

This **MEMORANDUM OF UNDERSTANDING** (hereinafter referred to as "MoU") is made on the 01st day of April 2019.

Between

The Ministry of Youth Affairs & Sports, Government of India (hereinafter referred to as "Government")

And

Madras School of Social Work, Chennai (hereinafter referred to as "approved Empanelled Training Institution (ETI)" located at Chennai, Tamilnadu for imparting training to the Programme Officers of NSS from the state of Tamil Nadu and the UT of Puducherry and Andaman & Nicobar represented by the Registrar of the University/Head of the Empanelled Training Institution (ETIs).

WHEREAS National Service Scheme (NSS) was launched during the birth centenary celebration of Mahatma Gandhi on 24th September 1969 in 37 Universities involving 40,000 students. Today, NSS has more than 38 lakh student volunteers on its roll. NSS is a centrally sector scheme of the Ministry of Youth Affairs and Sports, launched with the objective to develop character and personality of students in schools and colleges. The objective of NSS is to arouse social conscience of the students, and to provide them an opportunity to work with the people in the villages.

Madras School of Social Work, Chennai, was established in 1952, located in Chennai, South India, is an Autonomous Institution, NAAC accredited and affiliated to University of Madras. Madras School of Social Work was founded by Mary Clubwala Jadhav under the auspices of Madras State Branch of the Indian Conference of Social Work (renamed the Indian Council of Social Welfare) and the Guild of Service (central). The school is run under the aegis of the Society for Social Education and Research (SSER). Madras School of Social Work is a member of the Association of Schools of Social Work in India and the Asia - Pacific Association of Social Work Education. The School is also affiliated to the International Association of Schools of Social Work. Madras School of Social Work, Chennai is represented herein by The Director, which expression shall unless repugnant to the context mean and include its successors and assigns of the other part.

WHEREAS the Government has decided to recognize Madras School of Social Work, Chennai as an approved Empanelled Training Institution for conducting orientation programmes in its campus for the Programme Officers. The parties have had preliminary discussions in this matter and have ascertained areas of broad consensus. The parties now, have therefore, agreed to enter in writing these areas of consensus, under a Memorandum of Understanding.

Now this Memorandum of Understanding witnesses that:

1.0 The Madras School of Social Work, Chennai shall offer a schedule of orientation training programmes for the Programme Officers of NSS from the state of Tamil Nadu and the UT of Puducherry and Andaman & Nicobar including 35 Programmes in each course in one year in the prescribed proforma (given at Annexure-I) for approval of the Government

Ravi Kumar
26/4/2019
रवि कुमार सिन्हा / Ravi Kumar Sinha
उप सचिव / Under Secretary
युवा कल्याण एवं खेल मंत्रालय
Ministry of Youth Affairs & Sports
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

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1.1 The Madras School of Social Work, Chennai shall charge the following rates for conducting each training programme of 7 days duration for 35 Programme Officers (**The minimum participants should be 30 and the maximum should be 40. If less number of participants than the minimum are expected, information needs to be shared and prior approval should be obtained from the Directorate of NSS/Ministry**)

Variable Cost

Description	Amount (Rs.)
Boarding & lodging charges @ Rs.500/-per head per day (Rs.500 x 35 x 7)	1,22,500
Training material & Stationary @ Rs.500/- per head (Rs.500 x 35)	17,500
Total	1,40,000

Fixed Cost

Description	Amount (Rs.)
Field visit Expenses per Training	7,000
Hall Charges per Training Programme and overheads	6,000
Establishment/Resource persons/Guest Speaker charges	95,000
Contingencies	10,000
Total	1,18,000

NO FIXED COST SHALL BE CHARGED FOR THE TRAINING PROGRAMMES CONDUCTED FOR LESS THAN 20 PROGRAMME OFFICERS.

1.2 The above Course fees of the respective modules may be fixed and revised as and when required by the mutual consent of the Government and Madras School of Social Work, Chennai.

