



COMMONWEALTH of LEARNING

## Commonwealth Educational Media Centre for Asia

Non-Financial Contribution Agreement Ref: C25-038

BETWEEN  
AND

**Commonwealth Educational Media  
Centre for Asia**  
(referred to as "COL-CEMCA")  
7/8, Sarva Priya Vihar,  
New Delhi-110016, India

**Ananya Mitra,**  
Registrar (Add'l Charge),  
Netaji Subhas Open University, Kolkata,  
West Bengal  
[registrar@wbnsou.ac.in](mailto:registrar@wbnsou.ac.in)  
9432289752

### 1.0 Purpose

1.1 The Commonwealth of Learning, through its regional centre, Commonwealth Educational Media Centre for Asia (CEMCA) (hereinafter referred to as 'COL-CEMCA'), wishes to collaborate with Netaji Subhas Open University, Kolkata, West Bengal through this non-financial contribution agreement to enhance the graduate employability in Higher Educational Institutions in India through the development of institutional employability frameworks, capacity-building programmes, and Open Educational Resources (OER). By integrating these elements, COL-CEMCA and (partner institution) aim to better align educational outcomes with market demands, thereby improving graduate employability and strengthening institutional effectiveness to carry forward the principles laid in the Ahmedabad Declaration 2023. To this effect, the Open Universities in India have agreed to collaborate with COL-CEMCA by signing an Expression of Interest (EoI) in October 2024.

### 2.0 Statement of Activities for the Partner Institution

2.1 The Partner Institution shall:

- 2.1.1 dedicate faculty, staff, and technical infrastructure to support the development and implementation of the employability framework.
- 2.1.2 nominate staff and faculty to participate in capacity-building programmes related to the graduate employability project.
- 2.1.3 engage in collaborative research and policy advocacy in areas related to graduate employability and evolving skill requirements.
- 2.1.4 Complete the employability readiness scorecard for the institution.
- 2.1.5 collaborate in creating employability-focused OER materials and skills-based courses.
- 2.1.6 ensure that quality learning resources are created and placed in the OER repository.
- 2.1.7 collaborate to organise advocacy events, webinars, and community sensitisation programmes on employability initiatives in higher education.
- 2.1.8 participate in review meetings, provide feedback on programme efficacy, and share best practices and lessons learned.

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Phone: +91-11-45871061  
Email: [admin@cemca.org](mailto:admin@cemca.org); Website: [www.cemca.org](http://www.cemca.org)



- 2.1.9 assign **Professor Anirban Ghosh, Director, School of Vocational Studies** ([anirban1972@gmail.com](mailto:anirban1972@gmail.com), 7980366313) and **Dr. Papiya Upadhyay, Asst. Professor, Education** to be the point of contact for COL-CEMCA in matters related to the Agreement;
- 2.1.10 provide updates to COL-CEMCA on a regular basis over the term of the Agreement on the status of activities undertaken.
- 2.1.11 evaluate the outcome of the work performed under the Agreement using the following impact indicators:
  - 2.1.11.1 knowledge products developed and shared (the status report/desk reviews/project evaluation reports);
  - 2.1.11.2 creation and adoption of an employability framework.
  - 2.1.11.3 creation or enhancement of skills-based courses as OER.
  - 2.1.11.4 improved capacity of stakeholders to implement graduate employability practices.
- 2.1.12 ensure that all publicity and activities associated with the project carry an acknowledgement of COL-CEMCA's support by displaying the COL-CEMCA logo and name appropriately and inform COL-CEMCA of how this support has been acknowledged.
- 2.1.13 and prepare a final report of events, webinars, capacity-building workshops and programmes related to the project.

### 3.0 COL-CEMCA Responsibilities and COL-CEMCA Contact

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#### 3.1 COL-CEMCA shall:

- 3.1.1 provide technical expertise, capacity building, research, and advisory support for the development and implementation of employability frameworks.
- 3.1.2 engage in periodic consultations with [Name of the Open University] to provide strategic insights, share research findings, and align on employability frameworks.
- 3.1.3 facilitate the creation or enhancement of educational resources and OER-based skills courses relevant to employability attributes.
- 3.1.4 provide expertise, capacity building, research, and advisory support in the field of educational media resources for Open and Distance Learning.
- 3.1.5 engage in collaborative research and policy advocacy in areas related to graduate employability and evolving skill requirements.
- 3.1.6 facilitate advocacy events, webinars, and community sensitisation programmes on employability initiatives in higher education.
- 3.1.7 coordinate regular review meetings to monitor progress, share experiences, and assess the impact of the employability initiatives.
- 3.1.8 provide the following documents separate from the Agreement:
  - 3.1.8.1 Expression of Interest Form; and
  - 3.1.8.2 Copyright Guidelines.



3.2 The COL-CEMCA shall assign Dr B. Shadrach, Director, COL-CEMCA ([bshadrach@col.org](mailto:bshadrach@col.org)) for programme-related matters and Ms Monica Sharma, Programme Coordinator, COL-CEMCA ([msharma@col.org](mailto:msharma@col.org)) as the staff member for administrative related matter with whom the partner institute shall liaise on all matters related to this Agreement.

#### 4.0 Deliverables and Timeframe

4.1 The Agreement shall commence when both parties have signed, and a copy has been returned to COL-CEMCA and will continue in effect until 30 June 2026. The Partner Institution will implement the Statement of Work by the specified due date and in accordance with the requirements as specified in the Agreement with due care, skill, and to the appropriate professional standard, in accordance with best practice and to the standards and quality as required by COL-CEMCA. The deliverables and timelines are as follows:

- 4.1.1 conduct employability Scorecard and graduate employability framework
- 4.1.2 implementation of the framework developed
- 4.1.3 development of skills-based OER courses
- 4.1.4 employability courses shared as OER

#### 5.0 Contribution and Financial Arrangement

5.1 The Parties concur that they will each use their own funds or funding sources to perform their respective responsibilities under this Agreement. This Agreement does not represent any commitment with regard to funding on the part of either Party. **The financial terms of each party on identified activities or projects shall be addressed in the specific agreements that will be executed to undertake such projects.**

5.2 If the Partner Institution 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.

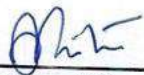
*Atk*



C25-038

### Signature Page to the Contribution Agreement


Please sign, date and return one copy of this signature page to COL-CEMCA to confirm acceptance of this Partner Contribution Agreement and the associated General Agreement Terms and Conditions as outlined in Annex 1, including all Annexures which form an integral part of the Agreement:

  
\_\_\_\_\_  
**Ananya Mitra,**  
Registrar (Add'l Charge), **Netaji Subash Open University**  
Netaji Subhas Open University, Kolkata

Registrar  
(Add'l Charge)

\_\_\_\_\_  
Date 28.11.2024

Signed on behalf of COL-CEMCA:

  
\_\_\_\_\_  
Amit Jain  
Head: Administration & Finance

03-12-2025  
\_\_\_\_\_  
Date

Annex

Annex 1 – General Agreement Terms and Conditions

*COL-CEMCA Internal Reference only: (Budget code/ES-Adv/PA initials)  
Total contract value (fees and expenses): NIL*