



## Commonwealth Educational Media Centre for Asia

Contribution Agreement Ref: C25-065

BETWEEN

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

AND

Ms Ananya Mitra  
Registrar  
Netaji Subhas Open University  
Kolkata  
West Bengal  
Email: dyregadm@wbnsou.ac.in

### 1.0 Purpose

1.1 The Commonwealth of Learning (COL) and the Commonwealth Educational Media Centre for Asia (CEMCA), the regional centre for Commonwealth of Learning (COL), wishes to collaborate with Netaji Subhas Open University (NSOU), Kolkata, West Bengal to organise a "Workshop for developing Graduate Employability Framework in Open Universities in East and Northeast region of India" on March 20-22, 2025 at Netaji Subhas Open University, Kolkata, West Bengal. The workshop is aimed at enabling the faculty members to gain a complete understanding on the requirements and processes for the development and implementation of graduate employability framework in their respective institutions.

### 2.0 The Partner Institution shall:

#### 2.1 Work with COL-CEMCA to undertake the following:

- i. Co-organise a "Workshop for developing Graduate Employability Framework in Open Universities (OUs) in East and Northeast region of India" on March 20-22, 2025, at Netaji Subhas Open University, Kolkata, West Bengal.
  - ii. Identify and invite 4 participants each from Netaji Subhas Open University, Kolkata, West Bengal; Krishna Kanta Handiqui State Open University, Guwahati; Nalanda Open University, Bihar; and Jharkhand State Open University, Ranchi to take part in the above event.
  - iii. Co-develop and finalise the agenda for the meeting.
  - iv. Co-develop the resource material for distribution among the participants.
  - v. Prepare a consolidated report of the workshop.
- 2.1.1 Undertake the entire logistics responsibilities of organising the above event.
  - 2.1.2 Provide news items and photographs related to the activities for sharing on COL-CEMCA website and newsletter.
  - 2.1.3 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.





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- 2.2 NSOU shall not make any reference to COL-CEMCA, or the work undertaken under this Contract in any publicity material, media reporting, website or any other location without the written permission of COL-CEMCA.

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

#### 3.1 COL-CEMCA shall:

- 3.1.1 Liaise with officials of COL for providing expert advise to NSOU for the workshop
- 3.1.2 Engage experts for facilitating the three-day workshop for the design and development of Graduate Employability frameworks in the OUs.
- 3.1.3 Finalise the agenda in collaboration with NSOU.
- 3.1.4 Finalise the pre- and post-event questionnaire to collect feedback from the participants in collaboration with NSOU.
- 3.1.5 Provide continuous expertise advise and thoughts for value addition for the finalisation of the meeting related documents i.e. strategy plan, key discussions points, inputs related to Graduate Employability.
- 3.1.6 Provide inputs in the finalisation of Graduate Employability Frameworks for the participating institutions
- 3.1.7 Provide inputs in the finalisation of the workshop report
- 3.1.8 Contribute resources up to a maximum of INR 3,60,000 (Rupees Three Lakhs and sixty thousand) to NSOU for realising the statement of activities outlined in clause 2.0.

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

### 4.0 Deliverables and Timeframe

- 4.1 NSOU shall begin the work when a fully signed copy of this contract has been provided and complete the work by April 30, 2025, with the following specific deliverables and timelines:
- 4.1.1 Submit the agenda, venue details and creatives of the meeting, and the list of participants in consultation with COL- CEMCA and consultant by February 25, 2025.
  - 4.1.2 Co-develop resource material of the meeting in consultation with COL-CEMCA and consultant by March 5, 2025.

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Phone: +91-11- 45871061, 45871113  
Email: [admin@cemca.org](mailto:admin@cemca.org) Website: [www.cemca.org](http://www.cemca.org)

*or*

*dk*





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- 4.1.3 Provide all logistic support to participants and facilitate the 3-day workshop at Netaji Subhas Open University, Kolkata, West Bengal from March 20 to 22, 2025.
- 4.1.4 Submit the draft report of the workshop by April 15, 2025.
- 4.1.5 Submit the final report by April 30, 2025.

## 5.0 Contribution and Invoices

- 5.1 A maximum sum of up to INR 3,60,000 (Rupees Three Lakhs and sixty thousand only) based on the attached budget at Annex 1 shall be paid as a contribution by COL-CEMCA in two instalments to the Partner Institution as outlined below and NSOU will provide the venue for the workshop and academic and administrative support:
  - 5.1.1 First instalment of ₹2,50,000 (Rupees Two Lakhs fifty thousand only) shall be paid as an accountable advance for the deliverables as stated in clause 4 as above, after signing the contract.
  - 5.1.2 Second and final instalment of ₹ 110,000 (Rupees one lakh ten thousand only) or actual whichever is less, shall be paid after receiving all the deliverables under Clause 4.1.1 to 4.1.5 and all the receipts and statement of accounts, substantiated by receipts, which will be forwarded to COL-CEMCA within one month of the completion of the statement of activities. The statement of accounts will reconcile expenditure with the budget at Annex I and clear any accountable advances. Any amounts not spent in accordance with the Agreement will be refundable to COL-CEMCA upon request.
- 5.2 COL-CEMCA's terms of payment for each instalment shall be within thirty days of receipt and acceptance of the deliverables as outlined in the timeframe specified and 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 ifsc/swift code, account number and name of account shall be required.
- 5.4 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.

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Email: admin@cemca.org Website: www.cemca.org





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### 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:

Ms Ananya Mitra  
Registrar,  
NSOU, Kolkata, West Bengal

Registrar  
(Add'l Charge)

Netaji Subash Open University

Date 12-02-2025

Signed on behalf of COL-CEMCA:

Amit K Jain  
Head: Administration & Finance

Date

Annex 1 – General Agreement Terms and Conditions  
Annex 2 – Proposal and Budget submitted

*COL-CEMCA Internal Reference only: 25-CP2- 112*  
*Total contract value (fees and expenses): ₹3.60.000*