

(100 Rupees stamp paper with seal and signature of Nodal officer in each page of MOU)

Memorandum of Understanding / Agreement

Between

National Institute of Agricultural Extension Management [MANAGE]

and

Nodal Training Institute [*Name of NTI*] and Centre Location under Agri-Clinics and Agri-Business Centres [AC&ABC] Scheme

1. This Memorandum of Understanding is made on this day, the.....

..... between National Institute of Agricultural Extension Management (MANAGE) herein refer to as MANAGE having its office at Rajendranagar, Hyderabad –500030 which expression shall include authorized representative of first part

and

The Nodal Training Institute viz.,(*Name of NTI*)..... having its Office at (herein after referred to as Nodal Training Institute represented by its authorized representative) of the second part, for the State of.....

2. The Programme for which this MoU is signed is to be known as “Agri- Clinics and Agri Business Centres Scheme” of the Government of India.

3. Whereas the Nodal Training Institute [NTI] is desirous of undertaking to implement the training and handholding component of the said Scheme with MANAGE, the two parties to this Memorandum of Understanding, with the intention of both being legally bound, accept the following terms and conditions:

4. Coordination and Contact Points

- a. MANAGE for coordination on broad policy issues and matters related to centralized operations.
- b. Nodal Training Institute for all operational matters which includes training, handholding, Refresher Training Programme component as per AC&ABC & MANAGE guidelines.

5. Responsibilities of the Nodal Training Institute [*Name of NTI*]

The Nodal Training Institute shall;

- a) Appoint a Nodal Officer for signing on all documents and contact person to MANAGE.
- b) Organize training and handholding activities under the Agri-Clinics and Agri-Business Centres Scheme as per the AC&ABC & MANAGE guidelines. The

NTI has to organize pre agreed number of training programmes committed to MANAGE in a particular year. Common Screening Committee Meetings may be conducted. However, pre-agreed success rate has to be achieved for receiving further programmes in the subsequent year. Ventures established with Bank loans receive more weightage for NTI for continuation of the programme.

The success rate for each financial year is as follows:

Sl. No.	Category	Success Rate 2018-19	Success Rate 2019-2020	Success Rate 2021-2022
1.	National	55%	60%	65%
2.	North-Eastern Region	32%	37%	42%
3.	Jammu & Kashmir	22%	27%	32%

*According to the point 4.3.5 of AC&ABC revised guidelines 2010 the threshold success rate may be increased subsequently.

- c) Agree and ascertain for itself the budget provisions for implementing the training and handholding components of the said scheme and shall fund all cost overruns if any.
- d) Not make any financial commitment on behalf of MANAGE, nor shall take loans or create any other financial liability binding MANAGE under this agreement;
- e) Have all employees relating to this said scheme on its payroll, or shall invite outside Guest Speakers / faculty on its own, and MANAGE shall have no legal, financial or any other responsibility towards them;
- f) Follow the course outline provided by MANAGE, as may be amended from time to time;
- g) Conduct no such parallel activity which may be prejudicial to the interests of the said Scheme, or MANAGE;
- h) Maintain Bio Metric Attendance Records of the trainees regularly and share them with MANAGE and adhere to the Training Programme monitoring guidelines stipulated by MANAGE from time to time.
- i) Follow all the norms of AC&ABC Scheme and also adopt total transparency in implementation of the scheme.
- j) Maintain proper records of documents of candidates trained batch wise along with all supporting documents.
- k) Maintain the proper records of advance received from MANAGE and expenditure incurred on training along with supporting documents.
- l) Maintain proper books of accounts such as Cash Book, Advance register, Ledger, Voucher with supporting bills and Monthly BRS.
- m) All the record shall be kept open for audit purpose for the period of five years on completion of the Training Programme.

- n) NTIs need to maintain proper records of DPRs of candidates, DPR submission to Bank details, Loan Sanctioned/Pending records and NABARD Subsidy released/Pending records.
- o) NTIs need to submit the Utilization Certificates and other records with Financial Year.
- p) For all the Training Program covered for every financial year NTIs need to submit the Utilization Certificates and other record after completion of Training Program as per AC&ABC guidelines without any delay.
- q) NTIs need to achieve success rate every year to getting to program for next financial year.
- r) Provide the following minimum infrastructural facilities:
 - i. Well-equipped Training hall with capacity of 35 candidates with hostel for decent boarding and lodging facilities with separate amenities for the women.
 - ii. Ensure safe and secure environment for women trainees in transportation, boarding, lodging and during off campus visits.
 - iii. Computers with necessary Internet, software and Webcam. Webcam will be kept on live during all the days of training programme.
 - iv. Printers and photocopiers, as required.
 - v. LCD Projector/ TV/VCR/ACR
 - vi. Rooms for conduct of counseling/ handholding activities.
 - vii. Necessary furniture such as Chairs, Tables, Almira's etc.
 - viii. Biometric Device for daily attendance.
- s) Transport facilities for organizing study visits to the field etc.
- t) Not realize any fee from the trainees in any form whatsoever except non-refundable Application fee of Rs.500/- and maintain the record register for same.
- u) Incur expenditure on all activities as per the financial guidelines of AC&ABC & MANAGE.
- v) Provide free of cost handholding facilities, counseling and guidance to the trainees for one year after the training.
- w) Register candidates for organizing training programmes and Refresher Training Programmes.
- x) Shall Submit Bank Guarantee for Rs.2.50 lakhs valid for a period of 5 years (not applicable for Govt. undertaken organizations) only from nationalized bank.
- y) Will undertake any other responsibility which MANAGE may stipulate in the interest of the scheme.
- z) NTI need to follow the Check List for Documents given by MANAGE under AC&ABC Scheme –Annexure-A

