Memo. No. : TU/MBBT/ONGC-CPBT/Corres./2009/28/ 284

(24)

Date: 19/08/2014

To

The Vice Chancellor,

Chairman, ONGC-CPBT

Tezpur University

Subject: Modified project proposal for your kind consideration.

Sir,

As per the resolution no. 15 of the annual Review Committee meeting of the ONGC-CPBT which was held on 2nd June 2014, the project proposal entitled "Development of phytoremediation protocol for bioremediation of crude oil contamination" submitted by Dr. T. Medhi, Department of MBBT, Rs.2.5 lakh per year has been sanctioned.

Accordingly, Dr. T. Medhi has been submitted the revised project proposal to the Head, ONGC-CPBT. Therefore, I request you kindly to consider this revised proposal entitled" Development of phytoremediation protocol for bioremediation of crude oil contamination".

Thanking you

19.8.2014

(A.K. Mukherjee)
Head, ONGC-CPBT
Department of MBBT
Tezpur University

Enclosure:

1. Revised project proposal submitted by Dr. T. Medhi.
2. Email from Dr. T. Medhi

Copy to:

1. ONGC-CPBT file

Head - ONGC (CPB)

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तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

संकायाध्यक्ष का कार्यालय, शोध व विकास

OFFICE OF THE DEAN, RESEARCH & DEVELOPMENT

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

OFFICE ORDER

Dated 16 September, 2016

The tenure of the ONGC-CPBT sponsored project entitled **"Development of phytoremediation protocol for bioremediation of crude oil contamination"** under the Principal Investigator Dr. T. Medhi, Assistant Professor, Department of Molecular Biology & Biotechnology, Tezpur University is hereby extended till 31/03/2017.

Issued with due approval.

Dean, Research & Development
Tezpur University
Date: 16.09.2016

Memo No. DoRD/MBBT/TM/20-214/7192-A

Copy to:

1. Head, ONGC-CPBT, Tezpur University.
2. Head, Department of Molecular Biology & Biotechnology, Tezpur University.
3. Finance Officer, Tezpur University.
4. Dr. T. Medhi, Assistant Professor & Principal Investigator, Department of Molecular Biology & Biotechnology, Tezpur University.
5. Concerned File.

16.9.2016

Dean, Research & Development
Tezpur University

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तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)
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संकायाध्यक्ष का कार्यालय, शोध व विकास
OFFICE OF THE DEAN, RESEARCH & DEVELOPMENT
तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

OFFICE ORDER
Dated 12 April, 2018

The tenure of the ONGC-CPBT sponsored project entitled **"Development of phytoremediation protocol for bioremediation of crude oil contamination"** under the Principal Investigator Dr. T. Medhi, Assistant Professor, Department of Molecular Biology & Biotechnology, Tezpur University is hereby extended from 11/04/2018 to 31/03/2019 with an additional amount of Rs. 4,17,000/- (Rupees four lakh seventeen thousand) only. The period from 01/04/2017 to 10/04/2018 is treated as gap period.

Issued with due approval.

Dean, Research & Development
Tezpur University

Memo No. DoRD/MBBT/TM/20-214/ 404-A
Date: 12.04.2018

Copy to:

1. Porf. M. Mandal, Head, ONGC-CPBT, Tezpur University.
2. Head, Department of Molecular Biology & Biotechnology, Tezpur University.
3. Finance Officer, Tezpur University.
4. Dr. T. Medhi, Assistant Professor & Principal Investigator, Department of Molecular Biology & Biotechnology, Tezpur University.
5. Secretary to the Vice-Chancellor for kind information of the V.C.
6. Concerned File.

12/4/2018

Dean, Research & Development
Tezpur University

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United Nations Children's Fund
Office for Assam
House No.27
Basisthapur Bylane No 3
Beltola Road
Guwahati - 781 028

Phone: + 91 0[redacted]1
+ 91 0[redacted]3
Fax : + 91 0[redacted]1

AFO/C4D/2016/60
24 February 2016

C L Mahanta
Dean, Research and Development
Tezpur University
Napaam, Tezpur
Sonitpur – 784172

Dear Dr. Mahanta,

C4D Partnership with Tezpur University: Advancing Communication For development (C4D) as a strategy for Social Change in Assam and North East Region (1 March-31 Dec 2016)

With reference to your letter dated 19 Feb 2016 regarding **'Proposal for Advancing Communication For development (C4D) as a strategy for Social Change in Assam and North East Region , (**coordinated by Prof Joya Chravarty, Assistant Prof, MCJ, Department under the Supervision of Prof Abhijit Bora HoD, MCJ, Department), we are happy to confirm our support.

