



## Commonwealth Educational Media Centre for Asia

Contribution Agreement Ref: C24-036

BETWEEN

**Commonwealth Educational Media  
Centre for Asia**  
7/8, Sarva Priya Vihar,  
New Delhi-110016, India

AND

**Smt. Ananya Mitra**  
**Registrar (Addl. Charge),**  
**Netaji Subhas Open University (NSOU)**  
DD-26, Salt Lake, Sector-1, Kolkata  
West Bengal- 700064  
E-mail: [registrar@wbnsou.ac.in](mailto:registrar@wbnsou.ac.in)  
[anirban1972@gmail.com](mailto:anirban1972@gmail.com)

### 1.0 Purpose

- 1.1 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 third phase of the capacity building workshop for teachers on 'Implementation of the Blended Learning Design in Higher Education Institutions (HEIs) in West Bengal'. CEMCA extends support as per the proposal through this contributory agreement.

### 2.0 Statement of Work

- 2.1 NSOU shall be responsible to:
- 2.1.1 Identify 150 teachers (50 new participants from each of the three regions) who will be participating in the 3-day workshops conducted at Purulia/ Durgapur RC, Siliguri/ Jalpaiguri RC, and Kalyani RC.
  - 2.1.2 Conduct a baseline survey to assess the competence and awareness of the participants in the domain of technology-enabled learning (TEL), blended learning design, OER and open pedagogy.
  - 2.1.3 Co-conceptualise with CEMCA the above workshops to build capacity among the faculty members of HEIs in West Bengal.
  - 2.1.4 Engage a Resource Person/s to organise the three workshops (3-day each) to build capacity on blended learning design, OER and open pedagogy.
  - 2.1.5 Coordinate with CEMCA to prepare the training agenda of the workshops and finalise the contents for the 3 workshops/capacity building programmes.
  - 2.1.6 Prepare and share the workshop schedule and the training material with CEMCA for review.
  - 2.1.7 Organise three face-to-face workshops/capacity building programmes (3-day each) for 150 new teachers at 3 locations

1. Kalyani RC – February 2024

7/8, Sarva Priya Vihar, New Delhi-110 016, India  
Phone: +91-11-26537146, 26537147, 45871061  
Email: [admin@cemca.org.in](mailto:admin@cemca.org.in) Website: [www.cemca.org](http://www.cemca.org)

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16.01.24



2. Siliguri LSC/ Jalpaiguri RC - March 2024

3. Purulia LSC/ Durgapur RC - April 2024

- 2.1.8 Evaluate the training outcomes by carrying out an evaluation at the end of each of the three workshops.
- 2.1.9 Submit draft reports of three workshops conducted at three venues/ regions for feedback.
- 2.1.10 Submit the final consolidated report to CEMCA on the workshops, activities organized and output, and outcome achieved, including measures taken to ensure continuous learning and support to the participants after the workshops.
- 2.1.11 Acknowledge CEMCA's contribution for this activity by displaying CEMCA logo in all activities/workshop banners, publications, posters, pamphlets, websites and related news for this activity; the Contribution of CEMCA 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.
- 2.1.12 Provide periodic updates to CEMCA regularly over the term of the contract on the status of the activities undertaken, upcoming schedules and any issues or problems encountered.
- 2.1.13 Provide news items and photographs related to the activities for sharing on the CEMCA website and newsletter.
- 2.1.14 Assign Dr. Anirban Ghosh, Director, School of Vocational Studies, NSOU (email: anirban1972@gmail.com) as the overall Project Director and Dr. Papiya Upadhyay, Assistant Professor, Education (papiyaupadhyay19@gmail.com) as Project Coordinator for all matters related to this agreement.

### 3.0 CEMCA-COL Responsibilities and Contact Person

3.1 CEMCA-COL shall be responsible to:

- 3.1.1 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.
- 3.1.2 Coordinate with NSOU to finalise the programme schedules.
- 3.1.3 Review and provide feedback on the training materials developed for the workshops on the Implementation of Blended Learning Design in Higher Education Institutions (HEIs).
- 3.1.4 Provide continuous expertise and advice for effective implementation of the planned programmes outlined in this contract.