b) Responsibilities of MANAGE: The MANAGE shall:

- a. Develop and provide broad course outline to the Nodal Training Institute.

- b. Provide list of trainees allotted to each Training Centre or be entitled to ask training Institute to generate applications.
- c. Provide additional norms and guidelines wherever necessary;
- d. Provide lump-sum grant to the Nodal Training Institute on per trainee basis at the rates fixed by Scheme guidelines.
- e. Responsible for the logistics and operational aspects of the training component of the said Scheme.
- f. Provide timely clarifications regarding Policy, Academic Inputs and any other necessary information to the Nodal Training Institute
- g. Shall ensure through proper co-ordination and consultation that all the Nodal Training Institutes providing quality training under the said Scheme;
- h. Shall ensure that all amounts released under the said Scheme to MANAGE by Govt. of India, shall be disbursed to the Nodal Training Institutes timely, and keep a track of the number of trainees attending the programmes at each Nodal Training Institute.

c) Force Majeure

In the event of non-fulfillment of the contract terms and conditions due to any reason of force majeure namely fires, wars, riots, strikes, natural calamities, etc., neither the Nodal Training Institute nor MANAGE shall be held responsible for any loss or consequential loss.

d) Indemnity

The Nodal Training Institute hereby agrees jointly and severally to indemnify MANAGE, their representatives, administrators and properties from and against all action, demands, proceedings, prosecutions, attachments, and the like arising out of its liabilities and all charges, taxes, etc.

e) Liabilities

MANAGE shall not, however, be liable for:

- a. Any payments of claims by employees of the Nodal Training Institute
- b. Discharging any financial commitments made by Nodal Training Institute.
- c. Any suit on account of demands for infringement of copyright and other laws by the Nodal Training Institute which have no nexus with the object of the MoU being entered into.
- f) The Nodal Training Institute shall ensure that all its software is legal. MANAGE shall not be responsible in any way for any liabilities arising out of use of pirated software.

g) Breach of Agreement

MANAGE shall have the right to terminate the agreement with the Nodal Training Institute, in case the Nodal Training Institute either fails to provide the services successfully as mentioned in the agreement, or violates any of the clause mentioned in the MoU, or exploits the trainees or misuses the partnership with MANAGE in any way.

MANAGE May stop the training programs to NTIs, those are not implementing the schemes as per guidelines and MoU

MANAGE may cancel the agreement with the Nodal Training Institutes if they will breach the agreement under AC&ABC in any manner.

MANAGE has every right to invoke the Bank guarantee of Rs.2.50 lakhs provided by the Nodal Training Institute in case of Breach of Agreement.

h)Penalty

MANAGE shall have the right to impose penalty for non-compliance of AC&ABC guidelines.

i) Amendment to the Agreement

The obligation of the Nodal Training Institute and MANAGE have been outlined in this agreement. However, during the operation of the agreement, circumstances may arise which call for alteration or modifications of this Agreement. These modifications/alterations will be mutually discussed and agreed upon in writing.

j) Period of Validity

This agreement shall be valid for three years from the date of signing the agreement till or such period either of the parties opts to disassociate or withdraw from the agreement. Either party can terminate the agreement with a notice of 3 months.

k) Arbitration

Any dispute arising with regard to any aspect of this Agreement shall be settled through mutual consultations and agreements by the parties to the Agreement.

For the Nodal Training Institute

For MANAGE

.....
(Seal and Signature of Nodal Officer)

.....
Director General, MANAGE
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Check List for Documents Need to Submission by NTIs to MANAGE under AC&ABC Scheme

1. Submission of MoU:

- Covering letter with relevant subject
- Centre wise MoU
- 100 rupees stamp in 2 copies
- Contact Details of Nodal Officer
- Updated Address of Centre.
- Centre wise Bank Account Details
- Centre wise Nodal officer details
- PFMS Detail
- Registration Details of NITI Aayog NGO Darpan Portal (exception for Govt. NTIs)

2. Submission of Bank Guarantee:

- Covering letter with relevant subject
- Centre wise BG of Rs.2.5 lacs(exception for Govt. NTIs)
- Bank Guarantees issued by the Public nationalized banks for the period of 5 years under AC&ABC scheme

3. Request for Screening Committee Meeting:

- Ensure all details of enrolled candidates should be updated online in www.acabcmis.gov.in
- 3 Committee Members need to present physically for Screening included Nodal officer.
- Request for Screening Committee Meeting along with list of pre-screened candidates
- Submission of score card to MANAGE one day before SCM.
- Submission of final SCM with all committee members name and signatures including the representative of MANAGE.
- 1 Year Gap from highest qualification required for enrolling the candidates under AC&ABC.

