

കേരളം KERALA

AT 550131

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is made and entered into on this 28 of the month May in the year two thousand and fifteen AMONG Kerala State Centre for Assistive Technologies hereinafter referred of the FIRST PARTY; represented by Dr Suresh Das, Executive Vice President, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom P O, Thiruvananthapuram-695004; Farook College, Farook College P.O, Kozhikode-673632 of the SECOND PARTY, represented by Prof.E.P Imbichikoya, Principal, Farook College, Farook College P.O, Kozhikode-673632 .

And whereas the First Party, i.e, Centre for Assistive Technologies under Kerala State Council for Science, Technology and Environment(KSCSTE). "KSCSTE" is a registered society under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act , 1955 with the main objectives of encouraging and promoting Science & Technology related activities in the State of Kerala and has a Centre for Assistive Technologies for research, promotion, training and implementation of Assistive technologies.

No. 1755 Value Rs. 100
DATE: 27-5-2015
NAME: *[Signature]*
STAMP VENDOR, RAMANATTUKARA
K.P. SATHEESHKUMAR



And whereas the Second party, Farook College, those who provide access to education for the students those who are visually impaired along with accommodation. Farook College is identified as one of the best college those who are encourage visually impaired students into main stream through their programs.

Accordingly, this Memorandum of Understanding (MoU) records the role and responsibilities of the participating agencies, and other matters related to the implementation of scheme through Kerala State Centre for Assistive Technologies(KSCAT) under KSCSTE.

**NOW IN PURSUANCE OF THE UNDERSTANDING OF THE PARTS OF THIS MOU,
THE PARTIES HEREBY AGREE AS UNDER:**

The Memorandum of Understanding signed between the parties earlier in this regards will be null and void on signing of this Memorandum of Understanding

1. ROLE OF FIRST PARTY, KERALA STATE CENTRE FOR ASSISTIVE TECHNOLOGIES UNDER KSCSTE

- Maximum budget of the entire training program, for one batch, shall be Rs. ~~30 lakh~~ ^{30 lakh} For. Out of the total budget 50% shall be allotted in advance to the college.
- To provide financial support, technical support, and other equipments for implementing training in Information and Communication Technology for visually impaired students of both Farook College and other candidates from outside (20 students per batch).
- The KSCAT shall provide the Financial support based on the request from the Principal, Farook College under project mode for three years
- The financial support will be for
 - Setting up of the Centre which includes purchase of necessary equipments/furniture etc
 - Payment of salaries of the staff at the training centre
 - Support for setting up of Library facilities for differently abled people.



- Providing the expenditure of food and hostel accommodation of the candidates selected for the training
 - Administrative Charges include the water bill charges, electricity bill charges, remuneration of Support Staff., the TA of trainee, Telephone and internet charges etc.
 - Stationery Charges include the materials like handouts, worksheets, notepad, pen etc.
 - To provide monthly scholarship to students.
- Release of grants in yearly instalment and financial management
- The grants for the project are released on the basis of yearly requirements taking note of the technical progress and expenditure incurred. The first sanction order indicates the budgetary allocation for the duration of the project under various heads like Equipment, Manpower, Travel, Consumable, Contingency etc
 - The existing facilities developed for the training Centre will be transferred to the College to run the Centre.
 - Yearly renewal of the above mentioned project based on the progress
 - To facilitate training in competitive exams, communicative english, sports for the candidates those who are attending course under KSCAT.
 - To provide support in getting NCVT certifications for training programs in Information and Communication Technology.
 - To provide monthly scholarship as fixed by KSCAT/KSCSTE from Time to time.
 - The KSCAT/KSCSTE reserves the right to conduct visits to the centre to evaluate the progress of the training. The KSCAT shall monitor the entire process of training through multipronged approach to ensure the quality of the training.
 - The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.




2. ROLE OF SECOND PARTY FAROOK COLLEGE

- The Principal of the College has the primary responsibility in implementing the project and run the training centre. It is necessary to ensure that the project is carried out by the College in a cohesive manner.
- The implementing institution has an important role to play and in consultation with this Council should take steps to ensure successful completion of the project.
- The implementing Institute should provide the entire infrastructure facilities to conduct the training and facilities such as water, electricity, library, communication etc. for smooth implementation of the project.
- The College shall provide the lodging facilities (separate for boys and girls) ensuring the security of trainees. Utmost care shall be given to secure the safety and security of the girl students throughout the training period.
- The college shall keep the details (like attendance, bio-data and individual records of performance in the training) of each trainee. The institution shall handover the same to KSCAT on the completion of training.
- Project Staff
 - i) All personnel appointed/to be appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the administrative rules/ service conditions of the implementing Institute. No reference on these issues should be made to the Council. The Council will have no liability, whatsoever, for the project staff after completion of the project duration.
 - The selection of project staff will be in accordance to the guidelines prescribed by KSCSTE.



