

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MoU) has been made on _____ day of ____, 2016.

BY

Indian Institute of Technology, Hauz Khas, New Delhi 110016 - a premier research and educational Institute (hereafter referred to as "IITD") represented through Dean Industrial Research and Development, who has been duly authorized in this regard by virtue of power conferred by Director IIT Delhi.

AND

(*Name of your Institute* _____), another Education and Research Institute located at ---
-----, -----, -----, India (hereinafter referred to as _____) represented
through _____, who has been duly authorized in this regard by virtue of

WHEREAS the Ministry of Human Resources Development (MHRD), Government of India has launched the program of Unnat Bharat Abhiyan (UBA), a National Program with the vision to involve professional and other higher educational institutions of the country in the development process of Gram Panchayats so as to enable village cluster to achieve sustainable development and better quality of life

WHEREAS IITD has been designated to be the National Coordinating Institute (CI) by Ministry of Human Resource Development (MHRD) for UBA and represented by Coordinator, UBA at IITD.

WHEREAS, _____ has agreed to participate in UBA as a Participating Institute (PI) for the region of -----, -----.

Both the organizations are collectively referred as "Parties" in the rest of this MoU

Now, therefore, it is hereby agreed between the Parties as follows:

1. SCOPE AND OBJECTIVES OF THE MoU

The parties shall work in a framework of mutual synergy and understanding for achieving the following objectives of UBA:

- 1.1. Develop the necessary mechanism and proper networking among educational institutions, district authorities, implementation agencies (Panchayati Raj Institutions) and the grass root voluntary organizations to enable effective field visit, understanding of requirements of cluster of villages, preparation of Gram Panchayat Plans & subsequent interventions at the field level.

- 1.2. Select the sustainable rural clusters based on backwardness & potential in consultation with the District Collectors and effectively participate in the lead up to the holistic development of these cluster by identifying the local needs, documenting the solutions as inputs into Gram Panchayat Plans and suggesting the harnessing of resources from convergence of multifarious Govt. schemes as well as the efforts of voluntary organisations and CSR funding by Corporates.

- 1.3. The Participating Institution (PI) would be responsible for overseeing the preparation of the Gram Panchayat Development Plans and would be accountable for its quality and relevance to local needs. The Participating Institution would carry out the field visit in consultation with District Collectors concerned assess requirements of the population in the village cluster, engage with local community, provide the knowledge inputs in the Gram Panchayat Developments plans and monitor their execution periodically. It would provide the Coordinating Institute with monthly progress reports on the same. The Coordinating Institute on its part would aggregate the monthly reports received from the Participating Institutions, offer its comments and forward a consolidated as well as institutions specific report on the progress of UBA to the Ministry of HRD. The PI would necessarily send a copy of its progress report to the concerned District Collector. This is a pre-requisite under UBA.

- 1.4. The Co-ordinating Institute shall identify Participating Institutions based on transparently evolved norms approved by the Ministry of Human Resources Development. The institutions identified should fulfil the definition, nature and role of a knowledge institution with faculty, campus and proven knowhow.

1.5 .The Co-ordinating Institute would be responsible for the monitoring of funds released to the PIs, it would be the responsibility of all institutions to ensure that expenditure incurred is in line with UBA priorities and is traceable to the UBA programme process.

1.6 The PIs are fully responsible for the quality, content and appropriateness of the Gram Panchayat Development Plans. The CI would lend the necessary supervision and guidance to the PIs for the proper documentation of village level needs in the Development Plan, as and when needed. All reviews of village level activity and plan preparation by the PIs would be carried out first by the CI in consultation with the District Collectors and subsequently by MHRD. The Gram Panchayat Development Plans are the significant deliverable under UBA and the two layers of institutions would be fully accountable for its content and relevance to the chosen areas. The District Collector would function as the Mentor for the PIs and MHRD would maintain communication with the Mentor for ascertaining progress of PIs under UBA.

1.7 The PIs would provide feedback from field visits to reorient the ethos, academic curricula and research programs in the knowledge institutions to make these more compatible with national needs mainly those of rural areas, thus contributing to capacity building towards rural and regional development.

1.8 The CI and PIs shall work in accordance with the UBA programme structure & priorities indicated by the Ministry of HRD and also as per the reflection of the same in the decisions taken in the National Steering Committee of UBA. Finding of the programme would be determined by progress and milestones reached as per the DPR, its subsequent modifications after annual review based on field progress and other stipulation by the MHRD.

2. ROLE OF THE PARTIES

2.1 The Coordinating Institute (CI):

IIT Delhi is the Coordinating Institute for UBA represented by the UBA Coordinator at IITD.

