



SREE NARAYANA COLLEGE KANNUR

ACCREDITED BY NAAC WITH 'A' GRADE (AFFILIATED TO KANNUR UNIVERSITY)

Sree Narayana College Kannur, P.O. Thottada, Kannur, Kerala, India - 670 007

✉ sncollegekannur@gmail.com ☎ 0497 - 2731085

🌐 www.sncollegekannur.ac.in



QUALITY ASSURANCE

**COLLABORATIVE QUALITY INITIATIVES
WITH OTHER INSTITUTION(S)**

Institutional Vision and Leadership

COLLABORATIVE QUALITY INITIATIVES

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ANTON'S MEDICODE
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STUDY VOCATIONAL TRAINING CENTRE ERNAKULAM

COLLABORATION AGREEMENT WITH IQAC, ANTON'S MEDICODE



കേരളം കേരल KERALA

EA 651329

MEMORANDUM OF UNDERSTANDING

Between

ANTON'S MEDICODE

Seenai Center, Angamaly, Emakulam, Kerala 683572

And

SREE NARAYANA COLLEGE

Thottada PO, Kannur, Kerala 670007

Neethu Varghese
Managing Director
Anton's Medicode


PRINCIPAL
SREE NARAYANA COLLEGE
KANNUR

no 1308 / 2000 Neethu Varghese
1204 2023
Thiruthanathil Thabone.

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SHOBHA R
Stamp Vendor
Angamaly





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EA 651330

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This Memorandum of Understanding made on 08/05/2023 between Anton's Medicode – Seenai Center, Angamaly, Ernakulam, Kerala 683572 (the first party) represented by the Managing Director, Ms. Neethu Varghese, hereafter called AMC on the one part and Sree Narayana College, Thottada PO, Kannur, Kerala 670007 (the second party) represented by The Principle, hereafter called the Institution on the other part.

Whereas the Institution has decided to offer the AMC course Medical coding & Billing from AAPC – American Association of Professional Coders, USAs add-on course to their students using the infrastructure available at the institution and requested AMC to render academic assistance for the successful implementation of the program. Other details such as duration, eligibility and syllabus of courses offered is attached as Annexure I.

Neethu Varghese
Managing Director
Anton's Medicode

PRINCIPAL
SREE NARAYANA COLLEGE
KANNUR

Rs 1309 / @ 100
1205/2023

Neethu Varghese
Tharome.

Tharome

Stamp Vendor
ANGAMALY





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NOW IT IS MUTUALLY AGREED AS FOLLOWS:

1. The students enrolled for this add-on course leads to the additional qualification from First party/ Membership from the respective professional organization only for the candidates appearing and clearing CPC Examination.
2. It is the responsibility of the First Party to get the necessary accreditations from the professional body (AAPC). The final approved syllabus by AAPC for the add-on course with the exemptions availed from professional bodies through program accreditation process will be given as Annexure 1 (Syllabus).
3. Second Party agrees to provide all infrastructure necessary to conduct the course at the premises of the Institution and the first party agrees to conduct offline/Hybrid classes of the add-on course at the assigned location only.
4. The Second Party shall nominate a point of contact (POC) for co-ordination of this programme.
5. The admission criteria, after the approval by the first party is stated in Annexure 3. The same shall be upheld for short listing all applicants. The number of seats for the above said program are fixed by the Second Party. The complete list of students of the course shall be provided to the First Party by the Second Party. Changes in students, if any, shall be communicated by the representative of the Second Party to the First Party immediately.
6. The First Party facilitates necessary certified trainers, consulting, and technical support to the Second Party.
7. Classroom teaching shall be fixed according to the schedule prepared by the first party and the second party jointly without causing inconvenience to the regular conduct of classes in the College.
8. The First Party provides Study materials as well as sufficient library copies for reference of all learning materials (For the subjects accredited by the professional body) to the students enrolled for the above said add on course.
9. Classes are to be evaluated jointly by both the parties every month. Suggestions made by the Second Party will be considered for optimizations. Classes shall be handled to



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KANNUR



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the best satisfaction of the students and Second Party as stated in the Academic Calendar

