



COMMONWEALTH of LEARNING

Learning for Development

**Commonwealth Educational
Media Centre for Asia**

Ref: CEMCA/Higher Education/UOU/2021-22/06-01-058
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Budget Code: 22-ED3-372

C-22-081

To
Sri Kishore Sengupta
Registrar
Netaji Subhas Open University (NSOU)
DD-26, Salt Lake, Sector-1, Kolkata, West Bengal – 700064

E-mail: registrar@wbnsou.ac.in
vc_nsou@wbnsou.ac.in
anirban1972@gmail.com

*Re: Implementation of Blended Learning in Higher Education Institutions in West Bengal
(Enhancing Capacity of Higher Education Teachers).*

Dear Sri Kishore Sengupta,

The Commonwealth Educational Media Centre for Asia (CEMCA) seeks to partner with NSOU Kolkata for Implementation of Blended Learning in Higher Education Institutions in West Bengal (Enhancing Capacity of Higher Education Teachers).

1.0 Statement of Work

The NSOU shall be responsible to:

- 1.1.1. Design a capacity building programme with CEMCA for higher education teachers of West Bengal for implementation and use of blended learning approach to provide quality learning opportunity to the learners.
- 1.1.2. Coordinate with CEMCA Experts (consultants) to finalise the contents of workshop and prepare workshop schedule by 25 November 2021.
- 1.1.3. Organise 4 workshops/capacity building programmes (each three days) face-to-face at four regions of NSOU viz. Durgapur RC (December 2021), Jalpaiguri RC (January 2022), Kalyani RC (February 2022) and Headquarters at Kolkata (March 2022) as per the timeline given in Annex-2.
- 1.1.4. Mobilise maximum 40-50 higher education teachers of NSOU and other universities/colleges located at the particular region and provide the list to CEMCA with gender segregation.

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- 1.1.5. Submit a comprehensive report for each workshop within a week of completion to CEMCA.
- 1.1.6. Assign Dr. Anirban Ghosh, Professor of Commerce & Director, Centre for Internal Quality Assurance (CIQA) and School of Professional Studies (SPS), Netaji Subhas Open University, DD-26, Sector- I, Salt Lake City, Kolkata as contact point for CEMCA and course coordinator for the MOOC.
- 1.1.7. 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.
- 1.1.8. 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.
- 1.1.9. Provide news items and photographs related to the activities for sharing on CEMCA website and newsletter.
- 1.1.10. Submit a final consolidated project report on the activities performed including the gender segregated list of participants, participants feedback by 30 April 2022.

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 6,10,000 towards the statement of activities.
 - 2.1.2. Engage two Resource Persons (as consultant) to organise the four workshops.
- 2.2. CEMCA shall assign Dr. Manas Ranjan Panigrahi, Senior Programme Officer, (mpanigrahi@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 **10 May 2022** with the following specific deliverable and timeline:
 - 3.1.1. Coordinate with CEMCA Experts (consultants) to finalise the contents of workshop and prepare workshop schedule **by 25 November 2021**.
 - 3.1.2. Organise 4 workshops/capacity building programmes (each three days) face-to-face at four regions of NSOU viz. Durgapur RC (December 2021), Jalpaiguri RC (January 2022), Kalyani RC (February 2022) and Headquarters at Kolkata (March 2022) *as per the timeline given in Annex-2*.
 - 3.1.3. Submit a comprehensive report for each workshop *within a week of completion* to CEMCA.



3.1.4. Submit a final consolidated project report on the activities performed including the gender segregated list of participants, participants feedback *by 30 April 2022*.

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 6,10,000** based on the attached budget at Annex-1 shall be paid as a contribution by CEMCA in 3 instalments to NSOU as out lined below:

- 5.1.1. The first instalment **Rs. 2,00,000** shall be paid as an accountable advance on signing of the agreement and after receipt of an invoice.
- 5.1.2. The Second instalment of **Rs. 3,00,000** shall be paid following completion of the activity at 3.1.1 and 3.1.2-3.1.3 (After Completion of two workshops along with submission of two workshop reports) and 3.1.2-3.1.3 (balance activities) and 3.1.4 as to complete the activities listed under 3.1.
- 5.1.3. The final instalment **Rs. 1,10,000** shall be paid following completion of the offering of MOOC and submission of all deliverables, including receipt of a statement of accounts, substantiated by receipts, which will be forwarded to CEMCA within 15 days of the completion of the statement of activities. The statement of accounts will reconcile expenditure with the budget at Annex-1 and clear any accountable advances. Any amounts not spent in accordance with this agreement will be refundable to CEMCA/COL upon request.

5.2. CEMCA's terms of payment for each instalment 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.

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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.

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
CEMCA, New Delhi

29-10-2021

Date

(Sri Kishore Sengupta)
Registrar, NSOU, Kolkata

29.10.2021

Date

Kishore Sengupta
REGISTRAR
NETAJI SUBHAS OPEN UNIVERSITY