



COMMONWEALTH of LEARNING

Learning for Development

Commonwealth Educational Media Centre for Asia

Ref: CEMCA/Higher Education/06-01-021

September 18, 2017

Budget Code:18-ED1-162

To,
Prof. R. C. Mishra
Registrar,
Uttarakhand Open University
Behind Transport Nagar, Vishwavidyalaya Marg,
Haldwani (Nainital) 263139, Uttarakhand

E-mail: rcmishra@uou.ac.in

vc@uou.ac.in

jpande@uou.ac.in

ATTENTION: VC, UOU, Haldwani

Dear Prof. R. C. Mishra,

Re: **Integrated Open and Distance Learning (ODL) through ICT at UOU for Sustainable Development.**

As per the strategic plan (2015-2021) of COL-CEMCA and its mandate of Learning for Sustainable Development, the Higher Education Initiative at COL and CEMCA has developed an integrated model to address the challenges of higher education in this current dynamic environment and is moving towards working with partners in a more in-depth approach. In this regard, CEMCA received a Research based project proposal (attached) titled "**Integrated Open and Distance Learning (ODL) through ICT at UOU for Sustainable Development**" from Uttarakhand Open University (UOU), Haldwani as per the need of the institution in the line of CEMCA integrated model for Higher Education. The CEMCA seeks to confirm through this Contribution Agreement ('the agreement') the support to be provided to UOU for the **1st year of the Project.**

1.0 **Statement of Work**

The UOU shall be responsible to:

- 1.1.1. Conduct a Baseline Study of the University with special reference to enrolment, contents, students support services, use of ICT, teaching learning process, learning outcome, employability etc.;
- 1.1.2. Design, develop and host a web interface along with Moodle LMS including app customization for content delivery and learner support including career counselling;



- 1.1.3. Organise a three-day Training workshop on development of SLM/learning materials using OERs and Moodle LMS;
- 1.1.4. Develop of 6 courses with four-quadrant approach (develop simulations, animations, PPTs, conversions of SLMs into eContent format (as Text), question banks for learners' assessment) along with 30 A/V materials (max. 7/8 min each) for Certificate in Computer Application (CCA) in Moodle LMS and offering for learning;
- 1.1.5. Offer courses through blended learning including Online learning with continuous academic learning support to the learners using Moodle LMS;
- 1.1.6. Draft a quality assurance mechanism framework for UOU with special reference to Contents/learning resources, Teaching-Learning Process and Learning outcome;
- 1.1.7. Provide ICT based learner support services to the students for increase in learning outcome and improve their employability and entrepreneurship. Submit a report to CEMCA showing the data of learners regarding their employability and entrepreneurship.
- 1.1.8. Conduct a Research and Monitoring Evaluation to report the status of learner's enrolment, completion of the course, status of learning outcome, employability and entrepreneurship etc. and submit a report to CEMCA;
- 1.1.9. Acknowledge CEMCA'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; Contribution of CEMCA may be displayed in all publications as "With the support of Commonwealth Educational Media Centre for Asia, New Delhi" and logo;
- 1.1.10. Assign Dr. Jeetendra Pande, Assistant Professor, UOU Haldwani (e.mail: jpande@uou.ac.in Phone: 09927050094) to be the point of contact for CEMCA in matters related to this agreement and project;
- 1.1.11. Provide periodic updates to CEMCA on a regular basis over the term of the contract on the status of the activities under taken, upcoming schedules and any issues or problems encountered;
- 1.1.12. Provide news items and photographs related to the activities for sharing on CEMCA website and newsletter;
- 1.1.13. Prepare and submit to CEMCA a final report on the activities performed including the workshop reports including the gender segregated list of participants, and the output of the assignment.



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2.0 CEMCA Responsibilities and Contact Person

- 2.1. CEMCA shall be responsible to:
 - 2.1.1. Contribute resources up to a maximum of **INR7,50,000** towards the statement of activities.
 - 2.1.2. Provide assistance of an expert to facilitate a three-day Training workshop on development of SLM/learning materials using OERs and Moodle LMS for teachers and trainers for online learning at UOU, Haldwani;
- 2.2. CEMCA shall assign Dr. Manas Ranjan Panigrahi, Programme Officer, (mpanigrahi@col.org) as the staff member with whom the UOU shall liaise on all matters related to this contract.

