

Feb- 1st cycle



COMMONWEALTH of LEARNING

Learning for Development

**Commonwealth Educational
Media Centre for Asia**

Ref: 06-01-050/HE/MOOC

Dated: 22 April 2021

Budget Code: 21-ED1-262

To,

Sri Kishore Sengupta

Registrar

Netaji Subhas Open University

DD-26, Salt Lake, Sector-1, Kolkata, West Bengal – 700064

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

**Re: Offering of MOOC: Online Course Development for SWAYAM through NSOU
MOOC portal.**

Dear Sri Kishore Sengupta,

The Commonwealth Educational Media Centre for Asia (CEMCA) seeks to partner with NSOU Kolkata to Offer CEMCA developed MOOC: *Online Course Development for SWAYAM* through NSOU MOOC portal.

1.0 Statement of Work

- 1.1 Customize MOOC portal and create a course page and provide course details.
- 1.2 Prepare a course introductory video and brochure for widely circulation and promotion of the course.
- 1.3 Upload the contents to the course portal as per the course structure particularly within the four-quadrant approach of SWAYAM.
- 1.4 Popularize the course using various ways to provide the support for the enrolment of at least 500 learners.
- 1.5 Offer the MOOC (two week) during 01 May to 15 June, 2021.
- 1.6 Provide all technical support to the platform managing contents, quizzes and certification etc.
- 1.7 Engage instructors of the course for online facilitation to the learners through the platform.
- 1.8 Assign Dr. Anirban Ghosh, Professor of Commerce & Director, School of Professional Studies (SPS), Netaji Subhas Open University, Kolkata as contact point for CEMCA and course coordinator for the MOOC.
- 1.9 Submit a comprehensive report on the MOOC offered describing all process and learners' details etc. by 15 June 2021.

2.0 CEMCA Responsibilities and Contact Person

CEMCA shall be responsible to:

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22/04/2021



Commonwealth Educational Media Centre for Asia

2.1 Provide relevant all MOOC contents viz Texts, Videos, PPTs, Quizzes and Transcriptions.

2.2 CEMCA shall assign Dr. Manas Ranjan Panigrahi, Sr. Programme officer (mpanigrahi@col.org) as the staff member to liaise on matters related to this contract.

3.0 Deliverables and Timeframe

3.1. Submit a comprehensive report on the MOOC offered describing all process, learners' activities and learners' details etc. by 15 June 2021.

4.0 Fees and Invoices

4.1 A maximum Rs. 1,50,000/- (Rupees One lakh Fifty Thousand only) shall be payable to the NSOU in a single payment on completion of the activities and submission of the reports for the following:

4.1. Maximum for 500 students @ Rs 250 each Rs. 1,25,000/-.

4.2. Course coordination, promotion and report writing Rs. 25,000/-.

5.0 Expenses

5.1. NSOU shall bear all the expenses incurred in carrying out the contract.

6.0 Copyright and Intellectual Property

6.1. The NSOU shall assign to COL/CEMCA any copyright arising from the works produced by the Consultant in relation to the services provided while executing the contract.

6.2. COL/CEMCA, as copyright holder, 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.

6.3. Any background intellectual property belonging to the NSOU as on the date of the contract which is used to provide or be incorporated into the services, will be retained by the NSOU. However, COL/CEMCA will have a non-exclusive right to use this intellectual property as required to fully benefit from the services provided by this contract.

6.4. The NSOU warrants that the use or supply by COL/CEMCA of the work provided by the NSOU under his Contract does not infringe on any intellectual property rights.

6.5. The NSOU agrees that COL/CEMCA will hold the copyright in the intellectual property of any work that is created as a part of this agreement. COL 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/>.

7.0 Liability and Insurance

7.1. CEMCA shall not assume any liability for any injuries or damage to the NSOU and the Institutions associates and staff involved with the execution of this contract and shall not assume any responsibility whatsoever for insuring the NSOU.

7.2. The NSOU shall undertake full responsibility for the purchase of any health and medical, accident or other insurance which may be necessary in respect of any loss, injury, damage or

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illness occurring during the execution of this contract.

8.0 Termination

- 8.1. This contract may be terminated by either party before the expiry date of the contract by giving written notice of 10 days to the other party.
- 8.2. As a result of termination, the 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.

9.0 Independent Consultant

- 9.1. CEMCA undertakes no liability for taxes, duty or other contributions payable by the NSOU on payments made under this Contract. No statement of earnings will be issued by CEMCA to the NSOU.

10.0 Confidentiality

- 10.1. 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.

11.0 Assignment

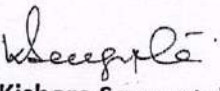
- 11.1. The NSOU may engage other parties and individuals to complete the assignment.

To indicate your acceptance of this task and the associated terms and conditions, please initial each page and sign the last one, where indicated, and return me a signed copy. I will sign and mail you a pdf. copy for your records.

Sincerely,

(Dalip Kumar Tetri)
Adviser, Admn. & Finance, CEMCA

Dated:


(Kishore Sengupta)
Registrar, NSOU

Dated: 22.04.2021

Kishore Sengupta
REGISTRAR
NETAJI SUBHAS OPEN UNIVERSITY