10. The mode of the class will be inOffline/Hybrid and Minimum number of students will be 40 Nos.
11. The First Party provides exam-oriented training support to the students enrolled for the above add on course for their external examinations of the professional body. The number of hours per subject / paper/module as given in Annexure 2.
12. The students enrolled for the add on course are given the opportunity to attend the examinations of certificate in CPC of AAPC as a part of their program. First party (Anton's Medicode) only provides the registration services to the students who are willing for CPC Examination and the amount is a separate payment which is done by the student through online site of AAPC.
13. Once the registration process is complete first party will provide 1month CPC examination training prior to examination date only through online mode.
14. All responsibilities regarding registration of the students who are appearing for CPC Examination with the professional body should be dealt with, by the First Party. The students must follow the rules and regulations of respective professional body to appear for the examination and pursue the qualifications/memberships and designations.
15. The relevant fee to the professional body must be paid by the students directly as per the rules and regulations set by the professional body time to time as given in Annexure 2.
16. As per the schedule, courses must be completed by 6 months, duration of 100 hours weekly 5 hours, if any delays happening due to holidays or other issues First party have the right to complete the course through additional online hours, if necessary, in the above-mentionedtime period.
17. Classes for the students are scheduled classes only on Saturdays from morning 10 AM to 1 PM and 2 PM to 4 PM.
18. The students must obligatorily complete add-on coursewith 90% attendance, 70% marks in the final test conducted by the First party to get the course completion certificate provided by the first party.

Neeth



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[Signature]
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- 19. Placement assistance will be provided only for the students who have completed their pursuing degree from the second party. The second party must provide the course completion certificate before conducting the interview.
- 20. The first party agrees to maintain bound and numbered Registers for the following which will be shared with Second party on request:
 - a. Register showing the names of students enrolled in the add-on course.
 - b. Register of Attendance of students, separate for each batch.
 - c. Register showing the receipt of fees and structure of fees, separate for each batch.
 - d. Register showing the Names, Age, Educational Qualification, Experience, and Date of joining of the faculty members.
 - e. Register of Attendance of the faculty members.
 - f. Attested copies of the Qualifications and Experience of the faculty members.

The first party shall maintain the above registers and records up to date and shall make them available for inspection by authorized personnel of the second party. The second party or anyone authorized by it shall be entitled to conduct inspection of the above records as well as the premises of the Institution on any normal working day/hours without any prior intimation to the Institution.
- 21. This is for the student's during the academic year 2023-2024. The course fees can be revised if mutually agreed by the two parties. If the first party is found levying course fees from the students at rates exceeding that agreed upon by the second party or adopting any unfair means in fee collection, the first party shall be liable to endure legal action taken up by the second party.

Note:The below special fee is applicable if the minimum number of students is more than 40 Nos.

Particulars	Amount
Total Fees	Rs. 12,000 + GST
1 st Installment	Rs. 6000 + GST
2 nd Installment	Rs. 6000 + GST



- 1st Installment - Enrollment Date.
- 2nd Installment - After one month from Enrollment Date.


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 KANNUR



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22. Use of name or logo of **Sree Narayana College, Kannur** in displays, advertisements or promotions shall be done by First Party with the prior approval of Second Party only and Second Party will not bear any liability whatsoever for any issue arising out of that.
23. The duration of the agreement shall be minimum one year; however, the same may be renewed further on mutual consent of both the parties. Both parties reserve the right to terminate the MoU agreement, if it is found that the other party has indulged in any malpractice or has violated any of the conditions and guidelines of operation.
24. Either party shall be titled to terminate the MOU on 60days 'notice. The MOU will automatically terminate.
25. The First party shall hold the second party's interest's paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own interests. If during the period of this contract, a conflict of interest arises for any reasons, the first party shall promptly disclose the same to the second party and seek its instructions.
26. Disputes arising out of this agreement shall as far as possible be settled by the parties directly. In case of disagreement, the same shall be subjected to the provision of Indian Arbitration and Reconciliation (Amended) Act, 2015
27. In the event of the termination of the agreement, the First Party agrees to complete the existing hatches on agreed terms contained in this MOU.
28. Neither party shall be liable to the other for any delay or failure on its part in performing any of its obligations under this agreement, resulting from any cause beyond its control, including but not limited to strikes, fires, floods, earthquakes, explosions, riots, acts of Governments, war or enemy action, provided the same is issued in writing to the other party within 15 days of such incident.



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KANNUR

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Parties hereby abide and submit themselves to these conditions and stipulations and to perform their part, respectively with honorable intentions and for mutual benefit so as to conduct the program smoothly.

For, Anton's Medicode

For, Sree Narayana College, Kannur

Signature: 

Signature: 

Name: **Neethu Varghese**
Managing Director
Anton's Medicode

Name: **Dr. K. P. Yousangath**

(seal):



(seal):



PRINCIPAL
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KANNUR

Witness



JINS GEORGE
MANAGER - ED
ANTONS MEDICODE

Witness



Suresh P. C.



