



COMMONWEALTH of LEARNING

Learning for Development

Commonwealth Educational Media Centre for Asia

Ref: CEMCA/Higher Education/OBL4D/06-01-058

Date- April 05, 2023

Budget Code- 23-ED3-362

To

Dr. Ashit Baran Aich

Registrar,

Netaji Subhas Open University (NSOU)

DD-26, Salt Lake, Sector-1, Kolkata

West Bengal- 700064

E-mail: registrar@wbnsou.ac.in

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Dear Dr. Ashit Baran Aich,

Re: Implementation of Blended Learning Design in Higher Education Institutions (HEIs) in West Bengal and repeat of MOOC titled “Understanding Neurodiversity” through NSOU LMS Portal

The Commonwealth Educational Media Centre for Asia (CEMCA), the regional centre of Commonwealth of Learning (COL) seeks to partner with Netaji Subhas Open University (NSOU), Kolkata to facilitate the implementation of Blended Learning Design in Higher Education Institutions (HEIs) in West Bengal and repeat of MOOC titled “Understanding Neurodiversity” through NSOU LMS Portal. CEMCA extends support as per the proposal through this contributory agreement.

1.0 Statement of Work

1.1 Implementation of Blended Learning Design in Higher Education Institutions (HEIs) in West Bengal

The NSOU shall be responsible to:

- 1.1.1 Identify 150 teachers (50 from each of the three regions) who will be participating in the 2-day workshops conducted at Durgapur RC, Jalpaiguri RC and Headquarters at Kolkata.
- 1.1.2 Co-conceptualise with CEMCA-COL and its experts the above workshops to build capacity among the faculty members of HEIs in West Bengal.

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- 1.1.3 Coordinate with CEMCA-COL Experts to prepare the training agenda of the workshops and finalise the contents for the 3 workshops/capacity building programmes.
 - 1.1.4 Prepare the workshop schedule by 15th April 2023.
 - 1.1.5 Prepare and share the training material for the workshops with CEMCA-COL experts for review and feedback by 15th April 2023.
 - 1.1.6 Organise 3 face-to-face workshops/capacity building programmes (2-day each) for 150 teachers at 3 locations
 1. Durgapur RC - April 2023
 2. Jalpaiguri RC - May 2023
 3. Headquarters (Kolkata) - June 2023
 - 1.1.7 Evaluate the training outcomes by carrying out an evaluation at the end of each of the three workshops.
 - 1.1.8 Submit draft report of 3 workshops conducted at three region (as per CEMCA-COL's reporting format) for feedback.
 - 1.1.9 Submit final consolidated report on the workshops, activities organized and output, and outcome achieved to CEMCA-COL by 25th June 2023.
- 1.2 Offering MOOC titled "Understanding Neurodiversity" through NSOU MOOC Portal**

The NSOU shall be responsible to:

- 1.2.1 Customise NSOU MOOC portal, create course page and provide course details for the MOOC.
- 1.2.2 Prepare a course introductory video and brochure for wide circulation and promotion of the MOOC.
- 1.2.3 Upload the contents to the course portal as per the course structure particularly within the four-quadrant approach of SWAYAM.
- 1.2.4 Popularize the course using various ways to provide support for the enrolment at least 500 learners in the MOOC.
- 1.2.5 Offer the MOOC on Understanding Neurodiversity (five-week) for one cycle in May-June 2023.
- 1.2.6 Conduct five live interaction sessions with the learners during the offering of the course.



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- 1.2.7 Provide all technical support to the platform including managing content, quizzes, and certification.
- 1.2.8 Engage instructors/mentors for the course for online facilitation through the platform.
- 1.2.9 Prepare and submit to CEMCA-COL a comprehensive report on the activities performed (including the gender segregated list of participants, learners enrolled, and completion).

1.3 Other responsibilities

- 1.3.1 Acknowledge CEMCA-COL'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; the Contribution of CEMCA-COL may be displayed in all publications as "With the support of Commonwealth of Learning's regional centre in Asia, the Commonwealth Educational Media Centre for Asia, New Delhi" and logo.
- 1.3.2 Provide periodic updates to CEMCA-COL 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.
- 1.3.3 Provide news items and photographs related to the activities for sharing on CEMCA-COL website and newsletter.
- 1.3.4 Assign Dr. Anirban Ghosh, Director, Centre for Internal Quality Assurance (CIQA), NSOU (email: anirban1972@gmail.com) as the overall Project Manager for all matters related to this agreement.

2.0 CEMCA-COL Responsibilities and Contact Person

- 2.1. CEMCA-COL shall be responsible to:
 - 2.1.1. Co-conceptualise all workshops and co-develop its agenda to build capacity on blended learning design among the faculty members of HEIs in West Bengal.
 - 2.1.2. Review and approve the selection of resource person/s (as a consultant) to organise the three (each 2-day) workshops to build capacity on blended learning design, OER and open pedagogy.
 - 2.1.3. Coordinate with the resource person(s) and finalise the programme schedules in consultation with NSOU.
 - 2.1.4. Review and provide feedback on the training materials developed for the workshops on the Implementation of Blended Learning Design in Higher Education Institutions (HEIs).



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- 2.1.5. Extend advice and all necessary support for offering the 2nd cycle of MOOC on “Understanding Neurodiversity” through NSOU LMS portal.
 - 2.1.6. Provide an academic report writing format for the activities undertaken and review and provide feedback for all the reports for final submission.
 - 2.1.7. Provide continuous expertise and advice for effective implementation of the planned programmes outlined in this contract.
 - 2.1.8. Contribute resources up to a maximum of **INR 626,000 (INR 156,000 fixed cost and INR 470,000 as workshop related variable cost)** towards the statement of activities for three (2-day each) workshops at two regional centres at Durgapur and Jalpaiguri and at headquarters in Kolkata, and towards offering MOOC on “Understanding Neurodiversity”.
- 2.2. CEMCACOL shall assign Dr. B. Shadrach, Director, Commonwealth Educational Media Centre for Asia (CEMCA) and Ms. Monica Sharma, Programme Coordinator, with whom the NSOU shall liaise all matters related to this contract.

