

*(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 Centers [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 ..... (Hereinafter 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 Centers Scheme as per the AC&ABC guidelines.
- c) 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 threshold percentage for success rate for awarding another course to the same NTI shall be minimum 50% for previous year/year in which the last training program was conducted/overall.
- d) 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.
- e) Not make any financial commitment on behalf of MANAGE, nor shall take loans or create any other financial liability binding MANAGE under this agreement.
- f) 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.
- g) Follow the course outline provided by MANAGE, as may be amended from time to time.
- h) Conduct no such parallel activity which may be prejudicial to the interests of the said Scheme, or MANAGE.
- i) Maintain Facial recognition 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.
- j) Follow all the norms of AC&ABC Scheme and also adopt total transparency in implementation of the scheme.
- k) Maintain proper records of documents of candidates trained batch wise along with all supporting documents.
- l) Maintain the proper records of advance received from MANAGE and expenditure incurred on training along with supporting documents.
- m) Maintain proper books of accounts such as Cash Book, Advance register, Ledger, Voucher with supporting bills and Monthly BRS.
- n) All the record shall be kept open for audit purpose for the period of five years on completion of the Training Programme.
- o) 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.
- p) For all the training programs, NTIs need to submit the Utilization Certificates and other record after completion of Training Program as per AC&ABC guidelines

without any delay.

- q) 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.
  - iv. Installation of CCTV Cameras. NTIs to keep CCTV recordings for one year in their systems after the completion of the training program.
  - v. Computers, Printers, LCD Projector, Television and photocopier.
  - vi. A computer room is mandatory. At least 09 computers are available for the use of candidates. (1:4 Ratio)
  - vii. Rooms for conduct of counseling/ handholding activities.
  - viii. Necessary furniture such as Chairs, Tables, Almira's etc.
  - ix. Facial Biometric Device of particular model recommended by MANAGE to record daily attendance.
- r) Transport facilities for organizing study visits to the field etc.
- s) The NTI has to collect application fees Rs. 500 per candidate from all the candidates who have applied for AC&ABC training program
- 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) A copy of the Check List of documents need to be submitted by individual Nodal Training Institute (NTI) for implementation of training programmes under AC&ABC Scheme to MANAGE is annexed herewith as "Appendix - A" and to be read as part and parcel of this Agreement.

## **6. 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 grant to the Nodal Training Institute on per trainee basis at the rates fixed by Scheme guidelines.

- e) Responsible for the 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.

## **7. 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.

## **8. 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.

## **9. 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.

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.

## **10. 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.

**11. Penalty**

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

**12. 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.

**13. 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.

**14. 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. However, any legal disputes are subject to Hyderabad jurisdiction only.

**For the Nodal Training Institute**

**For MANAGE**

.....

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

.....

**(Director General, MANAGE)**

**Check List of documents need to be submitted by individual Nodal Training Institute (NTI) for implementation of training programmes under AC&ABC Scheme to MANAGE**

**1. Submission of MoU:**

- Covering letter with relevant subject.
- MoU on 100 rupees stamp papers (2 copies).
- Contact details of Nodal Officer with his/her curriculum vitae.
- Detailed Address of Training Centre.
- Bank Account Details.
- PFMS detail of the organization.
- Organization's unique ID registered in NITI Aayog NGO Darpan Portal (exception for Govt. NTIs)

**2. Submission of Bank Guarantee:**

- Covering letter with relevant subject.
- Bank Guarantee of Rs.2.5 lakhs (exception for Govt. NTIs) issued by the nationalized banks for the period of 5 years under AC&ABC scheme.

**3. Installation of Facial Biometric Device in NTI:**

- The NTI has to collect the Facial Recognition Bio-metric device from MANAGE on a payment basis and ensure that it should be connected to MANAGE central server.
- NTI should send the list of facial recognition biometric machine registered candidates name, biometric number and gender to MANAGE on the first day of programme inauguration for mapping to central server.

**4. Request for Screening Committee Meeting:**

- NTI should ensure online registration of candidates in <https://acabcmis.gov.in/ApplicantReg.aspx> portal before screening.
- For Screening (selection) of candidates, presence of at least three officials (as per Guidelines S. No: 4.2.5) is necessary to make the minimum quorum of the interview committee besides Nodal officer.
- Request for Screening Committee Meeting along with list of pre-screened candidates (at least 15 days before of scheduled screening date)
- Training schedule as per AC&ABC guidelines with names of Resource Persons, qualifications and experience. Ensure that, One resource person may handle only two classes in a day but not in a continuous manner, except sessions on soft skills and DPR preparation. (to be

- submitted along with screening request letter)
- Submission of pre-screening score card to MANAGE one day before Screening Committee Meeting (SCM).
- Signature of MANAGE representative will be done after receiving original SCM report and score card of the candidates with all committee members names and signatures.
- Candidates should have at least one year gap from the highest qualification of self to enroll under AC&ABC.
- NTI has to collect application fee: Single Demand draft (DD)/RTGS/NEFT of total candidates applied for AC&ABC training @ Rs.500/candidate.

