

Ref No: - OU/SIKKIM/2026-27/108

Dated: - 30/10/2026

To,

Institute Name: Global Ideaz

Office Address: 49 C, Road 1. Ashok Nagar, Ranchi-834002, Jharkhand

Subject: Association as Admission Associate Cum Counsellor of Orchid University, Sikkim.

Dear Sir,

With Reference to subject above we are pleased to inform you that we are confirming your association as an admission associates cum counselor at Orchid University for all the programs enlisted on our website. Your role as an admission associate cum counselor will be to provide the right career advice, program wise counselling, outreach activities and mobilizing students for the following courses.

1. AI Explorers (3 months)
2. AI Architects (6 months)
3. AI Innovators (9 months)
4. AI Professionals (12 months)

Before starting kindly share all your course content for our academic team to go through and get an approval from the BOS.

Following is Do's and Don'ts of the admission associates cum counselor.

Do's

- a. Strictly adhere to the policies, guidelines, regulatory requirements and compliance.
- b. Provide only accurate, verified and up to date information's about course, eligibility and fees.
- c. Maintain confidentiality and data of all students.
- d. Verify identity of each student.
- e. Promote only those 4 courses as mentioned in the letter.

Don'ts

- a. Do not give false promises and guarantees
- b. Do not misrepresent Orchid University.
- c. Give information on a real time to all students and not any outdated information.

Any misinformation on behalf of Orchid University Leads to termination of the authorization /association. We welcome you to Orchid University and wish you all the best for your future endeavors.



CAMPUS

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ANNEXURE – A

Commercial Terms & Programme-wise Revenue Sharing

This Annexure forms an integral part of the Memorandum of Understanding (MOU) executed between **Orchid University** and **Global Ideaz**. The commercial terms mentioned below shall be applicable unless revised through mutual written consent of both parties.

S. No.	Programme Category	Programme Name	Duration	Revenue Sharing / Commercial of Partner
1.	Certification	Certification Programme	3,6,9,11 months	80%

Notes: The commercial/revenue-sharing arrangement shall be calculated on the **total tuition fee** of the respective course. The **applicable fee structure** for each programme will be shared separately by Orchid University and shall be considered an integral part of this commercial arrangement. Any revisions to the fee structure shall be communicated to the Partner in writing from time to time.

*Additional Charges will be applicable like Registration Fees, Examination fees & Provisional Degree Certificates.