



Commonwealth Educational  
Media Centre for Asia

Ref: CEMCA/Higher Education/NSOU/06-01-036  
August 04, 2020  
Budget Code: 21-ED1-162

C21-034

To

Shri Bharat Singh

Registrar, Uttarakhand Open University  
Behind Transport Nagar, Vishwavidyalaya Marg,  
Haldwani (Nainital) 263139, Uttarakhand  
E-mail: [registrar@uou.ac.in](mailto:registrar@uou.ac.in); [vc@uou.ac.in](mailto:vc@uou.ac.in); [jpande@uou.ac.in](mailto:jpande@uou.ac.in)

Kind attention: VC, UOU, Haldwani

**Re: Development and offering of MOOC on Digital Forensics.**

Dear Shri Bharat Singh,

As per the strategic plan (2015-2021) of COL-CEMCA and its mandate of Learning for Sustainable Development, the Higher Education Initiatives 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 proposal on *Development and offering of MOOC on Digital Forensics* from Uttarakhand Open University (UOU) Haldwani. CEMCA seeks to confirm through this Contribution Agreement ('the agreement') the support to be provided to UOU for the *Development and offering of MOOC on Digital Forensics*.

**1.0 Statement of Work**

The UOU shall be responsible to:

- 1.1.1. Prepare a draft content outline along with the assessment and evaluation strategies for the 04 Credits course, total 40 hrs course with 20 Hrs reading material and 20 hrs videos by August 20, 2020;
- 1.1.2. Organise an online workshop with the content developers to provide orientation on MOOC development for SWAYAM and finalisation of the draft content outlines by August 31, 2020;
- 1.1.3. Develop the MOOC on "Digital Forensics" as per SWAYAM guidelines with four-quadrant approach (develop simulations, animations, PPTs, conversions of SLMs into eContent format (as Text), question banks for learners' assessment) for the 04 Credits (total 40 hrs course with 20 Hrs reading material and 20 hrs A/V materials (max. 10/15 min each)) for the 20 modules and submit to CEMCA by January 31, 2021;





- 1.1.4. Initially offer the MOOC on "Digital Forensics" through UOU's Moodle platform for pilot testing with 250 Learners and issue an auto generated certificate to the successful learners during February 15, 2021 to May 15, 2021;
- 1.1.5. Maintain the quality as per the SWAYAM, Govt. of India mandate. Further explore the submission process to offer this course through SWAYAM platform;
- 1.1.6. 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;
- 1.1.7. Assign Dr. Jectendra 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;
- 1.1.8. Provide periodic updates to CEMCA 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;
- 1.1.9. Provide news items and photographs related to the activities for sharing on CEMCA website and newsletter;
- 1.1.10. Prepare and submit to CEMCA a final report on the activities performed including the workshop reports having the gender segregated list of participants, learners and the output of the assignment.

## 2.0 CEMCA Responsibilities and Contact Person

- 2.1. CEMCA shall be responsible to:
  - 2.1.1. Contribute resources up to a maximum of **INR 6,45,000** towards the statement of activities.
  - 2.1.2. Provide assistance of an expert to facilitate an online workshop with the content developers to provide orientation on MOOC development for SWAYAM and finalisation of the draft content outlines;
- 2.2. CEMCA shall assign Dr. Manas Ranjan Panigrahi, Senior 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 **May 31, 2021** with the following specific deliverable and timeline:
  - 3.1.1. Prepare a draft content outline along with the assessment and evaluation strategies for the 04 Credits course, total 40 hrs course with 20 Hrs reading material and 20 hrs videos **by August 20, 2020**;





- 3.1.2. Organise an online workshop with the content developers to provide orientation on MOOC development for SWAYAM and finalisation of the draft content outlines **by August 31, 2020**;
- 3.1.3. Develop the MOOC on "Digital Forensics" as per SWAYAM guidelines with four-quadrant approach (develop simulations, animations, PPTs, conversions of SLMs into eContent format (as Text), question banks for learners' assessment) for the 04 Credits (total 40 hrs course with 20 Hrs reading material and 20 hrs A/V materials (max. 10/15 min each)) for the 20 modules and submit to CEMCA **by January 31, 2021**;
- 3.1.4. Initially offer the MOOC on "Digital Forensics" through UOU's Moodle platform for pilot testing with 250 Learners and issue an auto generated certificate to the successful learners during **February 15, 2021 to May 15, 2021**;
- 3.1.5. Submit the final report along with evaluation of the activity and the statement of account to CEMCA by **May 31, 2021**.

#### 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 conform the activities to be undertaken under this agreement.

#### 5.0 Contribution and Invoices

- 5.1. A maximum sum of up to **INR 6,45,000** 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. 2,70,000** 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. 2,70,000** shall be paid following completion of the activity at 3.1.1, 3.1.2 and 3.1.3 of 3.1.
  - 5.1.3. The final instalment **Rs. 1,05,000** 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 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

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*[Signature]*





funds, the bank name, address, swift code, account number and name of account shall be required.

- 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 MOOC materials developed under this project shall remain with CEMCA.
- 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 initial each page and sign the last one of this letter, where indicated, and return me a copy by email.

Sincerely,

(Dalip Kumar Tetri)  
Advisor, Admn. & Finance

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Dated: 11-08-2020

(Shri Bharat Singh)  
Registrar  
Uttarakhand Open University  
Haldwani (Nainital)  
Uttarakhand Open University

Dated: 05/08/20XX



Annex I

Budget for UOU

Activities with BUDGET for UOU			
Sl. No.	Head	Rate (Rs.)	Amount (Rs.)
1	Remuneration for experts for recording of 20 hrs video contents for a 4-credit course	10,000/hr x 20hr	200,000
2	Remuneration for experts for editing of 20 hrs video contents for a 4-credit course	5,000/hr x 20hr	100,000
3	Animation and special effect		50,000
4	Development of the text contents using OERs	4,000/hr x 20 hr	80,000
5	Editing for the text contents	2,500/hr x 20hr	50,000
6	TA/DA for the experts	As per Actual	50,000
7	Accommodation for the experts	As per Actual	50,000
8	Academic Review text contents	1000/module	20,000
9	Technical Review	500/module	10,000
10	Studio/Camera Crew		10,000
11	Monitoring & Evaluation, Survey and report writing		25,000
	Total		6,45,000

*jeelendra*