3.0 Deliverables and Timeframe

- 3.1. The above agreement shall commence when both parties have signed and a copy has been returned to CEMCA and will continue in effect until **30 June 2018** with the following specific deliverable and timeline:
 - 3.1.1. Conduct a Baseline Study of the University with special reference to enrolment, contents, students support services, use of ICT, teaching learning process, learning outcome, employability etc. and submit study report **by 10th December, 2017.**
 - 3.1.2. Design, develop and host a web interface along with Moodle LMS including app customization for content delivery and learner support **by 15th November, 2017.**
 - 3.1.3. Organise a three-day Training workshop on development of SLM/learning materials using OERs and Moodle LMS by **30th October, 2017.**
 - 3.1.4. Develop of 6 courses with four-quadrant approach (develop simulations, animations, PPTs, conversions of SLMs into eContent format (as Text), question banks for learners' assessment) along with 30 A/V materials (max. 7/8 min each) for Certificate in Computer Application (CCA) in Moodle LMS and offering for learning **by February, 2018.**
 - 3.1.5. Offer courses through blended learning including Online learning with continuous academic learning support to the learners using Moodle LMS from **Oct 2017 to May 2018.**
 - 3.1.6. Draft a quality assurance mechanism framework for UOU with special reference to Contents/learning resources, Teaching-Learning Process and Learning outcome **by May 2018.**
 - 3.1.7. Conduct career counselling sessions as student support service for their employability and entrepreneurship and submit a report showing the data on employability and entrepreneurship of the students **by 15th June 2018.**



- 3.1.8. Conduct a Research and Monitoring Evaluation to report the status of learner's enrolment, completion of the course, status of learning outcome, employability and entrepreneurship etc. and submit a report to CEMCA *by 15th May, 2018*;
- 3.1.9. Submit the final report along with evaluation of the activity and the statement of account to CEMCA by *15th June, 2018*.

4.0 Gender Equality

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

5.0 Contribution and Invoices

- 5.1. A maximum sum of up to **INR7,50,000** based on the attached budget at Annex 1 shall be paid as a contribution by CEMCA in 3 instalments to UOU as out lined below:
 - 5.1.1. The first instalment of **Rs. 3,00,000** shall be paid as an accountable advance on signing of the agreement and after receipt of an invoice.
 - 5.1.2. The Second instalment of **Rs. 3,00,000** shall be paid following completion of the activity at 3.1.1, 3.1.2 and 3.1.3 as to complete the activities listed under 3.1 except 3.1.1, 3.1.2 and 3.1.3.
 - 5.1.3. The final instalment **Rs. 1,50,000** shall be paid following completion of the activities and submission of all deliverables, including receipt of a statement of accounts, substantiated by receipts, which will be forwarded to CEMCA within 15 days of the completion of the statement of activities. 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.
 - 5.1.4. Within this decided project funds from one head may be diverted to another, if required, under intimation to CEMCA as per the guideline provided at Annex 2.
- 5.2. CEMCA's terms of payment for each instalment shall be within thirty days of receipt and acceptance of:
 - 5.2.1. the deliverables as outlined in the timeframe specified, and
 - 5.2.2. 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 swift code, account number and name of account shall be required. Within India, CEMCA shall normally make payment by cheque.



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5.4. All expenditure beyond the maximum amount mentioned in the agreement shall be the responsibility of UOU.

5.5. If UOU 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.

6.0 Copyright and Intellectual Property

6.1. The copyright of any new material developed under this project shall remain with UOU.

6.2. UOU will ensure that the materials developed under this project are free from third party copyrights and indemnify CEMCA of any future legal issues that may arise for reuse and distribution of the same.

6.3. UOU 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. COL/CEMCA 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 UOU as per the above CC licence.

7.0 Liability and Insurance

7.1. CEMCA shall not assume any liability for any injuries or damage to UOU or its staff and associates incurred during the course of this agreement.

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, UOU 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. Amounts received in advance but not spent in accordance with the agreement will be refundable to CEMCA.

9.0 Confidentiality

9.1. Any information of a character confidential to the affairs of COL/CEMCA to which the UOU 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.

11.0 Amendments

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

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 by return mail.

Sincerely,

(R.Thyagarajan)

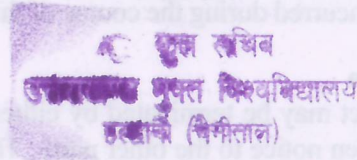
Head, Admn. & Finance
CEMCA, New Delhi

Date

(Prof. R. C. Mishra)

