



COMMONWEALTH of LEARNING

*Learning for Development*

**Commonwealth Educational  
Media Centre for Asia**

Ref: CEMCA/06-01-060  
21 December 2021  
Budget Code: 22-ED3-382

C-22-106

To  
CA Kishore Sengupta  
Registrar  
Netaji Subhas Open University  
DD-26, Sector-I, Salt Lake City, Kolkata - 700 064  
Email: [registrar@wbnsou.ac.in](mailto:registrar@wbnsou.ac.in); [vc\\_nsou@wbnsou.ac.in](mailto:vc_nsou@wbnsou.ac.in); [anirban1972@gmail.com](mailto:anirban1972@gmail.com)

Dear Mr. Kishore Sengupta

**Re: Offering of MOOC on Understanding Neurodiversity through NSOU MOOC Portal**

The Commonwealth Educational Media Centre for Asia (CEMCA) seeks to partner with Netaji Subhas Open University (NSOU), Kolkata to offer the MOOC on Understanding Neurodiversity through NSOU MOOC portal.

**1.0 Statement of Work**

1.1. NSOU shall be responsible to:

- 1.1.1. Customise NSOU MOOC portal, create course page and provide course details for the MOOC.
- 1.1.2. Prepare a course introductory video and brochure for wide circulation and promotion of the MOOC.
- 1.1.3. Upload the contents to the course portal as per the course structure particularly within the four-quadrant approach of SWAYAM.
- 1.1.4. Popularize the course using various ways to provide support for the enrolment at least 500 learners in the MOOC.
- 1.1.5. Offer the MOOC on Understanding Neurodiversity (five-week) for one cycle in February-March 2022.
- 1.1.6. Conduct five live interaction sessions with the learners during the offering of the course.
- 1.1.7. Provide all technical support to the platform including managing content, quizzes, and certification.
- 1.1.8. Engage instructors/mentors for the course for online facilitation through the platform.

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- 1.1.9. Assign Professor Anirban Ghosh, Professor of Commerce & Director, Centre for Internal Quality Assurance (CIQA), NSOU (email: anirban1972@gmail.com) as the point of contact for CEMCA in matters related to this agreement and project and Course Coordinator for the MOOC
- 1.1.10. Acknowledge CEMCA's contribution for this activity by displaying CEMCA/COL logo in all activities/workshop banners, publications, posters, pamphlets, websites and related news for this activity; Contribution of CEMCA may be displayed in all publications as "With the support of Commonwealth Educational Media Centre for Asia, New Delhi" and logo;
- 1.1.11. Provide periodic updates to CEMCA on a regular basis over the term of the contract on the status of the activities undertaken, upcoming schedules and any issues or problems encountered;
- 1.1.12. Provide news items and photographs related to the activities for sharing on CEMCA website and newsletter;
- 1.1.13. Prepare and submit to CEMCA a comprehensive MOOC offering report on the activities performed including the gender segregated list of participants, learners enrolled, and completion.

## **2.0 CEMCA Responsibilities and Contact Person**

- 2.1. CEMCA shall be responsible to:
  - 2.1.1. Contribute resources up to a maximum of INR 3,35,000 (Rupees Three Lakh Thirty Five Thousand Only) towards the statement of activities.
  - 2.1.2. Provide the content for the MOOC including evaluation.
- 2.2. CEMCA shall assign Dr. Shiffon Chatterjee, Senior Programme Officer, (schatterjee@col.org) as the staff member with whom the NSOU shall liaise on all matters related to this contract.

## **3.0 Deliverables and Timeframe**

- 3.1. The above agreement shall commence when both parties have signed and a copy has been returned to CEMCA and will continue in effect until **30 June 2022** with the following specific deliverable and timeline:
  - 3.1.1. Customise NSOU MOOC portal, create course page and provide course details for the MOOC in January 2022.
  - 3.1.2. Prepare a course introductory video and brochure in consultation with CEMCA for wide circulation and promotion of the MOOC in January 2022.
  - 3.1.3. Offer the MOOC on Understanding Neurodiversity (five week) in February-March 2022.
  - 3.1.4. Prepare and submit to CEMCA a comprehensive MOOC offering report on the activities performed including the gender segregated list of participants, learners enrolled and completion within one week of completion of the MOOC.