3.2 CEMCA-COL 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.

### 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 **10<sup>th</sup> June 2024** with the following specific deliverable and timeline:



- 4.1.1 Identify 150 teachers (50 participants from each region) who will be participating in the 3-days workshops at the three regions viz. Purulia/ Durgapur RC, Siliguri/Jalpaiguri RC, and Kalyani RC, and provide a list of the participants to CEMCA by 20<sup>th</sup> January 2024.
- 4.1.2 Conduct a baseline survey to assess the existing competence of the participants by 30<sup>th</sup> January 2024.
- 4.1.3 Prepare the training agenda of the workshops by 30<sup>th</sup> January 2024.
- 4.1.4 Finalise the contents for the three workshops/capacity building programmes and prepare the workshop schedule by 30<sup>th</sup> January 2024.
- 4.1.5 Prepare and share the training material by 30<sup>th</sup> January 2024.
- 4.1.6 Complete the three workshops by
  1. Kalyani RC – 29<sup>th</sup> February 2024
  2. Siliguri LSC/ Jalpaiguri RC – 31<sup>st</sup> March 2024
  3. Purulia LSC/ Durgapur RC – 30<sup>th</sup> April 2024
- 4.1.7 Submit draft report of 3 workshops conducted at three regions for feedback by 20<sup>th</sup> May 2024.
- 4.1.8 Submit the final consolidated report on the workshops, activities organized and output, and outcome achieved to CEMCA after incorporation of CEMCA's input by 10<sup>th</sup> June 2024.

## 5.0 Contribution and Invoices

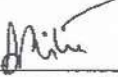
- 5.1 A maximum sum of up to ₹6,97,500 (Indian Rupees Six Lakhs Ninety Seven Thousand Five Hundred only) based on the attached budget at Annex 1 shall be paid as a total contribution by CEMCA in 3 instalments to Netaji Subhas Open University (NSOU) as outlined below:
  - 5.1.1 The first instalment of ₹ 1,50,000 (Indian Rupees One Lakh Fifty Thousand only) shall be released as an accountable advance on the signing of the agreement and after receipt of an invoice.
  - 5.1.2 The second instalment of ₹ 2,00,000 (Indian Rupees Two Lakh Only) shall be payable after submission of deliverables 4.1.1- 4.1.5 by 30<sup>th</sup> January, 2024
  - 5.1.3 The final instalment of up to ₹ 3,47,500 (Indian Rupees Three Lakh Forty-Seven Thousand Five Hundred only) or actual, whichever is less, shall be payable upon submission of deliverables 4.1.6 – 4.1.8 including receipt of a statement of accounts, substantiated by receipts, which will be forwarded to COL-CEMCA by 10<sup>th</sup> June, 2024
- 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.



C24-036

### Signature Page to the Contribution Agreement

Please sign, mention the 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:

  
\_\_\_\_\_  
Smt. Ananya Mitra  
Registrar (Addl. Charge)  
NSOU, Kolkata, West Bengal

16.01.2024  
Date

Signed on behalf of COL-CEMCA:

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

17/01/2024  
Date

Annexures-

- Annex 1 – General Agreement Terms and Conditions
- Annex 2 – Proposal
- Annex 3- Budget

*COL-CEMCA Internal Reference only: Budget Code: 24-ED3-372  
Total contract value (fees and expenses): ₹6,97,500*



## Annex 1 – General Agreement Terms and Conditions

### 1.0 Gender Equality

- 1.1. Gender equality is integral to all of COL-CEMCA's work and requires that both women's and men's views, interests and needs shape its work in learning for development. The Partner Institution agrees that gender considerations shall inform the activities to be undertaken under this agreement.

### 2.0 Copyright and Intellectual Property Rights

- 2.1 The Partner Institution agrees that COL-CEMCA will hold the copyright in the intellectual property of any report or study that is created as a part of this agreement.
- 2.2 The Partner Institution shall hold the copyright in the intellectual property of any courses and other materials developed as a part of this Agreement. The Partner Institution agrees to license any courses 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: [Creative Commons — Attribution-ShareAlike 4.0 International — CC BY-SA 4.0](https://creativecommons.org/licenses/by-sa/4.0/), and to make such courses available to the public in a readily accessible format.
- 2.3 The Partner Institution warrants to COL-CEMCA that any courses produced will be the work of the Partner Institution or the Partner Institution has obtained sufficient rights, licences, permissions to distribute the work under the CC BY-SA licence.
- 2.4 The Partner Institution agrees to acknowledge COL-CEMCA in any course created as part of this Agreement by way of a simple statement indicating that Commonwealth of Learning has provided support towards the development of the courses. Any other use of COL-CEMCA's name and logo must be pre-approved by COL-CEMCA in writing.

