



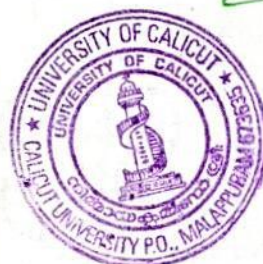
കേരളം KERALA MEMORANDUM OF UNDERSTANDING

DR 051355

This Memorandum of Understanding executed on this....22.....day of June,.....2023 between the Social Justice Department, having its office at Vikas Bhavan, Thiruvananthapuram represented by its Director (hereinafter referred to as the Director) as the First Party and Department of Psychology, University of Calicut, Pin-673635 represented by its Registrar, (hereinafter referred to as Registrar) as the Second Party for the Continuation of the project of Community Disability Management and Rehabilitation Programme (CDMRP) for financial year 2023-24 in Malappuram, Kozhikkode and Kannur districts.

WHERE AS, Government vide. G.O. (Rt.) No.104/2023/SJD, Dated, 09.05.2023 have issued administrative sanction for the project of CDMRP in Kozhikkode, Malappuram and Kannur districts during the financial year 2023-2024 for a budget amount of Rs. 1,13,43,000/- (Rupees one crore thirteen lakhs and forty three thousand only);

[Signature]



REGISTRAR

No: 4714 Date: 8.6.2023

Value: 100 Rs

Taluk: Amson:

Name: Registrar, University of Calicut

K. JAFAR MON
Acting S.R.O. Stamp Vendor
Thenthipalam

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കേരളം KERALA

DR 051357

AND WHERE AS, for the continuation of CDMRP project during the financial year 2023-2024 in Kozhikkode, Malappuram and Kannur districts. The Department of Psychology, University of Calicut represented by its Registrar submitted the proposal regarding 'Continuation of CDMRP project for the financial year 2023-2024 in the Malappuram, Kozhikkode and Kannur districts vide letter No. PSY/CDMRP/2023-110, Dated. 05.03.2023;

AND WHEREAS, the proposal was discussed and issued Administrative sanction by the Govt for continuation of CDMRP project for the financial year 2023-2024 in the Malappuram, Kozhikkode and Kannur districts with total project budget of Rs. 1,13,43,000/- (Rupees one crore thirteen lakhs and forty three thousand only) vide G.O. (Rt.) No.104/2023/SJD, Dated, 09.05.2023 with the conditions and budget details specified therein. The approved proposal and the administrative sanction by G.O. (Rt.) No.104/2023/SJD, Dated, 09.05.2023 shall form part of this MoU;

Now, THEREFORE, the Memorandum of Understanding is signed between the Director of Social Justice and the Registrar, University of Calicut as part of implementing the Project under the following the terms and Conditions:-

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No: 4713 Date: 8.6.2023

Value: 100 Rs.

Taluk: Amsom:

Name: Registrar University of Calicut

K. JAFAR MON
Acting S.R.O. Stamp Vendor
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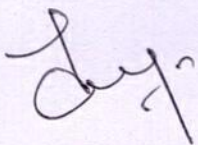
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The objectives of the project includes,

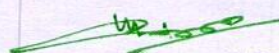
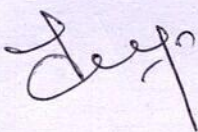
- To provide advanced community based disability management services to children with developmental/intellectual disabilities at free of cost (including, Prevention, Early Intervention, Treatment and Rehabilitation).
- To establish Community Disability Management clinic with support of Local Self Government (LSG) bodies and other community agencies.
- To conduct advanced and need based training programmes (in different training method, such as workshop, seminars, academic/ professional conferences, lectures, camp etc) for various categories such as parents, community workers, LSG members, professionals and students in the area of disability management and mental health. These training programmes would be conducted with support of various academic and professional institutions and organizations.
- To conduct Community based early identification programme and Vocational Rehabilitation training programme in association with various Local Self Government (LSG) bodies and Non-governmental Organizations (NGO)s.
- To conduct various advanced professional courses in the area of mental health and rehabilitation in collaboration with national and international agencies.
- To develop and publish various Intervention Modules, Handbooks, Text books, Awareness pamphlets etc about disability management and rehabilitation, both in printed and digital forms.
- To conduct Public awareness and sensitizing programme about various disability issues, to promote inclusive and empowering environment for person with disabilities.
- To undertake need based research studies which will provide answers to the various problems in the area of Disability and Rehabilitation.
- To work as a nodal center to conduct and co-ordinate various, consultancy services, training and research activities under various Govt. National and International agencies. Particularly, the Ministry of Social Justice.