1.3 The above said training programmes shall be conducted at Madras School of Social Work, Chennai on regular basis.

2.0 PROCEDURE

- The ETIs, after their empanelment by the Government, will submit the approved training calendar for a particular year to the State NSS Officer (SNO) with a copy to NSS Regional Directorate. **The programme Schedule along with contents of the course should be shared with the Directorate of NSS, through the NSS Regional Directorate.**
- Draft Training Schedule is to be shared. Only 10% variation to the Schedule sent by the Directorate of NSS would be accepted.**
- The Government will release 75% of the total cost agreed, to the ETIs as advance.
- The names and addresses of Programme Officers due for undergoing the orientation shall be finalized by the State NSS Officer (SNO). In the absence of full time/part time SNO, the Regional Directorate (RD) will finalize the list of POs. This list will be submitted by the SNO to the Madras School of Social Work.

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26/4/2019
Ravi Kumar Sinha
Secretary
NSS
Chennai

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- (e) SNO will send letters to the respective colleges for relieving the Programme Officers to attend the training. **Concerned NSS Regional Directors will ensure the participation of Programme Officers in the training** after consulting Programme Coordinator of the concerned area and District Education Officer in case of +2 Programme Officer, in the training organized by Madras School of Social Work, Chennai.
- (f) Immediately after completion of every training, list of POs who successfully completed the training will be sent by the ETI to the SNO and the concerned Regional Directorate. **After each programme, report should be prepared with the following contents:**

- Programme schedule
- List of Resource person with his/her profile
- List of participants
- Feedback forms duly filled in by the trainees
- Photographs
- News clippings

- (g) The Madras School of Social Work, Chennai will submit the audited statement of accounts along with the Utilization Certificate in the prescribed format to the Government. Performance Report, in the prescribed proforma (given at Annexure-II) will also be sent by the Madras School of Social Work to the Government.
- (h) **Report, duly counter-signed by the concerned Regional Directorate for each and every training programme will have to be submitted to the Directorate of NSS within a fortnight of completion of the training programme**
- (i) **A standardized Certificate should be given to the trainees after the completion of the training**
- (j) **Training should be given to the official within one year of taking over as Programme Officer**

2.1 The classes for the above said courses shall be conducted in its campus by the Madras School of Social Work, Chennai. The course materials shall be provided by the Madras School of Social Work, Chennai.

3.0 RESPONSIBILITIES OF APPROVED EMPANELLED TRAINING INSTITUTION

3.1 Madras School of Social Work, Chennai shall provide entire infrastructure facilities including classrooms, analytical tools and aids, library, kitchen, dining hall and qualified staff. Also facilities for boarding and lodging of POs, counseling and guidance on courses are to be added as per norms. Madras School of Social Work, Chennai shall not at any time for any reasons cause to the Government any situation leading to legal implications.

3.2 The application for empanellment shall be submitted in the prescribed proforma (Annexure-III) by Madras School of Social Work, Chennai in consultation with the Government.

3.3 Madras School of Social Work, Chennai shall appoint qualified and experienced persons as faculty members. **List of Empanelled Resource Person should be approved. Empanelled Resource Person should be expert in the subject, either a practitioner, bureaucrat or an academican of repute.** The CV of such persons will be furnished to the Government. The Government shall have the right to approve or disapprove the qualifications

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26/9/2019
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नई दिल्ली
New Delhi

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and experience of the persons appointed by Madras School of Social Work, Chennai for handling theory and practical classes.

3.4 Madras School of Social Work, Chennai shall prepare study materials as per guidelines of the Government and obtain the consent of the Government before they are distributed to the students. The cost of production and distribution of study materials will be borne by Madras School of Social Work, Chennai.

3.5 The internal evaluation as a part of the examination work like classroom tests, assignments, seminars, etc. will be done by the Madras School of Social Work and the reports submitted to the Government periodically.

3.6 The expenses in connection with regular lectures, practicals, remuneration to teaching faculty and supporting staff, internal evaluation will be borne by Madras School of Social Work, Chennai for which 75% advance will be released by the Government as first installment.