### 3.0 Health and Safety

- 3.1 The Partner Institution will comply with local Health and Safety Standards and report any health and safety incident, injury or near miss occurring in relation to work carried out under this Agreement to COL-CEMCA as soon as possible after becoming aware that such an event has incurred.

### 4.0 Monitoring and Evaluation

- 4.1. The Partner Institution shall permit any authorised representative or consultant of COL-CEMCA reasonable access to the sites of the 'Project' to assess the progress of the 'Project' and shall supply upon written requests such data and information as COL-CEMCA may reasonably require for monitoring and evaluation purposes.
- 4.2. COL-CEMCA agrees to keep the Partner Institution informed with respect to the results of such inspections and assessments. COL-CEMCA reserves the right to proceed with a 'Project' assessment, whenever it deems necessary, during the implementation of the 'Project' and for three (3) years following the expiry or early termination of the Agreement where the Partner Institution shall retain the relevant data and information should it be required.



## 5.0 No Fraudulent Practices

- 5.1. The Partner Institution will not make, cause to be made, nor receive any offer, gift, payment, consideration, inducement, reward or benefit of any kind, which would, or could be construed as an illegal, unethical, or Fraudulent Practice. Any such conduct may be the ground for immediate termination of this Agreement and COL-CEMCA will be entitled to recover any such amounts and take such other corrective action as COL-CEMCA deems appropriate.

## 6.0 Anti-terrorism

- 6.1. The Partner Institution will use its best endeavours to ensure that Funds provided under this Agreement do not provide direct or indirect support or resources to organisations and/or individuals associated with terrorism or designated by a government or international organisation as terrorists. If the Partner Institution discovers any link, whatsoever, with any organisation or individual associated with terrorism, it will inform COL-CEMCA immediately.

## 7.0 Safeguarding

- 7.1. The Partner Institution is committed proactively to safeguard and promote the welfare of its beneficiaries, staff and all those with whom it comes into contact, from any form of abuse or exploitation, including physical, financial, psychological and sexual abuse, neglect, discrimination, or inhuman or degrading treatment howsoever arising. All concerns and allegations of abuse will be taken seriously and responded to appropriately and those individuals who raise concerns in good faith will never be subjected to any detriment as a result.
- 7.2. The Partner Institution has provided COL-CEMCA with a copy of its safeguarding policy which it has circulated to all personnel associated with the work under this Agreement. The Partner Institution agrees to abide by COL-CEMCA's Safeguarding Policy if no written policy is in place where a copy is available on the COL-CEMCA website here: [COL-CEMCA Safeguarding Policy](#).
- 7.3. The Partner Institution shall ensure that all allegations, suspicions and incidents of abuse are reported immediately to the appropriate agency and to COL-CEMCA through the Safeguarding contact details provided in the Safeguarding Policy.

## 8.0 Liability and Insurance

- 8.1. COL-CEMCA shall not assume any liability for any injuries or damage to the Partner Institution or its staff and associates incurred during the course of this Agreement.
- 8.2. The Partner Institution is responsible to ensure that the risks of implementing the Statement of Work and deliverables are adequately covered, whether by insurance or otherwise, including claims made after the completion of the Agreement. This includes all travel risk that may be associated with the performance of the Statement of Work.
- 8.3. The Partner Institution 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 illness occurring during the execution of this Agreement.



**9.0 Termination**

- 9.1. This agreement may be terminated by either party before the expiry date of the agreement 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 to enable the orderly wind up of activities.
- 9.2. As a result of termination, the Partner Institution shall have no claim against COL-CEMCA other than payment on a pro rata basis for no more than the actual amount of work performed to the satisfaction of COL-CEMCA. Amounts received in advance, but not spent in accordance with the Agreement, will be refundable to COL-CEMCA.

**10.0 Confidentiality**

- 10.1. COL-CEMCA and the Partner Institution each confirm to the other party that it has adequate security measures to keep safe any confidential information that it may come into contact with in relation to this Agreement from unauthorised access or use by third parties and that it will not disclose or use such information for any purpose other than to the extent necessary to fulfil the requirements of the Agreement.

**11.0 Assignment**

- 11.1. This Agreement may not be assigned to another party without the prior written consent of COL-CEMCA.

**12.0 Amendments**

- 12.1. This Agreement may be amended by a letter of amendment specifying all modifications with the written consent of both parties.