4. Request for Training Program Approval:

- Request letter from Nodal officer for approval of Training program along with Screening Committee Report.
- Letter from Nodal officer for any special consideration of candidates.
- Mention of all old Screened candidates/waitlisted details at the time of every Training Program approval.
- NTI Approval list of 35 Candidates with Unique ID, Name and Aadhaar Number.

5. Batch Starting Process:

- NTI should start a batch after receiving the Training Program Approval letter from MANAGE.

- NTI should intimate for the Inauguration date of Batch before starting a batch.
- NTI should request for TP Number on the day of Inauguration with proper mail including start date, end date and number of candidates.
- List of candidates undergoing the training.
- If NTI stated a batch without intimation of MANAGE, The batch will not be consider under Training program of AC&ABC.

6. Allotment of TP Number:

- NTI need to submit list of candidates along with inauguration report for getting TP Number for the batch.
- NTI need to upload online the list of candidates along with inauguration report and a hard copy along with Applications.

7. Submission of Applications:

- Covering letter with relevant subject
- List of 35 candidates with online unique ID and Aadhar Number.
- Recent Screening Committee Report (Final) in letterhead with committee members signature
- Copy of old Screening Committee Report
- Final list of the selected candidates
- Inauguration report (In brief with Photos/Group Photo)
- Application fee (DD) with details: Only One DD of total batch size @ 500 Rs/candidate.
- Training schedule with name of Resource Person.
- Certificate of pre-screening of applicants by NTI with PD-ATMA
- Letter from Nodal Officer confirming that all candidates accounts are lined with Aadhar card.
- 35 candidates list with Aadhar number and Aadhar seeded bank account details.

8. Regular Activities during 2 Month of Training Program:

- NTI should maintain common signboard.
- NTI should maintain well-equipped Training hall with capacity of 35 candidates.
- NTI should provide decent boarding and lodging facilities with separate amenities for the women.
- NTI need to appoint subject matter specialist for each training sessions.
- NTI need to provide reasonable food to candidates with proper hygienic condition.
- NTI should create a Facebook page and give access to MANAGE.
- NTI should create WhatsApp group and give access to MANAGE.
- NTI should update the activities on Facebook page on daily basis.
- Conducting Weekly skype with MANAGE is responsibility of Nodal officer for each TP.

- Submission of Weekly Biometric on every Monday.(Last Monday-Sunday).
- Prior Intimation of any change in Training Schedule .i.e. candidates going for any visit, Krishi Mela or any change is proposed schedule submitted to MANAGE.

9. Utilization Certificate:

(Training Programme) – duly attested by CA with Signature with stamp, Membership. No. along with Nodal officer Signature with NTI stamp and date.

- Covering letter with relevant subject
- Comprehensive attendance report
- Original Biometric-Weekly
- Consolidated Monthly Attendance
- Leave details of the trainees
- Original Medical Certificate and Leave letter recommended by Nodal officer
- Training Schedule
- Feedback of Candidates
- Boarding and lodging certificate
- Valedictory report (In brief with Photos/Group Photo)
- Unauthorized absentee may be marked as 'A' in which both boarding and Lodging charge will not be paid to NTI.
- Absence of the trainee more than 10 days will be treated as disqualification for that particular training program.
- After completion of training program, NTI need to submit valediction report with final feedback of candidates to MANAGE.

10. Hand holding -1 (50%):

- Covering letter with relevant subject & amount claiming
- Final Performa – A
- Original Postal/Courier receipts with candidate name, ID number and bank details along with Letter submitted to Bank.
- Submission of UCs for Handholding Amount within one year.
- Final Performa – B –NTI need to submit Loan sanctioned details of candidates along with a copy of bank loan sanctioned to MANAGE with a month of after loan sanction.

11. Hand holding - 2 (50%):

- Covering letter with relevant subject
- Annexure – I
- Annexure – II
- Annexure – III
- (Please refer the MANAGE letter MNG-20/CAD-GEN/2016-17; dated 08.04.2017) and visit www.agriclinics.net
- Kindly submit the receipt of payment(original Copy)

12. Incentives

- Covering letter with relevant subject
- List of the candidates
- Application form with Photos, Proof of establishment, Aadhaar, Aadhaar seeded Bank account details
- (Please refer the MANAGE letter MNG/ACABC/NTIs/2017-18; dated 17.07.2017)

13. Success Stories

- Covering letter with relevant subject
- List of the candidates
- Application form with Photos and Proof of establishment
- NTI should submit the success stories before requesting to any new Training Program approval on regular basis to maintain the success rate.