3.7 The expenses on TA/DA of Officials of Madras School of Social Work, Chennai for attending the meetings, held by Government, will be borne by Madras School of Social Work, Chennai, out of the bank interest accrued on the amount sanctioned by the Government as first installment, as per the norms laid down in FRSR 190 read with clarifications there under by shortest route/entitlement of equated official/officer in the Government.

3.8 Madras School of Social Work, Chennai shall not collect any amount under any head(s) from the Programme Officers joining the course.

3.9 **No training should be conducted until MoU is renewed.**

4.0 RESPONSIBILITIES OF THE GOVERNMENT

4.1 The Government shall be responsible for prescribing the syllabi of the training module. The suggestions offered by Madras School of Social Work, Chennai will be taken into consideration, wherever necessary.

4.2 The Government shall monitor the quality of the programmes through persons appointed by it for the purpose.

4.3 The Government shall have the right to revise the course fees as and when required in consultation with Madras School of Social Work, Chennai.

4.4 **Data bank of trained /untrained Programme Officers will have to be maintained by the concerned Regional Directorates to ensure that all Programme Officers are trained.**

5.0 DURATION AND INSPECTION

5.1 This MOU shall be valid for a period from this date and upto 31st March, 2022 and can be renewed for a further period of three years on mutual consent. The Government shall review the progress of the courses each semester. **The Government has the right to terminate the contract on the basis of performance and non-submission of Utilization Certificate on time by the Madras School of Social Work, Chennai.**

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28/4/2019
रवि कुमार सिन्हा / Ravi Kumar Sinha
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5.2 in respect of any change in the venue, course, syllabi, eligibility, admissions, collection of fee and fee structure, etc., the decision of the Government is final.

5.3 The Government shall inspect the venue of programmes periodically in respect of the infrastructure facilities including qualified staff for teaching and training so as to ensure that the same is confirmed to the required standards and any directions issued from time to time by the Government shall be carried out by Madras School of Social Work, Chennai..

5.4 The Government shall have full powers to review the running of each course or courses and if the Government comes to the conclusion that the running of the course is not satisfactory, the Government is entitled to disassociate itself from the course or courses and the Madras School of Social Work, Chennai shall not be entitled to any payment towards damages or otherwise for their having invested any money in providing the buildings infrastructures, etc., which they have agreed to provide.

6.0 JOINT RESPONSIBILITIES

6.1 The annual intake of POs shall be decided by the Government at the commencement of every academic year in consultation with Madras School of Social Work, Chennai.

6.2 Any expansion or modification relating to the academic programmes shall be decided jointly by the Government and Madras School of Social Work, Chennai.

6.3 Any legal implications will be confined to Delhi Jurisdiction only.

7.0 MISCELLANEOUS

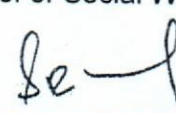
7.1 Madras School of Social Work, Chennai shall take care of the fulfillment and compliance of the procedural statutory regulations and formalities in connection with the release of funds and its final settlement and the Government will assist the Madras School of Social Work, Chennai wherever necessary.

7.2 All the terms and conditions of this MoU are subject to the provisions of the Rules and Regulations of the Government.

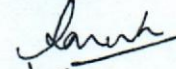
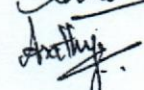
THIS MEMORANDUM OF UNDERSTANDING, both parties affirm their commitment to carry out the activities and achieve the objectives mutually agreed upon. Any dispute between the parties shall first be resolved by mutual consultation and any legal implications will be confined to Delhi Jurisdiction only.

For Ministry of Youth Affairs & Sports

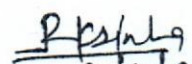
For Madras School of Social Work


REGISTRAR/HEAD OF ETI/
DESIGNATED OFFICER OF ETI

Witnesses:

1.  *coordinator*
NN-ETI
2.  (Asst. Professor
NSS - ETI)

Dr. S. RAJA SAMUEL, M.A., Ph.D.,
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26/4/2019
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अवर सचिव / Under Secretary
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