



Memorandum of Agreement (MoA)
Amongst UGC, Principal Investigator and Anchor Institute
For development of e-Content,
Under e-PG Pathshala,
A project sanctioned to UGC by the MHRD, Under
NME-ICT

University Grants Commission
Bahadur Sha Zafar Marg,
NEW DELHI – 110 002

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e-PG Pathshala

1. PREAMBLE

The National Mission on Education, through Information and Communication Technology (NME-ICT) is envisaged as a Centrally Sponsored Scheme to leverage the potential of ICT, in teaching and learning process for the benefit of all the learners in Higher Education Institutions. The NME-ICT aims to extend computer infrastructure and connectivity to all the colleges and each of the departments at all the universities and institutions of national importance in the country.

NME-ICT seeks to bridge the digital divide, i.e., the gap in the skills to use computing devices for the purpose of teaching and learning among urban and rural teachers/learners in higher education domain and empower those, who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy. This will enable them to make best use of ICT framework for teaching and learning.

Amongst other programmes, the NME-ICT is focusing primarily on development of high quality e-content in all disciplines and subjects at various levels. The topics covered under each domain are not exhaustive but indicative.

2. e-PG PATHSHALA

The MHRD, under its National Mission on Education through ICT, has Sanction vide communication No. F.B-13/2011-TEL dated 29th September 2011, Grant in Aid to UGC for production of e-content in 77 subjects at postgraduate level. The content and its quality being the key component of education system, it is proposed to create high quality, curriculum-based, interactive content in different subject across all disciplines of social sciences, arts, fine arts & humanities, natural & mathematical sciences and linguistics and languages. E-content, so developed would be available in open access through a dedicated Learning Management System as well as through Sakshat Portal.

3. NEED FOR SIGNING A MoA

‘Standing Committee, e-PG Pathshala, UGC’, constituted by the UGC, for the task of supervising the Production of Courseware e-Content for Postgraduate Subjects, in its meeting held on 14th December, 2012, has approved the ‘**Guidelines for e-Content Development**’ and ‘**Proforma for Submitting Project Proposal**’ for assistance from UGC, under e-PG Pathshala, NME-ICT programme, by a Project Investigator (PI) or PI & Co-PI(s) for development of e-content for a subject(s). As per the Guidelines, the proposal of the PI(s) to the UGC, for e-content development, has to be submitted through the Anchor Institute where the PI(s) or Co-PI(s) is/are working.

The funds for development of e-content shall be transferred by the UGC or the INFLIBNET center, an IUC of the UGC to the Anchor Institute of the PI or CO-PIs. In order to ensure that a number of projects sanctioned to a number of PIs working at different anchor institutes are developed uniformly and in accordance with the Guidelines and the Norms set by the Standing Committee, e-PG Pathshala, UGC. It is therefore important that a common set of understanding is arrived between the UGC, all the PI(s) and the Anchor Institutes. Accordingly, a uniform Memorandum of Agreement (MoA) is required to be signed amongst the UGC, all PI(s) and the Anchor Institute for each project awarded by the Standing Committee, e-PG Pathshala, UGC.

4. ROLE AND RESPONSIBILITIES OF THE UGC

- a) The UGC shall be responsible for implementation of the project and shall give wide publicity to the e-content development programme in general and the e-PG Pathshala, UGC programme in particular. The UGC shall ensure that the 'Guidelines for e-content development' and 'Proforma for submitting a Project Proposal' approved by the Standing Committee, e-PG Pathshala, UGC, are put on the website of the UGC, INFLIBNET and the CEC for inviting suitable proposal.
- b) The UGC shall disburse the funds to the Anchor Institute (only in case the Institute is recognised by it), of the PI as per the recommendation of the Standing Committee, e-PG Pathshala, UGC.
- c) In the first instance funds to the tune of 10% of the funds approved for the project, by the Standing Committee, e-PG Pathshala shall be disbursed to the Anchor Institute, in advance, where the PI or Co-PI is working.
- d) The subsequent payment(s) by the UGC to the Anchor Institute of the PI shall be disbursed on the receipt of the Utilisation Certificate from the Anchor Institute on the Project and on the advice of the Standing Committee, e-PG Pathshala.
- e) Since the spread of e-content has larger reach in present times and the Government of India is encouraging the use of e-learning amongst the learners in the country and in order to promote the development, reach and spread of e-content in the country and to recognise the rich experience put by the teachers/subject experts in the development of e-Content. The Standing Committee recommended that UGC may give due recognition by considering the work put by the teachers/subject experts on development of ten e-content modules (the numbers to be decided by the UGC), as equivalent to a publication of a paper, in an International peer reviewed journal/Refereed Journals. The recognition received by the teachers/subject experts on this shall be given due recognition at the time of promotion of the teachers/subject experts towards his/her Self Assessment Score
- f) For wide dissemination, the e-content developed by the PI(s) shall be hosted on the e-PG Pathshala website, with a link on UGC, Sakshat, CEC etc., websites.