In this regard, we have reviewed the budget submitted by you and confirm out support to a maximum of Rs **30, 30,000** /-. (Annex- budget sheet)

MAR-MAY 2016	JUN-AUG 2016	SEP-DEC 2016	DEC 2016
1st tranche	2nd tranche	3rd tranche	4th tranche
371,600	**727,100**	**1,612,200**	**319,100**
Total	Rs **3,030,000** /-.		

We would request you to kindly let us have the duly completed FACE form to enable us to release the approved budget for the same. On completion of the activities we would request you to kindly let us have the duly completed FACE form, Statement of Expenditure (SoE) with list of participants, as well as report which would enable us to liquidate this amount.

As part of our standard operating procedure, we need to undertake the financial assessment of Implementing Partners. In this regard, UNICEF operation and finance team may visit your office on periodic basis, upon mutually convenient dates, and review the financial processes and systems with your accounts and finance staff.

Please take note of the following requirements with regard to management of funds released by UNICEF.

1. Fund should be utilised only for the purpose for which they are released as per the approved budget.
2. **Advance cash assistance released has to be settled within four weeks of completion of the activities and in any case not later than three months from the date of release by submitting the following.**

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- **Statement of Expenditure (SOE) duly signed and stamped by the concerned official in UNICEF prescribed format.**
- **Funding Authorization and Certification of Expenditure (FACE) form should be completed and submitted along with the Statement of Expenditure (SOE).**

Please note that as per financial rules. UNICEF cannot release any further funds to recipients with accounts outstanding for more than six months.

3. If your department/organisation is not in a position to utilize UNICE's cash assistance within a period of five months from the date of release of funds, the unutilized cash assistance should be refunded to UNICEF in the form of cheque payable to 'UNICEF'
4. Unutilized fund can't be retained by you or spent for any other activity without prior written approval of UNICEF.
5. Please note that deviation in any budget line item should not exceed 10%. Deviation, beyond that, if any, should be agreed in writing by UNICEF prior to expenditure and provided that the total approved budget is not exceeded.
6. A brief report on the activities and list of participants (trainings) is desirable.

Please be informed that our financial regulations require that all relevant vouchers be stamped 'PAID – CHARGED TO UNICEF ACCOUNT' and are retained in your files for four years.

UNICEF Assam Office's operation and finance team may visit your office on periodic basis for on-site reviews in the form of '**spot checks**' of the cash assistance. This will involve review of books of accounts, vouchers, bills and other related financial documents. Monitoring visits will also be conducted time to time during the implementation of the activities by Programme officers from UNICEF and a **Programme monitoring report** will be submitted to UNICEF by the visiting officers.

Looking forward to a fruitful partnership to take ahead the agenda of Social and Behavior Change Communication (SBCC) in the state.

With best regards,

Yours Sincerely,

Sweta Patnaik

Sweta Patnaik
Officer Incharge

Cc: Ms Joya Chravarty, Assistant Prof, MCJ, Department
Dr. Biren Das, Registrar, Tezpur University

Encl: Detailed Budget

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United Nations Children's Fund
Office for Assam

Serial No. 4728
Date of R... 22.04.2016
File No. ...
Rec'd by ...

AFO/C4D/2016/ 77
14 March 2016

Dr. Biren Das
Registrar, Tezpur University
Tezpur University
Napaam, Tezpur
Sonitpur – 784172

Dear Dr. Das,

C4D Partnership with Tezpur University (Cultural studies department): Using Folklore for Community messaging: Adolescents as agents for Change and Empowerment (15 March 2016 to 31 December 2016)

With reference to your letter dated 10 March 2016 regarding **'Project Proposal for Using Folklore for Community messaging: Adolescents as Agents for Social Change and Empowerment (2nd phase)'**, Cultural Studies department, we are happy to confirm our support.

In this regard, we have reviewed the budget submitted by you and confirm out support to a maximum of Rs. **4,375,500/-** (annex- budget sheet)

S. No.	Particulars	15 Mar-May 2016	June-Aug 2016	Sep-Nov 2016	Dec 2016
1.	'Project Proposal for Using Folklore for Community messaging: Adolescents as Agents for Social Change and Empowerment' (2nd phase)	924,500	1,178,000	2,111,000	1,62,000
TOTAL BUDGET	Rs 4,375,500/-				

We would request you to kindly let us have the duly completed FACE form to enable us to release the approved budget for the same. On completion of the activities we would request you to kindly let us have the duly completed FACE form, Statement of Expenditure (SoE) with list of participants. as well as report which would enable us to liquidate this amount.

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Please note that as per financial rules, UNICEF cannot release any further funds to recipients with accounts outstanding for more than six months.

M. Das
For n/a
14/3/2016

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United Nations Children's Fund
Office for Assam

Serial No. 4728
Date of R... 22.04.2016
File No. ...
Rec'd by ...