C24-036

## Annex – 2- Proposal



### Proposal for Collaborative Project

Implementation of Blended Learning (BL) in Education Institutions including HEIs in West Bengal

**Project Director:**

*Professor Anrban Ghosh*

Director, SVS

Netaji Subhas Open University

**Project Coordinator:**

*Dr Papiya Upadhyay*

Asst. Professor, Education

*School of Education*

*Netaji Subhas Open University*

**Domain:**

SDG 4 & NEP2020

(Inclusive & Equitable Quality Education)

**CEMCA Representative:**

Commonwealth Educational Media  
Centre for Asia (CEMCA), New Delhi.

**Sub Domain:**

Education, and Skill

**NETAJI SUBHAS OPEN UNIVERSITY**

(Established by WB Act XIX of 1997)

Accredited by NAAC with grade 'A'

Kolkata

NSOU-CEMCA Collaborative Project, 2023-24





### Introduction

The NEP 2020 puts forward a new vision for India's higher education system. Taking cognizance of the significance of higher education in promoting individual and societal wellbeing through knowledge creation and innovation in the 21st century, the policy focuses on restructuring the higher education system with a forward-looking vision. Following the cardinal principles of UN SDG-4, NEP 2020 is based on five pillars: Access, Affordability, Equity, Quality and Accountability.

The following provisions of NEP 2020 may be relevant to achieve the goal of SDG4 (4.c, 4.3, 4.4, 4.5) as well as to promote the ODL and OL systems:

- i) Lifelong Learning (Ch. 21)
- ii) Online Education and Digital Learning (Ch 23) and
- iii) Technology in education (Ch. 24)

In this backdrop, NSOU proposes the present project to strengthen the capacity of the teachers (HE and School teachers) / trainers to enhance the capacity to use the digital tools and other vocational tools for their livelihood.

The NEP 2020 responses are-

Teacher management, Credit courses in Pedagogy, Mandatory Professional development, Multiple course duration, Multiple entrance & exit, Professional standards, Dual Mode offering, Grounding on Indian values, and Expert teachers.

Effective implementation of the above provisions, laid down in the NEP 2020 may address the challenge of increasing GER (issue of inclusion) and imparting education and training for sustainable development. Therefore, it needs appropriate IT infrastructure, online teaching platform, development and dissemination of digital content, capacity building of teachers etc. The University has a network of 175 Learner Support Centres (LSCs) for the degree programmes. The teachers of these HEIs (LSCs) generally serve the university as academic counsellors. In the first phase, about 270 teachers of HEIs from across the state attended the workshops which were held at four venues (3RCs and Headquarters) of NSOU during 2021-2022. In the 2<sup>nd</sup> phase 162 HEIs teachers were trained in 2022-23.

Neraji Subhas Open University proposes to conduct workshops at three venues to orient and facilitate the blended learning ecosystem for the improvement of the teaching-learning system. With the motto of NEP 2020, 'Educate, Encourage and Enlighten', thousands of students of both the NSOU and other HEIs will be benefitted from this capacity- building workshop.

### Objectives:

Upon successful participation in the workshop, faculty members & academics are expected to be able to:

- Recognizing blended learning approach (Genesis, Skills & Competence)
- Understanding facilitation and self-regulation
- Exploring OER & Creative Commons Licenses for teaching learning and professional development
- Up-skilling through hands-on techniques on interactive, collaborative and co-creative learning
- Designing blended learning course module and assessment rubric
- Orientation in templates of SWAYAM MOOC and development of modules
- Conceptualizing Generative Artificial Intelligence (AI)

**Target Group:** Academics engaged in HEIs and other recognized educational Institutions in the respective zone. Preference may be given for the proposed workshops who did not attend the workshop of the first two phases.

NSOU-CEMCA Collaborative Project, 2023-24



technologies, ICT tools, various software of e-content development, LMS, etc to develop unique courses for various institutions

- ✓ Development of strategies for a wide variety of course modalities, including self-paced independent study, cohort-based courses with student-instructor interaction, and highly collaborative learner-centered courses
- ✓ Empower teachers and academics in planning their courses and teaching through technology-enabled learning
- ✓ Encouraging community of practice through social media groups.

#### Evaluation

The faculty members will be encouraged to provide feedback on course contents and methodology on regular basis. An online evaluation would be conducted at the end of each workshop, hands on training sessions through a structured evaluation Performa.

#### University Contribution:

- Staff time and Office space for the project
- Secretarial support to the project
- Deployment of Project team
- Office stationery, Communication, telephone, internet, postal, etc.
- Manage and maintenance of technology
- Faculty support

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A small handwritten signature in black ink, appearing to be the initials 'A'.