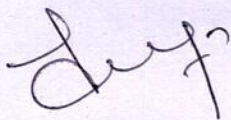
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TERMS AND CONDITIONS

1. The Director, Social Justice Department shall release the fund to the Registrar, University of Calicut in three installments of 40:40:20. The first installment of 40% of the approved project amount will be released immediately after signing this MOU. The second installment of 40% will be released on submission of UC for 80% of the first installment and the third installment of 20% will be released only on successful implementation of the project as assessed through the project assessment reports of the District Social Justice Officers as per the agreed conditions and on submission of the UC and component wise statement of expenditure of first and second installments.
2. The CDMRP project in Malappuram, Kozhikkode and Kannur districts will be implemented as a single project. This continuation project is deemed to be in force from the date of 1st April 2023 and continue till 31st March 2024.
3. This MoU should be in force for a period of one year from the date of execution and the said period may be extended on the basis of mutually accepted terms and conditions in writing by both the parties.
4. The amount of **Rs. 1,13,43,000/- (Rupees one crore thirteen lakhs and forty three thousand only)** received from Social Justice Department shall be utilized by the Registrar, University of Calicut exclusively for the purpose as per the approved project as specified vide **G.O. (Rt.) No.104/2023/SJD, Dated, 09.05.2023**
5. For the effective and timely implementation of approved project, Director-CDMRP can draw fund from the head of account of CDMRP as an advance and the Director-CDMRP may settle the advance within the stipulated duration as per the rule, regulations and other conditions applicable to the project.
6. The second party shall prepare utilization certificates (UC) and component wise statement of expenditure (SE) of each installment of project fund received as per the conditions of this MoU and the said UC and SE shall be submitted to the Director of Social Justice Department, Kerala for verification.
7. The project account shall be maintained properly by the Director-CDMRP with the approval of the Second Party. The expenditure can be incurred only from the respective head sanctioned by Govt.


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8. Director-CDMRP has to implement the project as per the approved project proposal with the approval of University of Calicut. If any modifications are needed for the improvement of the project, the same will be done only with the prior approval of the Director, Social Justice Department.
9. The amount allotted should only be used for the purpose of the implementation of CDMRP project and any diversion of funds will not be allowed. If there is any deviation from the approved project, the first party has the right to terminate this MoU.
10. Financial power of Director-CDMRP is upto a Maximum amount of Rs.2000/-. For all expenditure more than Rs.2000/-, Director-CDMRP has to obtain the administrative and financial sanction from the Vice Chancellor. The expenditure above Rs. 2,50,000/- shall require approval from the Syndicate of the University.
11. Expenses in connection with the implementation of project should be incurred from the respective sub-heads of the project sanctioned as per the budget. For the effective implementation of project, Director-CDMRP can make maximum 15% re appropriation of fund between sanctioned subheads, in consultation with the Finance Branch of University and with prior permission from Executive committee of CDMRP/ Vice Chancellor.
12. As per the approved project, for the effective and timely implementation of the project, following committees constituted by the Vice Chancellor (vide U.O 12420/2015/Admn. dated, Calicut University, P.O 05.12.2015) will be allowed to continue their tenure for the financial year 2023-24.
 - a. Executive Committee –CDMRP
 - b. Project Appointment Committee (PAC)
 - c. Project Implementation Committee
 - d. Project Purchase Committee (PPC)
13. As per the approved project, an "Executive Committee –CDMRP", shall have the following members,
 - a. The Vice Chancellor (Chairman)
 - b. The Registrar
 - c. One Syndicate member (Nominated by Vice Chancellor)
 - d. Director- CDMRP


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- e. Two senior faculties of the Department of Psychology
- f. Joint Director -CDMRP
- g. Nominee of HOD/ Director- CDMRP

14. "Executive Committee – CDMRP" shall have all the administrative and financial powers in connection with the implementation of CDMRP project. Meeting of the executive committee will be held once in every three months at the Chamber of Vice Chancellor. Director- CDMRP should submit the progress report of CDMRP in the meeting of Executive committee.

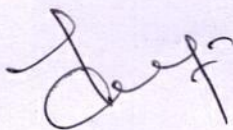
15. "**Project Appointment Committee (PAC)**", have following members,

- a. The Vice Chancellor (Chairman)
- b. The Registrar (Secretary)
- c. One Syndicate member of University (Nominated by Vice Chancellor)
- d. Director- CDMRP
- e. One senior Faculty member of the Department of Psychology
- f. Joint Director –CDMRP
- g. Subject Experts in concerned field (Nominated by Vice Chancellor)

The PAC shall handle all matter related to the selection of candidates against the sanctioned posts (such as qualification and consolidate pay to the staff). This PAC shall serve throughout the duration of the Project. **Appointment authority will be the Vice Chancellor.**

16. "**Project Implementation Committee (PIC)**" shall be responsible for the execution of all the clinical, training, academic and research activities as per the approved project. This committee shall facilitate and monitor the implementation of the project. This committee shall consist of all members of Department Council (DC) of Psychology and Executive Director and Joint Director of CDMRP. Director shall invite subject experts of the concerned fields to the PIC, if required. Meeting of PIC will be held once in a month.