Annexure I – Syllabus

MEDICAL TERMINOLOGY

ANATOMY

ICD-10 CM

CPT

HCPCS

MEDICAL BILLING


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Annexure 2

Medical Coding

<u>Subject</u>	<u>Hours of Training</u>
ANATOMY	30
ICD	30
CPT	40
Soft Skill Training, Mock Test& Mock Interview	

ADDITIONAL FREE ONLINE EXAMINATION TRAINING OF 1 MONTH FOR CPC EXAM REGISTERED CANDIDATE



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Annexure 3

Please Note: The fee for AAPC Individual Membership and CPC Certification Exam registration can be found on the URL given below and it is subject to the discretion of AAPC (professional body)

<https://www.aapc.com/certification/cpc>

Eligibility criteria of applicant

- A bachelor's degree of minimum 3 years after 10th or 12th examination, from a recognized board with a minimum aggregate of 50%.
- Candidates of final year of graduation are also eligible, provided they have a certificate from the head of the college.
- Candidate must have completed medical coding course from any authorized institute.





Anton's MediCode®

**MEDICAL CODING
ADD-ON INAUGURATION
2023**

@ SN COLLEGE, KANNUR

Date: 02/11/2023
Time: 12.00 PM
Location: Seminar Hall

Dr. CP Satheesh
Principal in Charge

Dr. KP Prasanth
IQAC coordinator



Anton's MediCode
AAPC Approved Training Institute
An ISO 9001:2015 Certified Academy
An Academy for Medical Coding & Billing

ചുരുങ്ങിയ സമയത്തിനുള്ളിൽ
കുറഞ്ഞ
ഫീസിൽ
കൈനിയെ
ശമ്പളം
തരുന്നൊരു
കോഴ്സ് പഠിച്ചാലോ??

HOSPITAL
ADMINISTRATION
പഠിച്ച് മികച്ച
ഹോസ്പിറ്റലുകളിൽ
ജോലി നേടാം

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LEARN MORE

COLLABORATION AGREEMENT WITH IQAC, TAX STUDY VOCATIONAL TRAINING CENTRE ERNAKULAM



MEMORANDUM OF UNDERSTANDING
 കേരളം കേരള KERALA DU 232210

This Memorandum of Understanding entered on the 1st Day of DECEMBER 2022 between THE SN COLLEGE KANNUR, KANNUR DIST KERALA STATE represented by its HOD-COMMERCE DR.AMUTHA. R (hereinafter referred to as the FIRST PARTY) which term shall mean and include her successors, representatives etc., and THE TAX STUDY VOCATIONAL TRAINING CENTRE, 2ND FLOOR, 'CPI BUILDING', JUDGES AVENUE, LISE JUNCTION, KALOOR, ERNAKULAM – 682 017 represented by its Managing Partner, Mr. ROOPESH.K, Madappally House. Kannur.(hereinafter referred to as the SECOND PARTY).

Whereas the Second Party is the Authorized Training Partner of National Council of Vocational and Research Training, New Delhi, popularly known as NCVRT, an Autonomous Body incorporated under the legislation of Ministry of Corporate Affairs, Government of India, New Delhi to conduct Training in Diploma in Practical Accounting & Tax Practice (DPATP), and Tally with GST Courses.

Dr. Amutha. R
 Assistant Professor & Head
 P. G. Department of Commerce
 Sree Narayana College, Kannur
 Kannur - 670 007, Kerala

FIRST PARTY

Amutha R
 DR.AMUTHA.R
 HOD-COMMERCE
 SN COLLEGE, KANNUR



TAX STUDY CENTRE
 Director

SECOND PARTY

Roopesh K
 Mr.ROOPESH.K
 ROOPESH K. VENGARA
 MADAPALLY HOUSE
 P. O. VENGARA
 KANNUR-670 308, KERALA

നമ്പർ 2782 മാടപ്പള്ളി അംഗീകരിക്കൽ
 17-11-22

Roopesh K
 Mr.ROOPESH.K
 ഡയറക്ടർ സ.വ.ആ. കേ. വേങ്ങര. ഫ. മദപ്പള്ളി

AIR





കേരളം KERALA

DU 232211

The First Party desires to have the Second party's Diploma in Practical Accounting and Tax Practice Course implemented in their College in Kannur.