Registrar
Uttarakhand Open University

Date





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Annex I

Budget for 1st year 2017-18

S. No.	Activity	Particulars	INR
1	Baseline Study with special reference to enrolment, teaching-learning process, content and learning outcome	Tool Development, Data Collection, Data Analysis and Report writing	25,000
2	Moodle LMS including app customization for content delivery and learner support.		5,000
3	Conduct career counselling sessions as student support service for their employability and entrepreneurship	This will be organized by UOU on their own cost as UOU's contribution.	00
4	Training on development of SLM/learning materials using OERs and Moodle LMS.	Working Lunch and tea and accommodation for external participants (including dinner) = @ 500 x 20 x 3 = 30,000 Flex & Banner = 3,000 Workshop kit = 250 x 20 = 5,000 CEMCA Expert Accommodation = 2000 x 2 RPs x 3 nights = 12,000 TA and accommodation of the external participants for the workshop duration and misc. expenses= Rs. 30,000	80,000
5	Development of Learning support material for 6 courses of CCA and CEGCS (text, video, Q/A, PPT, Evaluation Questions) in Moodle LMS and offering for learning	Payment to content developers including UOU teachers/ staff(3 CCA courses) =@5,000 for 36 units = 1,80,000 Payment to Editors for 36 units @ 2,500 for both content & language editing per Unit for 36 units =90,000 Video Material recording (50 lecture of 8-10 min each x 3,000 per video) = 1,50,000 Video editing @ 2,000 per video for 50 lectures= 1,00,000 Meetings, refreshments, TA, accommodation, etc. of the experts for video recording = 90,000	6,10,000
6	Offer courses online through Moodle LMS	Remuneration to the experts identified as course coordinators, including UOU teachers/staff for running the course on moodle and offering expert guidance to the learners for the course duration(6 course coordinators @ 5,000 each course)= 30,000.	30,000
7	Total		7,50,000

कुल सचिव
उत्तराखण्ड मुक्त विश्वविद्यालय
हरद्वारी (नैनीताल)

21.9.17

कुल सचिव
उत्तराखण्ड मुक्त विश्वविद्यालय

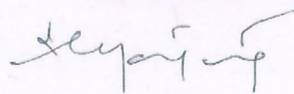


Guidelines for incurring expenditure and preparation of statement of accounts with reference to the contribution agreement

1. While incurring expenditure the norm for payment as specified in the budget should be strictly adhered to.
2. No expenditure should be incurred towards capital items, such as assets, hardware, software and books unless included in the approved budget. If incurred, CEMCA will disallow such expenses.
3. All the expenses should be classified and grouped with reference to each budget heads and the total amount spent against provision under each head should be shown against the respective heads.
4. While expenditure should be within the approved total budget, it is important also to keep the expenditure within each of the budget head.
5. Instead of receipts from individuals towards communication charges, the bills provided by the service provider such as Airtel, Vodafone, Reliance, idea, etc. should be enclosed.
6. Payment towards per diem, if any, may be paid as per the rate prescribed in the budget. If no provision is made in the budget, payment towards this item of expenditure should not be made.
7. Payments towards food and refreshments for meeting (of the internal project extension team) may be shown under the miscellaneous head.
8. The statement of expenditure is to be signed by the authorised person and **all the supporting vouchers, in original should be enclosed**. Each voucher may be classified as per the budget heads.
9. As payments are made electronically, the correct information such as Bank details, Name of Account Holder as reflected in the Bank record, IFSC Code, Branch details and Account Number may be given in the vendor creation form.
10. If any amount is left as balance, the institution/ organisation may deposits the amount in the bank account of CEMCA, through NEFT/RTGS as per the details given below.

Name of the Account Holder : Commonwealth Educational Media Centre for Asia,
New Delhi
Name of the Bank & Address : ICICI Bank Ltd
9A, Phelps Building
Connaught Place
New Delhi-110001

Account Number : 000705001957
IFSC Code : ICIC0000007


(R. Thyagarajan)
Head, Admn. & Finance



REQUEST FOR VENDOR CREATION FORM

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We should be grateful if you could fill and return this form as soon as possible. Please note that until we receive this information it will not be possible to establish any contract with you.

Thank you for your co-operation.

VENDOR INFORMATION (please use capital letters)	
Title (Mr, Mrs, Ms, Company, Organisation)	Organization
Name/Company name :	UTTARAKHAND OPEN UNIVERSITY
Date and Place of birth :	—
Nationality:	—
Profession/ Area of expertise:	
Street name / House Number:	
Postal Code/ City	HALDWANI -263139
P.O. Box:	
Country :	INDIA
Telephone:	
Fax:	05946-264232
Email:	info@uoo.ac.in
Language of correspondence:	English & Hindi
PAN No:	AAAJU0298G
Contact 1	05946-286000
Contact 2	1800-180-4025
BANK INFORMATION (please attach copy of bank details which you should obtain from your bank)	
Full agency name:	Uttarakhand Open University
Full bank address:	STATE BANK OF INDIA, KUSUMKHERA, HALDWANI
Bank Postal code/ Bank City:	263139, HALDWANI
Bank Country :	INDIA
SWIFT/ BIC Code:	—
IFSC Code:	SBIN0005100
Bank code & branch code :	5100
Bank account number : Savings Account	3061-7837-388
Account holder name :	Uttarakhand Open University
Account Currency:	INR
ADDITIONAL INFORMATION (Please add any comment that may facilitate your identification)	

[Signature]
20/09/17
Dinesh Kumar