AFO/C4D/2016/ 77
14 March 2016

Dr. Biren Das
Registrar, Tezpur University
Tezpur University
Napaam, Tezpur
Sonitpur – 784172

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TOTAL BUDGET	Rs 4,375,500/-				

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Please note that as per financial rules, UNICEF cannot release any further funds to recipients with accounts outstanding for more than six months.

M. Das
For n/a
14/3/2016

unicef

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ASIA-PACIFIC NETWORK FOR
GLOBAL CHANGE RESEARCH

APN Secretariat, East Building 4F, 1-5-2 Wakinohama Kaigan Dori, Chuo-ku, Kobe, 651-0073 Japan
Phone: +81-(0)78-230-8017 Fax: +81-(0)78-230-8018 Email: info@apn-gcr.org Website: www.apn-gcr.org

Ref. CRRP2016-06MY-Ku
Created: 16 May 2016
Last updated: 01 June 2016
Ver. 4

APPROVAL NOTIFICATION OF APN ACTIVITIES UNDER COLLABORATIVE REGIONAL RESEARCH PROGRAMME (CRRP)

1 June 2016

Project Leader:	Dr. Manish Kumar
Project Reference:	CRRP2016-06MY Kumar
Project Title:	Development of New Water Supply Strategies in Two Watersheds of India and Sri Lanka in the context of Climate Change, Rapid Urbanization and Population Growth: A Vulnerability Assessment Approach
Project Award:	**US$ 42,000 (Year 1); US$ 33,000 (Year 2)**

Dear Dr. Manish Kumar,

Following the announcement of the Call for Proposals, I would like to congratulate you again on being approved to receive funding from the APN under CRRP. I am writing to request some immediate information so that we may draw up your Contract as soon as possible, and to give you a brief overview of the APN funding, reporting and administrative procedures to ensure you are not met with any surprises during the year.

Please note that the official **Project Reference Number** for your approved project is quoted above. Please quote this reference number in all communications with the APN Secretariat

I would also like you to note that the present award is a **conditional award, with the condition(s) that:**

1. Grant: The Project Leader and the Authorized Representative of the Grantee (see page 2 point 6) acknowledge and accept in writing in advance of signing the APN Contract that only 80% of the grant can be advanced for the entire duration of the project activities (in this case for 3 years). The remaining grant of up to 20% can only be remitted to the Grantee after all reporting requirements are completed.

2. Acknowledgment: The APN is to be duly acknowledged in all relevant publications produced as a result of the activities undertaken in the project. Note the full name of the APN is *Asia-Pacific Network for Global Change Research*.

3. Website Linkages: A link is to be established between the APN and the main website for the project. The APN's logo should also be displayed on this website

4. The Project Leader regularly updates the project profile on the APN website.

In order to begin the administrative preparations that will allow us to draw up your Contract, we would like to request that you submit **electronic copies** of the following documents by emailing Dr. Linda Stevenson

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APN Secretariat, East Building 4F, 1-5-2 Wakinohama Kaigan Dori, Chuo-ku, Kobe, 651-0073 Japan
Phone: +81-(0)78-230-8017 Fax: +81-(0)78-230-8018 Email: info@apn-gcr.org Website: www.apn-gcr.org

lastevenson@apn-gcr.org **by Friday, 17th June 2016.** Ensure that all emails are also carbon copied to Ms. Dyota Condrorini (dcondrorini@apn-gcr.org) and Ms. Huong Long Dinh (hdinh@apn-gcr.org).

1. **Acceptance letter from the Project Leader and Authorised Representative of Grantee.** An official letter, with institutions letterhead, signed by both Project Leader and Authorised Representative of the grantee, expressing acceptance of the award and the conditions mentioned above, and includes detail of the contribution (both in cash and in kind).

2. **Written Confirmation of Institution/Organization Involvement and Details of Co-funding:** An official letter (with official letterhead), signed by collaborators, from collaborating institutions are to be submitted to the APN Secretariat with details of the involvement and co-financing costs, including all aspects of in-kind contributions, of other organizations.

3. **A detailed timeline presented year-by-year (and broken down month-by-month) for your project with dates and locations of main workshops and project-related meetings**. Note that, as Contract procedures can take up to two months to finalize, it would be in your best interest to begin the project no earlier than mid-July 2016.

4. **An updated budget estimate up to a maximum of US$ 42,000 for Year 1 and US$ 33,000 for Year 2, complete with a fully detailed breakdown of the costs.** The final budget is subject to standard negotiations between you as the Project Leader and the APN Secretariat following the submission of your revised budget. Note that the updated budget must not exceed the maximum amount of the award stated in the present notification and should be in line with the present financial regulation (attached for your reference).

5. A clean copy of your fully updated proposal incorporating the responses from reviewers, **including the coversheet, quoting the project title and new reference number above and incorporating parts 3 to 4 above.** The most recent proposal submitted to us is attached in PDF format to facilitate this request.