17. All purchases shall be supervised and handled by a committee called the "**Project Purchase Committee (PPC)**". This committee consists of Director-CDMRP (Chairperson), Joint Director- CDMRP, one member of purchase division of the University and subject experts.




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18. Implementation of this project would be monitored by **Project Evaluation Committee** constituted by the Vice Chancellor (vide U.O.No.12730/2016/Admn. Dated. 31.10.2016), This committee will conduct concurrent evaluation of project on the basis of report prepared by Director-CDMRP. This committee shall have following members.

- a. Director- Internal Quality Assurance cell – UGC (IQAC)- Chairman
- b. Director, Directorate of Research
- c. Director, School of Health Sciences
- d. Deputy Registrar, Finance (Concerned section)
- e. Subject expert (Invited)

19. For the effective implementation of Community Based Disability Management Clinic, the Director-CDMRP shall constitute the following committee, with permission of the Executive committee of CDMRP.

- a. District level Implementation Committee (For each district)
- b. Community clinic management committee (For each clinics)
- c. Disability advocacy volunteers committee
- d. Clinical Subject expert/ Advisor committee (from the respective field)

20. Director-CDMRP shall maintain proper registers for assets, accession, consumable and non-consumable articles with the approval of Second Party. These may be verified and audited by Director of Social Justice or any official authorized by him as and when required.

21. The procedure as per the Stores Purchase manual shall be followed for all purchases.

22. Purchase of item(s) up to Rs 15,000/- can be made by the Project head without inviting quotations. Purchase of articles above Rs. 15,000/- should be made strictly by following General Financial Rules of Govt. of Kerala.

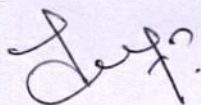
23. Consumables may be purchased from standard Indian firms or foreign companies on the basis of rate contracts approved by the University. In case of consumables for which rate contracts are not available, quotations will be invited from all the known firms and the normal procedures for purchase shall be followed.

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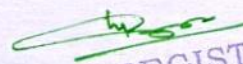
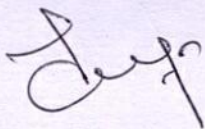
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24. All bills in respect of the project will be signed by the Director-CDMRP with the approval of university. It will be the responsibility of the second party to see that the bills are complete in all respects and that they are in order.
25. Payment of bills should be made through the Director- CDMRP by cheque drawn in favour of the parties concerned.
26. Physical verification of stock should be conducted at least once in a year and the same should be reported to the Executive Committee-CDMRP.
27. Equipments and other materials purchased specifically for this project, CDMRP 2023-24, will be the property of the Department of Social Justice, given for the use of the University and shall be handed over to the District Social Justice officer when the project is discontinued.
28. For appointments, if any, to the posts under the Project, applications should be invited after giving wide publicity through University website and through press releases in leading dailies regarding the vacancies. The applications will be processed by the Director-CDMRP and persons who are shortlisted will be called for interview before selection committee constituted by Project Appointment Committee (PAC) of CDMRP. Selection will be conducted as per the criteria approved by PAC.
29. A project staff shall execute a contract Agreement on non-judicial stamp paper of value at least Rs. 200/- at the time of joining duty with the explicit provision that contract may be terminated by either side by giving one month's notice or one month's consolidated compensation in lieu of the notice.
30. All appointments made by the Second Party as part of implementation of project is purely on contract basis for a period of one year from the date of joining of contract staff. If the project work completes earlier or the work of the staff found unsatisfactory, the appointee will be terminated without a prior notice.
31. The salary/ consolidated pay of all staff of project, will be issued through DBT in favour of the staff concerned, with their acknowledgement.
32. The qualifications and scales of pay/consolidated pay for all the posts should be according to the approved project proposal. If any changes required, Project Appointment Committee/ CDMRP-Director shall seek prior permission from

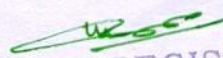
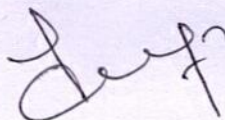

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Executive Committee of CDMRP/ Vice Chancellor with the prior approval from Director of Social Justice.