3.0 Gender Equality

- 3.1 Gender equality is integral to all of CEMCA-COL’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.

4.0 Deliverables and Timeframe

- 4.1. The above agreement shall commence when both parties have signed and a copy has been returned to CEMCA-COL and will continue in effect until **30th June 2023** with the following specific deliverable and timeline:
- 4.1.1. Identify 150 teachers (50 participants from each region) who will be participating in the 2-days workshops at the three regions viz. Durgapur RC, Jalpaiguri RC and Headquarters at Kolkata and provide a list of the participants to CEMCA-COL by 15th April 2023.
 - 4.1.2. Prepare the training agenda of the workshops by 15th April 2023.
 - 4.1.3. Finalise the contents for the three workshops/capacity building programmes and prepare the workshop schedule by 15th April 2023.
 - 4.1.4. Prepare and share the training material.
 - 4.1.5. Complete the three workshops by
 1. Durgapur RC – 30th April 2023



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2. Jalpaiguri RC – 31st May 2023
3. Headquarters (Kolkata) – 10th June 2023
- 4.1.6. Prepare a course introductory video, brochure for wide circulation and promotion of the MOOC on “understanding Neurodiversity”, and other collaterals by 30th April 2023.
- 4.1.7. Upload the contents of MOOC on Understanding Neurodiversity to the course portal as per the course structure particularly within the four-quadrant approach of SWAYAM by 30th April 2023.
- 4.1.8. Popularize the course using various ways to provide support for the enrolment at least 500 learners in the MOOC on “Understanding Neurodiversity” by 15th May 2023.
- 4.1.9. Offer the MOOC on Understanding Neurodiversity (five-week) for one cycle in May-June 2023.
- 4.1.10. Submit draft report of 3 workshops conducted at three region (as per the CEMCA-COL reporting format) for feedback by 15th June 2023.
- 4.1.11. Submit final consolidated report on the workshops, activities organized and output, and outcome achieved to CEMCA-COL by 25th June 2023.
- 4.1.12. Prepare and submit to CEMCA-COL a comprehensive report on the activities performed (including the gender segregated list of participants, learners enrolled, and completion) within one week of completion of the MOOC or by 25th June 2023.

5.0 Contribution and Invoices

- 5.1. A maximum sum of up to **INR 6,26,000** (Indian Rupees Six Lacs Twenty-Six Thousand only) based on the attached budget at Annex 1 shall be paid as a total contribution by CEMCA in 3 instalments to Netaji Subhas Open University (NSOU) as outlined below:
 - 5.1.1 A total of INR 454,000/- i.e. {50% (INR 78,000/-) of fixed budgeted cost and 80% (INR 376,000/-) of variable budgeted cost} shall be released as an accountable advance on the signing of the agreement and after receipt of an invoice.



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- 5.1.2 Remaining 20% (INR 94,000/-) of variable budgeted cost or actual, whichever is less, will be reimbursed upon completion of item no 4.1.5, other related deliverables, and submission of invoices as actual expenses incurred against the cost of organising the training workshops, transportation, travel, publication and other misc. expenses.
- 5.1.3 The final instalment of remaining 50% fixed budget i.e. (INR 78,000/-) shall be released following completion of the activities listed and submission of all deliverables items no 4.1.1 to 4.1.12, including receipt of a statement of accounts, substantiated by receipts, which will be forwarded to CEMCA-COL within 15 days of the completion of the statement of activities.
- 5.2. 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.
- 5.3. CEMCA-COL's terms of payment for each instalment shall be within thirty days of receipt and acceptance of:
 - 5.3.1. the deliverables as outlined in the timeframe specified, and
 - 5.3.2. an invoice.
- 5.4. 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.
- 5.5. All expenditure beyond the maximum amount mentioned in the agreement shall be the responsibility of NSOU.
- 5.6. 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, CEMCA-COL reserves the right to amend the contribution due under the agreement.

6.0 Copyright and Intellectual Property

- 6.1. The copyright of any materials developed under this project shall remain with CEMCA-COL and NSOU.
- 6.2. NSOU will ensure that the materials developed under this project are free from third-party copyrights and indemnify CEMCA-COL of any future legal issues that may arise for reuse and distribution of the same.



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- 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. CEMCA-COL 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-COL shall not assume any liability for any injuries or damage to NSOU or its staff and associates and shall not assume any responsibility whatsoever for insuring the NSOU or its staff and associates.
- 7.2. NSOU shall undertake full responsibility for the purchase of any health and medical, accident or other insurance of its staff and associates which may be necessary in respect of any loss, injury, damage or 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 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-COL other than payment on a pro-rata basis for no more than the actual amount of work performed to the satisfaction of CEMCA-COL. Amounts received in advance but not spent in accordance with the agreement will be refundable to CEMCA-COL.

9.0 Confidentiality

- 9.1. Any information of a character confidential to the affairs of CEMCA-COL 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-COL.

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11.0 Amendments

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

Sincerely,

(Amit Jain)

Head, Admn. & Finance
CEMCA, New Delhi

Amit Jain

06 04 2023

Date

(Ashit Baran Aich)

Registrar
NSOU, Kolkata, West Bengal

ABR 6/4/2023

Date

Registrar (Acting)
Netaji Subhas Open University