21.1 The main task of the coordinator Institute is to act as a nodal centre for identification of other institutions in the implementations of UBA while also adopting clusters on its own. It would facilitate mutual interaction, consultation, responsibility allocation and function as an active liaison between, the Participating Institutions and district authorities, local bodies subject expert groups as well as MHRD. It will also closely interact with the National Steering Committee in facilitating measures for effective and smooth running, efficiency and spread of the UBA program, in line with the priorities indicated by the Ministry. The Co-ordinating Institute has the responsibility to ensure that funds are utilized by the PIs according to UBA

scheme priorities and bring to the notice of both the MHRD and the National Steering Committee, any deviations from the same.

2.1.2. The CI would obtain monthly progress reports from PIs, containing cluster-wise data on UBA programme implementation. The data obtained would be aggregated institution – wise & State-wise by the CI and uploaded immediately on to the website of Unnat Bharat Abhiyan, developed and maintained by it. The CI being the single point of reference for all information sought by the Ministry on UBA, would ensure that the PIs adhere to timelines in reporting and take necessary action where there are lags in both progress and reporting. Lags in progress would be also communicated by the CI to the MHRD as a special highlight along with the achievements in field studies of clusters.

2.2. Participating Institutions:

2.2.1 The **Participating Institutions (PIs)**, which have the necessary expertise and experience in rural development activities, apart from their normal functioning as knowledge institutions will initiate, carry out field visits of the village clusters, engage intensively with the local community and agencies working in the area, prepare baseline surveys, assess local requirements for quality living in a scientific manner, carry out a resource mapping and prepare their knowledge inputs for Gram Panchayat Development Plan formulation. Utilising the data of the Socio-economic Caste Census, the PIs would devise their inputs for village transformation with a view to generate livelihoods at the family level. They would submit monthly reports on the progress in various deliverables and function in co-ordination with the District Collectors and other administrative authorities for all their activities. The District Collectors would be reviewing the performance of all the PIs working in their District and give an independent report to MHRD.

2.2.3 The identification of the PIs would be based on transparent and approved norms communicated by the Ministry of HRD. Since the key deliverable by the PIs will be solutions to local needs in the form of Gram Panchayat Development Plans and subsequent extension services during follow up, the CI would ensure that institutions satisfying the character of knowledge institutions are identified as PIs.

2.2.4 The CI would monitor the PIs activity on a monthly basis and prepare an institution-wise progress report. These reports would be aggregated region – wise so as

to make available a comprehensive website based monitoring system for MHRD.

3. BASE LEVEL FUNDING

CI shall be disbursing funds received by it from MHRD to PIs on the basis of an estimated expenditure submitted by each participant on the prescribed format, in accordance with the DPR approved by the Ministry and subsequent modifications to the same, after the annual reviews. Each recipient unit shall have to furnish the Utilization Certificate (UC) for the funds received before claiming subsequent release funds. CI Shall obtain from the PI a Utilization certificate signed by the competent person and a statement from the Chartered Accountants and also take all such requisite steps as may be required to monitor the expenditure thus incurred. In the events that the CI finds that the funds have not been properly or adequately utilized then the matter can be refunds to NSC for necessary direction and action. Decision to stop, increase, decrease funding may be considered and MHRD may be approached in case of any clarifications. The CI will ensure that the recommendations in the National Steering Committee in regard to funding/ expenditure decisions are not at variance with either the UBA process priorities or approved norms for government funding. The CI would have the responsibility to advise the NSC on expenditure proposal to ensure their right channelization. The accounts for the CI would be also subject to Audit and would itself need to provide utilization certificate and audit reports on request to Ministry of HRD for successive release of funds.

4. RESOLUTION OF DISPUTES

Disputes if any shall be resolved by discussions/consultation among the parties. Unresolved part if any shall be referred to NSC for amicable solution. If there is any other matter not covered by this MoU or if there are differences in the interpretation of the terms and conditions of this MoU, the parties shall agree to make best efforts to resolve these matters. It would be responsibility of the CI to brief the NSC on the Ministry approved parameters of UBA so as to enable decisions in line with requirements. Finally the decision of NSC shall be binding on both the parties, within the guidelines of the UBA programme processes and deliverables. The Ministry of HRD may be approached only in case of any further disagreement after the NSC decisions or where policy clarification is relevant for settling the dispute

5. AMENDMENTS

If there is a need, the parties may agree to amend the terms and conditions of this MoU

so as to reflect such a need with approval of Ministry of HRD.

6. NOTICE

In the event that any written communication is required to be sent by one party to the other, the same shall be sent by Registered Post, to the following addresses:-

Coordinator UBA

Centre for Rural Development & Technology

IIT Delhi,

Hauz Khas, New Delhi- 110016

(*Your Institute*)_____

IN WITNESS WHEREOF, the parties have designed two original copies of this MoU to be signed by their duly authorized officers or representatives as of the date stated above.

Signature :

Signature :

Authorised Signatory

IIT Delhi

Hauz Khas, New Delhi - 110016

Authorized Signatory (*Your Institute*)

Date:

Date: