

**Commonwealth Educational  
Media Centre for Asia**

Ref: CEMCA/Higher Education/06-01-022/

July 27, 2016

Budget Code: 17-ED3-372

To,  
Dr. Jayanta Kar Sharma  
Registrar  
Odisha State Open University, Sambalpur, Odisha  
Phone: +91 9861168455

E-mail: [office@osou.ac.in](mailto:office@osou.ac.in)  
[registrar@osou.ac.in](mailto:registrar@osou.ac.in)  
[jk.sharma@osou.ac.in](mailto:jk.sharma@osou.ac.in)

Attention: Dr. Srikant Mohapatra, Vice Chancellor, OSOU. E. mail: [s.mohapatra@osou.ac.in](mailto:s.mohapatra@osou.ac.in)

Dear Dr. Jayanta Kar Sharma,

**Re: Institutional OER Policy Finalisation, Implementation and OER adaption**

Within the overarching objective of Learning for Sustainable Development, vis-à-vis its Six Year Plan (2015-21), the Commonwealth Educational Media Centre for Asia (CEMCA), is engaged in assisting Higher Education Institutions to adopt Open Educational Resources (OER) through the development and implementation of institutional OER policy. In this regard CEMCA seeks to confirm through this Contribution Agreement ('the agreement') the support to be provided to **Odisha State Open University (OSOU), Sambalpur** for OER policy finalisation and implementation.

**1.0 Statement of Work**

- 1.1 Odisha State Open University (OSOU), Sambalpur shall:
- 1.1.1. Share and Finalise draft OER policy with educational leaders, academics and faculties in the institution level by 2<sup>nd</sup> week of August 2016;
  - 1.1.2. Conduct a meeting of high level committee formed by Vice Chancellor for officially endorsement of OER policy by 4<sup>th</sup> week of August 2016;



- 1.1.3. Conduct a 3day capacity building and sensitization programme for ODL professionals of OSOU in the month of September 2016 and inform the exact dates to CEMCA before 15 days of programme;
- 1.1.4. Procure/Develop Mobile app, Audio Studio, and Video Studio for creation of OER from October to December 2016 in OSOU cost;
- 1.1.5. Develop strategy and develop various course materials as OER in different format i.e. text, audio, video from January to March 2017 in OSOU cost;
- 1.1.6. Develop an interactive based online OER repository and upload all available materials assigning creative common licences as per your policy norms and provide access to all learners by May 2017;
- 1.1.7. Depute Dr. Jayanta Kar Sharma, Registrar, and Sri Jyoti Prakash Mohapatra, Academic Consultant of Odisha State Open University, Sambalpur, Odisha (e.mail: jk.sharma@osou.ac.in and jp.mohapatra@osou.ac.in) as the contact point to co-ordinate with the Resource Person/s to design and the conduct the capacity building programme;
- 1.1.8. 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;
- 1.1.9. Provide news item(s) and photographs related to the activities for sharing on CEMCA website and newsletter;
- 1.1.10. Prepare and submit to CEMCA a report and meeting minute for each and every workshop and meeting along with the photographs.
- 1.1.11. Prepare and submit to CEMCA a final report on the activities performed during the project including gender segregated list of participants, and the output and achievements of the project.

## **2.0 CEMCA's Responsibilities and Contact Person**

- 2.1. CEMCA shall be responsible to:
  - 2.1.1. Contribute resources up to a maximum of **INR 540,000** towards the statement of activities.
  - 2.1.2. Provide expertise support time to time in the listed statement of the work of the project.
  - 2.1.3. Identify and provide a Resource Person to conduct the workshop for three day.
  - 2.1.4. Provide CEMCA Logo and necessary information on best practices of OER.



- 2.2. CEMCA shall assign Dr. Manas Ranjan Panigrahi, Programme Officer, (mpanigrahi@col.org) as the staff member with whom the Odisha State Open University (OSOU), Sambalpur 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, 2017** with the following specific deliverable and timeline:

- 3.1.1. Conduct a meeting for share and finalise draft OER policy with educational leaders, academics and faculties in the institution level by **2<sup>nd</sup> week of August 2016**.
- 3.1.2. Conduct a meeting of high level committee formed by Vice Chancellor for officially endorsement of OER policy by **4<sup>th</sup> week of August 2016**.
- 3.1.3. Conduct a 3day capacity building and sensitization programme for ODL professionals of OSOU in **2<sup>nd</sup> week of September 2016**.
- 3.1.4. News item of the all meeting and capacity building programme along with photos (soft copies in a DVD and hard copies in an album) within two days of its completion for the CEMCA's website and newsletter.
- 3.1.5. Submit the final detailed report(s) including participants' feedback to CEMCA within 5 days of completion of the each activity of the project.
- 3.1.6. Develop an interactive based online OER repository and upload all available materials assigning creative common licences as per OER policy and provide access to all learners by **15<sup>th</sup> May 2017**.

Prepare and submit to CEMCA a final report on the activities performed during the project including gender segregated list of participants, and the output and achievements of the project by **20<sup>th</sup> May 2017**.

### **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. Odisha State Open University (OSOU), Sambalpur 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 **INR 540,000** based on the attached budget at Annex 1 shall be paid as a contribution by CEMCA in 3instalments to Odisha State Open University (OSOU), Sambalpur as out lined below:



- 5.1.1. The first instalment of around 40% (**INR 216,000**) of the amount shall be paid as an accountable advance following signature of the Agreement;
- 5.1.2. The second instalment of around 40% (**INR 216,000**) of the amount shall be paid after satisfactory completion of activities and obtaining deliverables 3.1 of 3.1.1, 3.1.2, and 3.1.3.
- 5.1.3. The final instalment of up to the balance around 20% (**INR 108,000**) of the amount on satisfactory completion of Statement of Activities as in 1.1 and upon submission of the deliverables listed in 3.1 shall be paid following receipt of a statement of account, substantiated by original receipts/ vouchers/ invoice within 10 days from the date of 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 “Commonwealth Educational Media Centre for Asia”.
- 5.2. CEMCA’s terms of payment for each instalment shall be within fifteen 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.
- 5.4. All expenditure beyond the maximum amount mentioned in the agreement shall be the responsibility of Odisha State Open University (OSOU), Sambalpur.
- 5.5. If Odisha State Open University (OSOU), Sambalpur 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 Odisha State Open University (OSOU), Sambalpur.
- 6.2. Odisha State Open University (OSOU), Sambalpur 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. Odisha State Open University (OSOU), Sambalpur 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/>.

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 Odisha State Open University (OSOU), Sambalpur as per the above CC licence.

## **7.0 Liability and Insurance**

CEMCA shall not assume any liability for any injuries or damage to Odisha State Open University (OSOU), Sambalpur or its staff and associates incurred during the course of this agreement.

## **8.0 Termination**

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.

As a result of termination, Odisha State Open University (OSOU), Sambalpur 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 Odisha State Open University (OSOU), Sambalpur 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**

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 Odisha State Open University (OSOU), Sambalpur.

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

8th August, 2016

Date



(Dr. Jayanta Kar Sharma)  
Registrar OSOU  
Date

  
Dr. Jayanta Kar Sharma, DESUP  
Registrar  
Odisha State Open University (OSOU)  
Sambalpur



**Budget:**

**Annex – 1**

Sl. No	Performance Indicator	Strategy	Plan of action	Timeline	Cost Involved	Responsibility
1	1	2	3	4	5	6
1	OER policy finalisation and Staff Sensitization	OER Policy to be shared with VC, Registrar, Faculties	To Motivate and get necessary feedback and finalise OER policy	August 2 <sup>nd</sup> week	25,000	CEMCA
2	OER Policy adaption	A high level Committee to be formed (VC, Registrar, CEMCA, Dept. of HE, One outside Expert and CEMCA representative)	Meeting to be held to adapt OER Policy	August 2016 4 <sup>th</sup> week	15,000	CEMCA
3	Official approval of Policy and its implementation	Approval from VC and Govt. of Odisha	Policy to be sent for Approval	Sept 2016	-----	OSOU
4	Capacity building and Sensitization	Workshop, Training	With Faculties, Course Writers, econtent developers, academic counsellor, etc.	Sept 2016	2,00,000	CEMCA
5	Hardware and Software	Approval from Registrar and VC	Procurement/Development a. Mobile app b. Audio Studio c. Make shift Video Studio	Oct/Nov/ Dec 2016	OSOU will complete these activities as per the University norms	OSOU
6	Preparation of Material	Experts to be roped in from various fields	Designing/Preparing Materials, Audio, Video Materials	Jan-March 2017	OSOU will complete these activities as per the University norms	OSOU
7	OER Repository	IT/Publication Dept.	Development of OER repository and Digitization of Materials	April – May 2017	2,00,000	CEMCA
8	Web Upload/Internet Radio	IT dept.	Uploading Materials in the web and Radio Archives	May-June 2017	1,00,000	CEMCA
<b>Total Cost</b>					<b>5,40,000</b>	