The Second Party accepts the proposal and both the parties agree to set forth with the following terms and conditions:

Now the Memorandum of Understanding witness:-

1. The Second party will arrange to provide Certificate Course in Diploma in Practical Accounting and Tax Practice .
2. The Course duration will be a minimum of 150 hrs. for each student, spread out through the academic year 2022 and 2023 depending on the individual capabilities for imparting training as mentioned in paragraph 1.
3. To Provide students an option to attempt for NCVRT's examination by paying an additional sum of Rs. 2,000/- [Rupees Two Thousand only] as Registration and Examination fees. The above mentioned examination is to be conducted by National Council for Vocational Research & Training, (popularly known as NCVRT) New Delhi, and provide the Certificate and Mark List thereof.

FIRST PARTY
DR. AMUTHA.R

HOD-COMMERCE

SREE NARAYANA COLLEGE KANNUR

17-11-2022

17-11-2022

17-11-2022

Assistant Professor & Head
G. Department of Commerce
Sree Narayana College, Kannur



SECOND PARTY
K. VENGARA

P. O. VENGARA

07 NOV 2022

07 NOV 2022



കേരളം കേരल KERALA

DU 232211

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FIRST PARTY
 DRAMUTHA.R
 HOD-COMMERCE
 Sree Narayana College
 Kannur
 17.11.20

SECOND PARTY
 K. VENGARA
 P. O. VENGARA
 KOTTARAKKAL
 KERALA

Assistant Professor & Head
 G. Department of Commerce
 Sree Narayana College, Kannur
 Kannur - 690 007

Date: 17.11.20
 P.O. VENGARA
 KOTTARAKKAL
 KERALA

07 NOV 2022
 PACHAYANGAD



4. The First Party will provide all necessary infrastructure including class room facilities, computers, electrical power, etc. to the possible extent. The college will have full control on all items said above and will provide the required services. It would even maintain the computers and accessories to the best of their ability and would regularly pay the electricity and other related expenses.
5. The Second Party will arrange to install the required soft-wares and also arrange qualified and competent faculties to conduct the classes to the best satisfaction of the First Party.
6. The date and time of the classes will be finalized on mutual discussion and can be changed or altered on mutual agreement.
7. The Department of Commerce, The SN College, KANNUR will be incharge of the Programme. Mr.DIRASH.R .S,Assistant Professor Department of Commerce, will be the Co-ordinator and representative of the First Party for conducting this course.
8. The course fee for the said course is Rs 3,000 [Rupees Three Thousands only] to be paid by each student. The Registration and Examination Fees of NCVRT Rs. 2.000/- will be extra and additional to this fees.
9. The total fees for the course including the NCVRT's Registration and Examination fees is Rs. 5.000/-[Rupees Five Thousand only]. This will be collected from students by the Second Party and 15% of the course fee (Rs.450)to the FIRST PARTY .

FIRST PARTY

DR.AMUTHA.R

HOD-COMMERCE

SN COLLEGE,KANNUR

Dr. Amutha. R
Assistant Professor & Head
P. G. Department of Commerce
Sree Narayana College, Kannur
Kannur - 670 007, Kerala



SECOND PARTY

Mr. KOOPESH K

GOPIESH K. VENG
MADAPALLY HOUSE
P. O. VENGARA
KANNUR-670 306, KERALA ST





All the students should remit the first instalment of Rs. 2,000/- upon starting the course. The balance fees should be remitted in 2 installments (Rs 1,500 & 1,500) within 3-4 months time, before completion of the course.

10. The License fee for enrolling as GST Practitioner, whatever prevailing will have to be paid in addition to the above fees, as and when they complete the Degree for enrollment as GST Practitioner. The Second Party shall make all necessary arrangements for obtaining the License from the relevant Govt. Department.

11. There will be a joint evaluation of the programme once in a quarter and the answer scripts will be valued by the Second Party, and this would be returned to the First Party for further necessary action.

12. This agreement will be in force from 1st of DECEMBER 2022, till the completion of Course to the best satisfaction of the First Party.

The parties have set their signature on this document under their office seal.

IN WITNESS WHERE OF:

In witness where of the parties here have affixed their signature to this MOU on the day, month and year here in above first mentioned.

Dr. Amutha. R
Assistant Professor & Head
P. G. Department of Commerce
Sree Narayana College, Kannur
Kannur - 670 007, Kerala

FIRST PARTY

DR. AMUTHA. R

HOD-Commerce

SN COLLEGE, KANNUR



ROOPESH K. VENGARA
MADAPALLY HOUSE
P. O. VENGARA
KANNUR-670 308, KERALA ST

ROOPESH.K

SECOND PARTY



Witnesses :

1. *Bhupesh T.K* *Bh.*

2. *Dr. Rejitha. P R* *PR*









