



**Commonwealth Educational
Media Centre for Asia**

C21-317

Ref: 06-01-036 /HE/UOU

June 10, 2021

Budget Code: 21-ED1-162

To

Dr. Harish Singh Nayal

Registrar, Uttarakhand Open University

Behind Transport Nagar, Vishwavidyalaya Marg,

Haldwani (Nainital) 263139, Uttarakhand

E-mail: registrar@uou.ac.in; vc@uou.ac.in ; jpande@uou.ac.in

Kind attention: VC, UOU, Haldwani

Re: Offering of two MOOCs: Online Course Development for SWAYAM and Digital Forensics.

Dear Dr. Harish Singh Nayal,

The Commonwealth Educational Media Centre for Asia (CEMCA) seeks to partner with UOU, Haldwani to Offer following two MOOCs:

1. Online Course Development for SWAYAM (Developed by CEMCA)
2. Digital Forensics (Developed by UOU with the support of CEMCA)

1.0 Statement of Work

The UOU shall be responsible to:

- 1.1.1. Customize UOU-MOOC portal and create a course page and provide course details for both the MOOCs.
- 1.1.2. Prepare a course introductory video and brochure for wide circulation and promotion of both MOOC.
- 1.1.3. Upload the contents to the course portal as per the course structure particularly within the four-quadrant approach of SWAYAM.
- 1.1.4. Popularize the course using various ways to provide support for the enrolment at least 400 for each cycle for each MOOC.
- 1.1.5. Offer the MOOC on Online Course Development for SWAYAM (two week) for cycle 1 in July 2021 and cycle 2 in September 2021.
- 1.1.6. Offer the MOOC on Digital Forensics (four Weeks) during July-August 2021.

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- 1.1.7. Provide all technical support to the platform managing contents, quizzes and certification, etc. for both MOOCs.
- 1.1.8. Engage instructors/mentors for the course for online facilitation to the learners through the platform.
- 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" along with logo.
- 1.1.10. Assign Dr. Jeetendra Pande, Associate 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 undertaken, 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 three MOOC offering reports (two for 1st MOOC and one for 2nd MOOC) on the activities performed including the gender segregated list of participants, learners enrolled and completion.

2.0 CEMCA Responsibilities and Contact Person

- 2.1. CEMCA shall be responsible to:
 - 2.1.1. Contribute resources up to a maximum of Rs. 6,55,000 towards the statement of activities.
 - 2.1.2. Provide all materials for both the MOOCs including the evaluation.
- 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 matters related to this contract.

3.0 Deliverables and Timeframe

- 3.1. The above agreement shall commence after both parties have signed and a copy has been returned to CEMCA and will continue in effect until **30 September 2021** with the following specific deliverable and timeline:
 - 3.1.1. Customize UOU-MOOC portal and create a course page and provide course details for both the MOOCs by 20 June 2021
 - 3.1.2. Prepare a course introductory video and brochure for widely circulation and promotion of both MOOC by 20 June 2021.

Jeetendra Pande

Manas Ranjan Panigrahi

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- 3.1.3. Offer the MOOC on Online Course Development for SWAYAM (two week) for cycle 1 in July 2021 and cycle 2 in September 2021.
- 3.1.4. Offer the MOOC on Digital Forensics (four Weeks) during July-August 2021.
- 3.1.5. Prepare and submit to CEMCA three MOOC offering reports (two for 1st MOOC and one for 2nd MOOC) on the activities performed including the gender segregated list of participants, learners enrolled and completion within the one week of completion of each MOOC cycle.

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 6,55,000** based on the attached budget at Annexure-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. 2,50,000** 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. 2,50,000** shall be paid following completion of each cycle of both the MOOC and on submission of the reports.
 - 5.1.3. The final instalment **Rs. 1,55,000** shall be paid following completion of the offering of MOOCs 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 Annexure-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 Annexure-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 funds, the bank name, address, and NEFT 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.

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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.

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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 signed copy by mail.

Sincerely,

(Dalip Kumar Tetri)
Advisor, Admn. & Finance

Dated: 11th June, 2021

(Dr. Harish Singh Naya)
Registrar
Uttarakhand Open University
Hakhwani (Nainital)

Dated: 11/06/2021



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Annex I

Budget for UOU

Activities with BUDGET for UOU			
Sl. No.	Head	Rate (Rs.)	Amount (Rs.)
Online Course Development for SWAYAM (Developed by CEMCA)			
	Mentors	10,000 x 5mentors x 2cycle (discussion forum and live session)	1,00,000
	Platform Management and Administration of MOOC (Course Coordinator)	100,000 x 2cycle	2,00,000
	Survey, Analysis and Report Writing	25000 x 2 cycle	50,000
	Course Promotion, publicity materials, designer	10,000 x 2 cycle	20,000
	Total		3,70,000
Digital Forensics (Developed by UOU with the support of CEMCA)			
	Mentors (Discussion Forum and Live Sessions)	20,000 x 5 mentors x 1cycle	1,00,000
	Platform management and Administration of MOOC (Course Coordinator)	150,000 x 1cycle	1,50,000
	Survey, Analysis and Report Writing	25000 X 1	25000
	Course Promotion, publicity materials	10,000 x 1cycle	10,000
			2,85,000

Summary:

1. Online Course Development for SWAYAM (for two cycle) = 3,70,000
2. Digital Forensics (for one cycle) = Rs 2,85,000

Total = Rs. 6,55,000

Registrar
Uttarakhand Open University
Haldwani (Nainital)

Date : 11/06/2021

Invoice Number: UOU/CEMCA/2021/1

To.

Commonwealth Educational Media Centre for Asia
7/8, Sarv Priya Vihar
New Delhi – 110016
GST/UIN Number: 0717UNO00174UNS

INVOICE

Project: Offering of two MOOCs: Online Course Development for SWAYAM and Digital Forensics.

S.No	Particulars	Amount (INR)
1	First installment for the implementation of the Project entitled: " Offering of two MOOCs: Online Course Development for SWAYAM and Digital Forensics." Ref: 06-01-036 /HE/UOU June 10, 2021 Budget Code: 21-ED1-162	2,70,000
Total Rs.Two Lakh Seventy Thousand Only		Rs.2,70,000/-

Signature

Registrar

Uttarakhand Open University
Haldwani (Nainital)

Account No. : 3061-7837-388 PAN Number: AAAJU0298G

Account Holder Name : Uttarakhand Open University, Haldwani

Bank Name & Address : State Bank of India, Kusumkhara Branch, Haldwani

IFSC Code : SBIN0005100 SWIFT Code : NA