5. ROLE AND RESPONSIBILITIES OF THE ANCHOR INSTITUTE

- a) The Anchor Institute shall give wide publicity to the e-content development programme in general and the e-PG Pathshala, UGC programme in particular and ensure more and more academicians get involved in NME-ICT programmes. The e-content developed by the PI(s) of the Institute shall be host on the website of the Institute. The Anchor Institute shall make all efforts and ensure that the content developed under e-PG Pathshala and NME-ICT is used regularly and widely by the learners across all Institutions of Higher Education and in accordance with the National Policy.
- b) The Anchor Institute shall follow the 'Guidelines for e-Content Development' and instructions on this issued by the Standing Committee, e-PG Pathshala.
- c) The Anchor Institute shall initially forward the Project proposal submitted by a PI or PI & Co-PI(s) as per 'Proforma for submitting a Project proposal' approved by the Standing Committee, e-PG Pathshala, to be submitted to the UGC for financial assistance.
- d) Once the Project proposal submitted to the UGC for financial assistance by a PI or PI & Co-PI(s) is approved by the Standing Committee, a tripartite MoA amongst the UGC, the Anchor Institute and the PI shall be signed.
- e) The accounts of the project shall be separately maintained by the Anchor Institute. The accounts shall be audited as per state / central Govt., (as per the affiliation of the Anchor Institution). The audited accounts of the project with objection, if any, shall be furnish to the UGC for necessary action. Utilisation Certificate of the expenditure encored on the project, as per proforma available under the 'Guidelines for e-content development' shall be submitted regularly to the UGC.
- f) The Anchor Institute shall create separate Asset register of all the fixed assets generated out of the funds of the Project. The Anchor Institute shall conduct annual inventory of the Fixed Assets and report to the UGC in case of any discrepancy is found. On the completion of the project, the fixed assets of the project shall be dealt with, as per the 'Guidelines for e-content development'.
- g) The objectives set in the 'Guidelines for e-content development' approved by the Standing Committee, e-PG Pathshala shall be the essence in administering the Project and making expenditure on it.
- h) However in case of any doubt, the issues should be addressed to the Coordinator, Standing Committee, e-PG Pathshala for solution by the Standing Committee, e-PG Pathshala. Further in case of misunderstanding, dispute or redresser, the decision conveyed on this, by the Standing Committee, e-PG Pathshala or the Standing Committee, NME-ICT, MHRD shall be final.

- i) The Anchor Institute can make the payment of the Honorarium to the PI as per the 'Guidelines for e-content development', however; it shall only be made on successful completion of the Project.
- j) The Anchor Institute shall provide full infrastructural facilities such as accommodation, Library, water, electricity and communication facilities etc. for smooth implementation of the project.

6. ROLE AND RESPONSIBILITIES of THE PRINCIPAL INVESTIGATOR (PI)

- a. The Principal Investigator (PI) and / or Co-Principal Investigator (Co-PI) after seeking approval from the Anchor Institute, may submit a proposal as per prescribed "Proforma for submitting a Project proposal" to the UGC. Such Project proposals shall be uploaded at the e-PG Pathshala website. The PI(s) shall be called to make a formal presentation on the Project Proposal before the Standing Committee. The Standing Committee after deliberation may decide to accept the project or recommend it for modification(s).
- b. Once the Project proposal submitted to the UGC for financial assistance by a PI or PI & Co-PI(s) is approved by the Standing Committee, a tripartite MoA between the UGC, the Anchor Institute and the PI shall be signed.
- c. The Standing Committee after accepting the proposal shall recommend UGC to sanction the project and funds to the PI(s) to develop PG e-content. PI should take care that the e-content is developed as per the Guidelines of Content Writers.
- d. The PI shall be sole responsible to guide the development of e-content throughout the project life, in accordance with the instructions of the Standing Committee, e-PG Pathshala and 'Guidelines for e-content development'.
- e. As soon as the grant(s) of the project is/are received, a web page will be created and hyperlinked to e-PG Pathshala and SAKSHAT Portal at URL www.sakshat.ac.in. This webpage should contain: prescribed Proforma for submitting a Project proposal, the project proposal, all the deliverables, timeline, item-wise resources sanctioned, physical and financial targets, output and outcomes, detailed expenditure made, utilisation Certificate etc and shall be updated every week
- f. The PI / Co-PI shall be held fully responsible for development of e-content in Four Quadrants, in their respective subject including video and multimedia enrichment.
- g. The PIs / Co-PIs, may avail technical services available at INFLBNET and or CEC (including its Media Centres spread across the country) the Centres created by the UGC, for video & multimedia facilities,
- h. Amount involved in development of e-content for a subject shall be release to the Anchor Institute, where the PIs is/are associated as per NME-ICT norms. The PI shall ensure that Utilisation Certificate on the funds sanctioned to the PI(s) is submitted quarterly by the Institution to the UGC in the prescribed format.

- i. Programme Review and Supervisory Group (PRSG), constituted by the Standing Committee to review periodically the progress of e-content development, shall be called by the PI once in every six months.
- j. The PI(s) shall submit the developed e-Content of their respective subject(s) to the INFLIBNET Centre to host on e-PG Pathshala website.
- k. The PIs shall submit an undertaking to the Standing Committee, UGC, that the proposal being submitted by them has not been submitted elsewhere, nor is it a repetition of any other project for which they have received funding from any other agency. However, if they want to submit the same or similar proposal to any other funding agency, they should inform the Standing Committee UGC.
- l. The PI may engage teachers with rich teaching PG experience who are in service or retired, as content writers.
- m. The PI shall implement the instructions issued by the Standing Committee, e-PG Pathshala from time to time, with regard to improving academic standards of the project.

In acceptance with the role and responsibilities as mentioned above, each of the agencies hereby set their signatures on _____ day of _____ 2013.

Principal Investigator /Co-PI

Head, Anchor Institute

Secretary, UGC