33. All staff appointed as part of implementation of project will be under the administrative control of the University
34. The services of specialists on deputation/working arrangement from Government Institutions or public or private sector can be obtained, if required. Wherever services of such persons are acquired on deputation basis, the conditions of services may be regulated according to the standard terms and conditions applicable to the deputation, approved By Executive Committee –CDMRP.
35. As per the requirement & request from beneficiaries, Services of CDMRP may be extended to other centers/districts. If required, Director-CDMRP may submit the proposal to for additional financial assistance with recommendation of Executive Committee of CDMRP.
36. As per the requirement, Director-CDMRP may undertake other minor projects of Social Justice Department/LSGD in the area of Disability, Rehabilitation and Mental health with permission from Executive committee of CDMRP/ Vice chancellor.
37. As per the requirements (for training, clinical services, and research etc.), Director – CDMRP may seek service of visiting consultants (Medical / Non Medical), therapists, subject experts and clinical facilitators. Honorarium and TA in this regard can be paid as per the guidelines approved by the University vide U.O No. 9679/2016 Admn. dated, Calicut University, 10.08.2016.
38. As per the approved project, Director-CDMRP shall conduct various training programs, seminars, conferences, medical camps & workshop etc. in the area of developmental disability, rehabilitation & mental health. Director can incur the required expenses (such as; honorarium & TA of resource persons, refreshments, food, training materials & miscellaneous etc.) for conducting these activities from respective budget head of the project as per the regulations applicable to this project.
39. Research fellow may work in the project, if they find other funding agency for their financial support. If she/he wishes to register for PhD, she/he should fulfill the all stipulated criteria of University regarding Ph.D. registration.


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40. To ensure the quality of services of CDMRP particularly clinical care, amenities, and facilities available in CDMRP. Director- Social Justice shall adopt required Quality contract measures/guidelines such as accreditation of International Organization of standardization(ISO)Quality Management system, National Accreditation Board of Hospital and Health care(NABH) and Rehabilitation council of India (RCI) guidelines and National Trust Accreditation.
41. In order to enhance the quality & efficiency of research, training, clinical activities of CDMRP, Director-CDMRP may initiate 'inter-institutional collaboration' with various National and International agencies working in the area of disability, Rehabilitation and mental health
42. To improve the quality of clinical services and professional competencies of CDMRP staff, it is recommended to attend various professional training programmes, Also as per the guidelines of Rehabilitation Council of India (RCI) (statutory body under Govt. of India), it is mandatory to attend periodical training programmes (CRE) of RCI. The Second party can incur the required expenses for the same as per the guidelines approved by University (vide U.O. 12352/2016 Admn. Dated 20.10.2016 of Calicut university)
43. It shall be the responsibility of the Second Party to get the project work completed satisfactorily within the sanctioned grant and duration as per the approved project. Any relaxation in this regard may be considered, subject to availability of funds and prior approval in writing of Social Justice Department.
44. The Second Party shall furnish quarterly report to the Director of Social Justice Department and Director, Social Justice Department shall conduct evaluation of project, based on the report furnished by Second Party. If any defect has been found, it shall be cured by the Second Party within a reasonable time.
45. Second Party shall be responsible for submission of Final technical report of the project work to Social Justice Department. Second Party shall also send a copy of the final technical report to the Vice Chancellor / Syndicate of the University of Calicut.
46. Project Evaluation Committee constituted by the University shall also conduct evaluation of project, based on the report furnished by Second Party.


REGISTRAR

47. As per the approved project, provision does not exist for any Overhead charges to University.
48. If Second Party, after receiving the amount from Social Justice Department, fails to implement the project as proposed, the First Party has the right to terminate the MOU and upon such termination, the Second Party shall be liable to refund the amount in lump sum to the Social Justice Department and if any default occurred in the payment, the Director- SJD shall have the liberty to recover the same in any means from the Second Party.
49. On the aspects where the Articles of the MOU are silent, would be made to resolve the issues through mutual dialogues and consultations between Director-CDMRP and Director of Social Justice Department.
50. At the end of the project, if there is any balance amount with the Second Party, it shall be refunded by the Second Party to the First Party with out any delay and if there is any delay, the first party has the right to recover it by any means.
51. If any dispute arise in implementing the project at any stage, it shall be settled by mutual discussion between two parties and if it is not possible at any stage, the same shall be referred to Secretary, Social Justice Dept., Govt. of Kerala, for taking a decision which shall be final and binding on both the parties.
52. The MoU is mutually agreed and Signed by the Director of Social Justice Department, Kerala and the Registrar, University of Calicut, on the day and year mentioned therein.

Additional Director on behalf of

Signed by Director, Social Justice Department, Kerala:

[Signature]

ജലജ. എസ്
അസിഷണൽ ഡയറക്ടർ
(PEN No. 272535)

Signed by Registrar, University of Calicut:

[Signature]
സാമൂഹിക നീതി ഡയറക്ടറുടെ കാര്യാലയം
തിരുവനന്തപുരം

REGISTRAR

In the presence of

Witness -1.

[Signature]

Saranya M.S
Senior clerk SJD

2.

[Signature]

Vinay. V. Joy

Pr. clerk SJD