- ii) Scale and emoluments for the posts not covered under this project are governed by norms prevalent in the implementing Institution or as may be decided by this Council.
- Release of Fund and Financial Management
 - Diversion of funds from equipment and manpower heads etc. is normally not allowed. However, any reallocation/ reappropriation of grants under different heads requires prior approval of this Council.
 - The Equipment sanctioned in the project should be procured at the earliest to avoid any cost escalation. The implementing Institute should complete all formalities in advance for placing the order.
- Annual progress report (3 copies) will be submitted as on completion of each project year.
- There should not be a gap in between the project period. The project has to be done continuously and it will end on expiry of approved duration.
- The institution shall forward an audited utilization certificate and statement of expenditure(UC & SE) signed by Principal to the effect that the grant has been utilized for the research works for which it was granted, to the Director, KSCSTE. The UC & SE shall be furnished on a project year basis. The institution should maintain separate audited accounts for the project.
- The subsequent instalment of grant would be released annually on the basis of expenditure incurred in the previous project year and expected expenditure in that year.
- However, any request for release of the next instalment should be accompanied by the following documents: a) Audited Utilization Certificate and Statement of Expenditure for the previous project year (in original or copy if sent earlier) b) Latest authenticated Statement of Expenditure including Committed Expenditure and interest accrued if any. c) Technical Annual Progress Report, if not sent earlier.



- The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first or second year as the case may be, but the amount may be carried forward as per the sanction from the Council.
- The grant amount sanctioned for the Ist, IInd or IIIrd year should be utilized within the same project year and the unutilized portion of the grant amount should not be used without prior permission from the Council. Subsequent release of grant should be based on the yearly appropriation of the grant utilized for the purpose for which it was sanctioned.
- The audited Statement of expenditure and the Utilization Certificates are to be submitted on project year basis within a period of 3 months from the completion of the project year.
- The implementing institute will maintain separate bank account and it should be reported to Council and the interest accrued should be reflected in the Statement of Expenditure.
- The institute will not entrust the implementation of the work for which the grant is being sanctioned to another institution nor will it divert the grant to other institute as assistance. In case the Institute is not able to implement the project, it should refund the entire grant to the Council or the balance grant at the earliest.
- For permanent, semi-permanent or infrastructural assets acquired solely from the project grants, an audited record in the form of a register in the prescribed format shall be maintained by the Institute. The term "Assets" include (a) the immovable property acquired out of the grant; and (b) movable property of capital nature where the value exceeds Rs 1,000/-. The Institute is required to send to this Council list of assets acquired from the grant. The KSCSTE will transfer the assets so far acquired for the centre to the College. The same shall also be recorded in the register.
- The grant shall not be utilized for construction of any building unless specific provision is made for this purpose in the sanction order.




- All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilized for purpose other than those for which the grant had been sanctioned, without the prior sanction of this Council.
- After completion/ termination of the project, the KSCSTE will be free to sell or otherwise dispose off the assets, which are the property of the Council. The Institute shall render to the Government necessary facilities for arranging the sale of these assets. The Council also has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate and justified.
- To provide food and accommodation to the students those who are attending training in Information and Communication Technology including trainers or staffs those who are visually impaired.
- To take care the candidates those who are visually impaired to maintain discipline and redress complaints if any with respect to training, accommodation and other related issues.

3.0 DURATION OF MEMORANDUM OF UNDERSTANDING

The Duration of the MOU will be for Three years.

4.0 All notices and correspondence shall be in writing and may be sent by sending the same by registered mail or by Facsimile transmission to others, at its address set forth herein below or at such other address as may subsequently notify.

* Executive Vice-President, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom, Thiruvananthapuram

* Principal, Farook College, Farook College P. O. , Kozhikode -673638

IN WITNESS WHEREOF the parties hereto have set their respective hands on this Memorandum of Understanding on the day, month and year first above written in presence of.




In presence of Witnesses:

Signed by

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Dr. Suresh Das

Dr. K-K. Ramchandran (Executive Vice-president, KSCSTE)

2. 
Tanya K. Raghavakrishnan

In presence of Witnesses

Signed by 

* 
UMMER. C.

Prof. E.P. Imbichikoya
(Principal, Farook College)

Dr. P.P. Yungale 