#### **5. Request for Training Program Approval:**

- Request letter from Nodal Officer for approval of Training program along with Screening Committee Report with the signature of all committee members. (Send request letter at least 08 days before of scheduled training program date).
- Final training program schedule with start date & end date as per AC&ABC guidelines with resource person name and qualifications and experience.
- All Screened candidates list with their MIS registration number and all candidates must be registered with the same NTI.
- Letter from Nodal officer for any special consideration of candidates.
- Details of all waitlisted candidates screened earlier to be submitted at each Training Program approval.
- List of 35 candidate's names along with AC&ABC MIS registration IDs and Aadhaar Number should be sent to MANAGE.

#### **6. AC&ABC MIS Usage:**

- Selected candidates should register under AC&ABC MIS portal.
- NTIs need to approve the candidates in AC&ABC MIS portal and should ensure the same candidates to be approved by MANAGE.
- After approval of candidates by MANAGE, NTIs are requested to create a batch and allot batch number in MIS portal.
- After batch creation NTI should upload the applicant's documents (Passport Photograph, High School Certificate, Final Qualification Certificate, Aadhaar Card) in the MIS portal.

#### **7. Training program inauguration: (To be submitted on 1<sup>st</sup> day of the Training program)**

- NTIs can start the training program only after receiving the Training Program approval from MANAGE.

- NTIs should request for Training Program (TP) Number allotment on the day of Inauguration by sending the inaugural report and group photo.
- Excel file with Biometric code, candidate name and gender only in Excel sheet format.

### **8. Regular Activities during 45 DAYS of Training Program:**

- NTIs should maintain common signboard prescribed by MANAGE.
- NTIs should maintain well-equipped Training Hall having capacity to accommodate 35 candidates.
- NTIs should provide decent boarding and lodging facilities with separate amenities for the women.
- NTIs need to appoint subject matter specialist for each training sessions.
- NTIs should create a Facebook Page (eg. AC&ABC – NTI Name & Location) and give access to MANAGE. The NTIs should update the activities on Facebook page on daily basis.
- NTIs should create WhatsApp group for each TP by adding respective state Consultant, MANAGE and has to update training update on daily basis with photographs.
- The MANAGE consultants will collect the quarterly feedback (on 15<sup>th</sup> 30<sup>th</sup> and 45<sup>th</sup> days of training) from candidate through google form.
- NTIs should update the activities on Facebook page on daily basis.
- Nodal Officers should ensure to conduct Weekly skype interaction of training candidates with Consultant, MANAGE during each TP.
- Submission of Weekly Biometric attendance on every Monday during 9:00 am to 5:30 pm. (Last Monday-Sunday).
- Prior approval of any changes in proposed training schedule must be taken from MANAGE.

### **9. Submission of documents pertaining to First Installment Payment:**

- Covering letter with relevant subject.
- Original inauguration report and photos/group photos with Nodal Officer signature.
- List of 35 candidates with online unique MIS ID numbers.
- Screening Committee Reports (recent and previous SCM report, if waitlisted candidates are selected) on NTIs letterhead with all committee members signatures.
- Hard copies of individual candidate MIS application form (attach candidate photo on the top) with photostat copies of education qualifications, Aadhar card and bank passbook.
- Submit Application Fee details of selected candidates for Training Program.

- Training schedule as per AC&ABC guidelines with names of resource persons, qualifications and experience.
- The respective state consultant will submit the Weekly skype monitoring report/Surprise visit report and certify the training program is conducted as per AC&ABC Guidelines.
- Letter from Nodal Officer confirming that all candidates accounts are linked with Adhar card.