#### **4.0 Gender Equality**

- 4.1 Gender equality is integral to all of CEMCA's work and requires that both women's and men's views, interests and needs shape its work in learning for development. NSOU agrees that gender considerations shall inform the activities to be undertaken under this agreement.

#### **5.0 Contribution and Invoices**

- 5.1. A maximum sum of up to INR 3,35,000 (Rupees Three Lakh Thirty Five Thousand Only) based on the attached budget at Annex 1 shall be payable as a contribution by CEMCA as a single payment.
- 5.2. CEMCA's terms of payment shall be within thirty days of receipt and acceptance of:
- 5.2.1. the deliverables as outlined in the timeframe specified, and
  - 5.2.2. an invoice.
- 5.3. The invoice(s) shall contain the agreement number, the name and address of the payee, and the amount of instalment due under the agreement. To facilitate the direct wire transfer of funds, the bank name, address, identity number and swift code, account number and name of account shall be required. Within India, CEMCA shall normally make payment by cheque.
- 5.4. All expenditure beyond the maximum amount mentioned in the agreement shall be the responsibility of NSOU.
- 5.5. If NSOU fails to deliver any or all goods, services or materials as specified in the Statement of Activities within the time period(s) specified in the agreement, COL/CEMCA reserves the right to amend the contribution due under the agreement.

#### **6.0 Copyright and Intellectual Property**

- 6.1. The copyright of MOOC materials developed under this project shall remain with CEMCA.
- 6.2. NSOU will ensure that the materials developed under this project are free from third party copyrights and indemnify CEMCA of any future legal issues that may arise for reuse and distribution of the same.
- 6.3. NSOU agrees to license the work created under a Creative Commons – With Attribution – Share Alike (CC-BY-SA) licence agreement. The full legal code of this copyright contract is available at no cost at: <http://creativecommons.org/licenses/by-sa/4.0/>.
- 6.4. COL/CEMCA shall hold the unrestricted rights to republish the work in any format at any time including editing the work and associating the work with other work with attribution to NSOU as per the above CC licence.

#### **7.0 Liability and Insurance**

- 7.1. CEMCA shall not assume any liability for any injuries or damage to NSOU or its staff and associates incurred during the course of this agreement.

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## 8.0 Termination

- 8.1. This contract may be terminated by either party before the expiry date of the contract by giving written notice to the other party. The period of notice shall be five days in the case of agreements for a total period of less than two months and ten days in the case of agreements for a longer period.
- 8.2. As a result of termination, NSOU shall have no claim against CEMCA other than payment on a pro rata basis for no more than the actual amount of work performed to the satisfaction of CEMCA. Amounts received in advance but not spent in accordance with the agreement will be refundable to CEMCA.

## 9.0 Confidentiality

- 9.1. Any information of a character confidential to the affairs of COL/CEMCA to which the NSOU becomes privy as a result of the work performed under this contract shall be treated as confidential, unless required to do so by law.

## 10.0 Assignment

- 10.1. This agreement may not be assigned to another party without the prior written consent of CEMCA.

## 11.0 Amendments

- 11.1. This agreement may be amended by a letter of amendment specifying all modifications with the written consent of CEMCA and the NSOU.

To indicate your acceptance of this task and the associated terms and conditions, please sign this letter where indicated and return a signed copy to CEMCA by return mail.

Sincerely,

(Sushil Kumar Tanwar)  
Head, Admn. & Finance

Dated: 24-12-2021

(CA Kishore Sengupta)  
Registrar, NSOU, Kolkata

Dated

Kishore Sengupta  
REGISTRAR  
NETAJI SUBHAS OPEN UNIVERSITY