital as per the requirement of Dean, Faculty of Health Sciences, Maldives National University, M. Handhuvaree Hingun, to ensure that the students posted are in compliance with the rules and regulations of the K.G Hospital.
2. During training period if any student falls sick K.G.Hospital will provide treatment and necessary assistance but the treatment costs and medicines costs ( either OP or IP) to be paid by the student on her own.
3. If a student fail to continue the training during the middle of the MOU, training fee which remitted will not be refunded.
4. During training period if any student face any untoward incidents i.e fall, work place accidents, sexual harassment, etc. K.G Hospital is not responsible. However K.G.Hospital will provide utmost protection to the students safety point of view and strict disciplinary action will be taken if any harassment indulge with students by Hospital staff inside the Hospital and Hostel premises.
5. Dress code should be decent (if possible Churidhar Uniform).
6. Talking in mobile phones is not allowed while undergoing training in the hospital.
7. Students should strictly follow the Hospital and hostel rules.
8. All the students should have valid passport and student visas valid for minimum 40 days.
9. Students reaching Coimbatore and returning to their place in Maldives safely are the responsibility of the Dean, Faculty of Health Sciences, Maldives National University, M. Handhuvaree Hingun.

Obligation of K.G.Hospital:

1. To provide the necessary infrastructure in order to fulfill the purpose of the posting of students in a manner that will enhance their academic ability and knowledge and skills in various specialties/departments.
2. To ensure that the quality of training is the best possible standards.
3. To coordinate training and mentoring in various specialties including inter-disciplinary

case presentation, clinical meeting, etc.

4. To provide opportunities for the best professional and technical training through various means.
5. To issue the posting log sheet periodically after completion of each posting and also to issue the certificate of completion of postings at the end of the programme..
6. K.G.Hospital will ensure that religious and cultural values are respected and allow the students to wear their head scarf during the training period.

### Scope of Training:

1. Training will start 17.09.2017 and ends on 14.10.2017
2. During training period students will be posted different departments on rotation basis which will be decided by CEO – Nursing and however will cover all the departments by all the students.
3. Students will be reporting to the Chief Executive Officer – Nursing on regular basis.
4. During the training period students are allowed to use the hospital library.

### Financials:

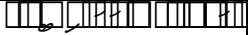
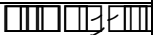
1. Dean, Faculty of Health Sciences, Maldives National University, M. Handhuvaree Hingun have to pay training fee of \$ 100 per student to the K.G.Hospital.
2. Hostel Fee (Boarding and Lodging) Rs. 5000/- per student.
3. In the hostel only vegetarian food will be served for all the inmates.
4. Transport Fee Rs. 1000 per student.
5. Hostel Fee and Transport Fee will be paid by the students in cash at the time of reporting for training in K.G.Hospital
6. The said training fee is non refundable.

### Termination:

In the event of termination of this MOU, the parties agree as follows:

1. Both parties agree that in such eventuality, they will exert reasonable efforts to ensure that the career of each student is not affected. In the event that the MOU is terminated during the middle of posting, K.G Hospital and Dean, Faculty of Health Sciences, Maldives National University, M. Handhuvaree Hingun, shall continue their obligation to each other until all postings are completed.
2. Each Party or its representatives shall promptly deliver to the other party or its representative all correspondence, documents etc.
3. All the disputes shall be referred to arbitration under the Indian Arbitration and Conciliation Act, 1996 and the decision of the Arbitrators who are appointed by the First and Second Party on mutually agreed shall be final.



[		000054797	2
[		000016103	3



گروہ نمبر 2 کے سرٹیفکیٹوں کی فہرست

گروہ نمبر 2 کے سرٹیفکیٹوں کی فہرست

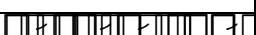
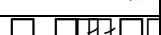
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گروہ نمبر 3 کے سرٹیفکیٹوں کی فہرست

گروہ نمبر 3 کے سرٹیفکیٹوں کی فہرست

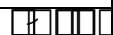
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گروہ نمبر 4 کے سرٹیفکیٹوں کی فہرست