#### **10. Certificates (30<sup>th</sup> day of training program):**

- Final list of candidates
- Digital passport-size photographs of candidates (height 2" & width 1.7") or (height 5.08 cm & width 4.318 cm).
- Biometric details of 30 days

#### **11. Submission of documents pertaining to Second Installment Payment:**

- Covering letter with relevant subject.
- Utilization Certificates (UC) duly attested by CA with Signature, stamp, Membership. No. & UDIN along with Nodal Officer signature and stamp with date.
- Utilization Certificates format (UC) for north-east states (<https://www.agriclinics.net/GCDocuments/68.pdf>) and other states (<https://www.agriclinics.net/GCDocuments/67.pdf>)
- Lodging and boarding certificate.
- Monthly Attendance report.
- Complete 45 days Facial recognition biometric machine attendance.
- Leave details of the trainees.
- Original medical certificates.
- Valedictory report with Photos/Group Photo (Color).
- Acknowledgment of certificate received.
- Final feedback summary.
- Unauthorized absentee may be marked as 'A' for which both Lodging and boarding charges will not be paid to NTI.
- Certificate will not be issued to the candidates having absence more than 3 days during the 45 days training. However, the candidate should attend the missed classes in the next training batch at the same NTI. Certificates will be issued to these candidates after completing the absent days training.
- The certificate will not be issued in case the candidate remains absent for more than 10 days due any reason.
- The respective state consultant will submit the Weekly skype monitoring report/Surprise visit report and certify the training program is conducted as per AC&ABC Guidelines.

## **12. First Hand holding (50%):**

- Covering letter with relevant subject.
- Proforma "A" (<https://www.agriclinics.net/GCDocuments/170.pdf>) along with Jan Samarth (JS) -Id.
- Bank acknowledgement receipt OR Postal receipt & delivery reports as proof of submission of DPR to banks
- JanSamarth Excel File along with Candidate Name and JS unique ID. The candidate name and JS Unique ID can be copied from JanSamarth only
- Submission of soft copies of DPRs to MANAGE mentioning Training Program Number in the subject.
- NTI has to submit the 1<sup>st</sup> Hand-holding UC (<https://www.agriclinics.net/GCDocuments/69.pdf>) within one year from the last date of the Training Program. (If Hand holding advance claimed).
- The NTI may claim for 1<sup>st</sup> Hand Holding advance up to 08 months after the completion of the training program. Beyond that, the NTI may submit documents for reimbursement for the 1<sup>st</sup> Hand Holding payment along with the UC.

## **13. Submission of Venture Establishment Reports to claim 2<sup>nd</sup> Hand Holding (50%):**

- Covering letter with relevant subject
- Submit venture-established report (VER) in revised format (Annexure-VIII) (<https://www.agriclinics.net/GCDocuments/169.pdf>) with supporting documents and photos as per revised format (Annexure-I) (<https://www.agriclinics.net/GCDocuments/168.pdf>).
- NTIs may ensure that each and every agri-entrepreneur displays the banner at the agri-venture.
- All the ventures will be verified by MANAGE and communicated to NTIs. The NTIs has to upload only verified ventures in MIS portal along with supporting documents & geo-tagged photos.
- The NTIs will onboard only verified ventures on the KrishiMapper application.
- Proforma-B (<https://www.agriclinics.net/GCDocuments/166.pdf>) (Loan & Subsidy details) along with Bank loan sanction letter and upload loan sanction details & subsidy information on the MIS portal (Applicable to candidates whose bank loan sanctioned).
- NTI's has to submit payment receipt in prescribed format (<https://www.agriclinics.net/GCDocuments/167.pdf>) signed by the Nodal Officer to MANAGE for accounting purpose.
- The NTIs can claim 2<sup>nd</sup> handholding amount within 3 years from the date of completion of training program.

**14. Incentives to NTIs for ventures establishment above 50 % success rate:**

- Incentive will be given to NTIs with batch-wise and cumulative success rate more than 50 %. The cumulative success rate as on date of claiming of incentive is considered.
- Submission of Proforma "C" (<https://www.agriclinics.net/GCDocuments/165.pdf>) (TP wise)
- NTI can claim incentives only once for a particular training program.
- The NTIs can claim incentive amount within 3 years from the date of completion of training program.
- NTI's are required to give a payment receipt in prescribed format (<https://www.agriclinics.net/GCDocuments/164.pdf>) signed by the Nodal Officer to MANAGE for accounting purpose

**15. Incentives to Agripreneurs:**

- Covering letter with relevant subject.
- Submission of Proforma "D" (<https://www.agriclinics.net/GCDocuments/163.pdf>)
- MANAGE will release the incentive to Agripreneurs to those candidates whose 2<sup>nd</sup> Hand Holding claimed by the NTIs
- Proof of establishment of the venture as per Annexure-I (<https://www.agriclinics.net/GCDocuments/168.pdf>).

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