سریں	گروہ نمبر سرٹیفکیٹ	#	
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گروہ نمبر 5 کے سرٹیفکیٹوں کی فہرست

2017 کے گروہ نمبر 5 کے سرٹیفکیٹوں کی فہرست (8)



گروہ نمبر 3 کے سرٹیفکیٹوں کی فہرست

گروہ نمبر 3 کے سرٹیفکیٹوں کی فہرست - ص 1

سریں	گروہ نمبر سرٹیفکیٹ	#
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[	000038864	6

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گروہ نمبر 3 کے سرٹیفکیٹوں کی فہرست - ص 2

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2013-14 ڀيري ڏانهن رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ

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3 ڏينهن لاءِ رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ

#	رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ	رٽائرڊ
1	000057591	[Barcode]

رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ

#	رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ	رٽائرڊ
1	000027477	[Barcode]

رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ

#	رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ	رٽائرڊ
1	000051502	[Barcode]

رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ

#	رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ	رٽائرڊ
1	000059462	[Barcode]

3 ڏينهن لاءِ رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ

#	رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ	رٽائرڊ
1	000056921	[Barcode]
2	000034057	[Barcode]
3	000022453	[Barcode]
4	000035457	[Barcode]

3 ڏينهن لاءِ رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ

#	رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ	رٽائرڊ
1	000056921	[Barcode]
2	000060366	[Barcode]

رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ

#	رٽائرڊ ٿيڻ لاءِ رٽائرڊ ٿيڻ لاءِ	رٽائرڊ
1	000011340	[Barcode]

ذاتی طور پر پیشگی رقمی شناختی کارڈ (پیشگی رقمی شناختی کارڈ)


#	پیشگی رقمی شناختی کارڈ	سری
1	000047983	

[

پیشگی رقمی شناختی کارڈ کی شناختی کارڈ (9)

ذاتی طور پر پیشگی رقمی شناختی کارڈ

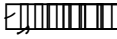

ذاتی طور پر پیشگی رقمی شناختی کارڈ (پیشگی رقمی شناختی کارڈ)

#	پیشگی رقمی شناختی کارڈ	سری
1	000012408	

[

ذاتی طور پر پیشگی رقمی شناختی کارڈ

ذاتی طور پر پیشگی رقمی شناختی کارڈ - 0.7


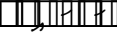

#	پیشگی رقمی شناختی کارڈ	سری
1	000047465	
2	000025645	

[

[

ذاتی طور پر پیشگی رقمی شناختی کارڈ

ذاتی طور پر پیشگی رقمی شناختی کارڈ 3 - سری

#	پیشگی رقمی شناختی کارڈ	سری
1	000061161	
2	000061157	
3	000061152	

[

[

[

ذاتی طور پر پیشگی رقمی شناختی کارڈ 3

#	پیشگی رقمی شناختی کارڈ	سری
1	000052849	

[

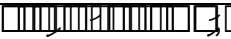
ذاتی طور پر پیشگی رقمی شناختی کارڈ

#	پیشگی رقمی شناختی کارڈ	سری
1	000043796	

[

ذاتی طور پر پیشگی رقمی شناختی کارڈ

ذاتی طور پر پیشگی رقمی شناختی کارڈ - سری

#	پیشگی رقمی شناختی کارڈ	سری
1	000046286	

[

نۇسخىسىنىڭ سۈمبىتىنىڭ مۇھىم ئىشلىرى - مۇھىم

سۈمبەت	مۇھىم ئىشلىرىنىڭ سۈمبىتى	#
[ ]	000056114	1

نۇسخىسىنىڭ سۈمبىتىنىڭ مۇھىم ئىشلىرى - مۇھىم

سۈمبەت	مۇھىم ئىشلىرىنىڭ سۈمبىتى	#
[ ]	000056276	1

نۇسخىسىنىڭ سۈمبىتىنىڭ مۇھىم ئىشلىرى - مۇھىم

نۇسخىسىنىڭ 3 مۇھىم ئىشلىرىنىڭ مۇھىم ئىشلىرى - مۇھىم

سۈمبەت	مۇھىم ئىشلىرىنىڭ سۈمبىتى	#
[ ]	000058874	1