6. **Details of who will sign as Authorized Representative of the Grantee:** You will be required to sign the contract as Project Leader, but someone else is required to sign on behalf of your organization. For example, this might be the Director of your institute or someone from the Sponsored Projects Office of your University. Please supply their name, title and contact details.

Regarding the general APN accounting and administrative procedures, it is important that you are aware at this early stage of some of the requirements the APN is held to by its sponsors. The project and reporting requirements are listed below for your information.

1. *A Progress Report (appropriate for multi-year projects not in their final year) to be submitted each year of the project.*
2. *Financial Report (appropriate for each year of the project and detailing expenditure according to the financial regulations of the APN) to be submitted each year of the project.*
3. *Final Technical Report (after the completion of the project).*

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APN Secretariat, East Building 4F, 1-5-2 Wakinohama Kaigan Dori, Chuo-ku, Kobe, 651-0073 Japan
Phone: +81-(0)78-230-8017 Fax: +81-(0)78-230-8018 Email: info@apn-gcr.org Website: www.apn-gcr.org

4. *Featured article of the project (after completion of the project).*

Regarding the timeline for your project, you will have the full period from the date the APN Secretariat Director signs the Contract to complete your project activities. However, a financial statement and fully detailed financial report MUST be submitted to APN **within 30 days after the end of the first year (and second and third where applicable)** in accordance with APN Financial Regulation. Further information on contents of and deadlines for the above-mentioned reports will be provided in the Contract that you will sign.

Please note that if you have any problems and/or concerns about the contents of this award letter or any concerns about your project in the future, these should be addressed to me, Dr. Linda Stevenson lastevenson@apn-gcr.org with carbon copy to Ms. Dyota Condrorini (dcondrorini@apn-gcr.org) of **the APN Secretariat**.

We appreciate your prompt reply to our request for updated project information, and we look forward to learning about the results of your project in due course. Please note that until we get the information requested in this letter we cannot draw up your Contract and so cannot make any project payments to you.

Sincerely,

Dr. Linda Anne Stevenson
Head of Communication and Scientific Affairs Division
APN Secretariat

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ASIA-PACIFIC NETWORK FOR
GLOBAL CHANGE RESEARCH

APN Secretariat, East Building 4F, 1-5-2 Wakinohama Kaigan Dori, Chuo-ku, Kobe, 651-0073 Japan
Phone: +81-(0)78-230-8017 Fax: +81-(0)78-230-8018 Email: info@apn-gcr.org Website: www.apn-gcr.org

Ref. CRRP2016-06MY-Kumar
Created: 13 September 2017
Last updated: 13 September 2017
Ver. 2

13 September 2017

To:

Dr. Biren Das

Registrar, Tezpur University

Subject: No Objection Letter for Transfer of the project reference number CRRP2016-06MY-Kumar from Tezpur University to IIT Gandhinagar

Dear Dr. Biren Das,

This letter is to confirm that APN has been informed of the new position of Dr. Manish Kumar, project leader of the project "Development of New Water Supply Strategies in Two Watersheds of India and Sri Lanka in the context of Climate Change, Rapid Urbanization and Population Growth: A Vulnerability Assessment Approach (reference number: CRRP2016-06MY-Kumar), in Indian Institute of Technology Gandhinagar (IIT Gandhinagar).

Dr. Kumar has expressed his willingness to continue to serve as the project leader of the said project in his new institution. Asia Pacific Network for Global Change Research (APN) has no objection regarding to transferring the project granteeship from Tezpur University to IIT Gandhinagar.

The change of the granteeship of the project shall not affect the project requirement to comply with APN regulations, including the complete reporting requirements.

Please feel free to contact us should you require any further information.

Sincerely,

Seiji Tsutsui

Director, APN Secretariat

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Serial No. 5476
Date of Receipt 16.09.2016
File No.
Received by

United Nations Children's Fund
Office for Assam
House No 27
Basisthapur Bylane No 3
Beltola Road
Guwahati - 781 028

Phone + 91 0361 2235151
+ 91 0361 2235153
Fax + 91 0361 2235161

Office of the Registrar
Receipt 3231
Date 15/9/16
Received by

AFO/PME/2016/225
13th September 2016

Dr Biren Das, Registrar
Tezpur University
Napaam, Tezpur, Assam

Dear Dr Das,

Approval of the proposal for documentation of "case studies on GPDP" and "Social Protection schemes in Assam"

This is with reference to your letter No. F.TU/SOC/UNICEF/114 dated 9th September 2016 forwarding a proposal outlining the activities to be undertaken by Tezpur University for documentation of "case studies on GPDP" and "Social Protection schemes in Assam".

Based on the proposal, we confirm our support up to a maximum of Rs.1,344,500/- as follows:

Items	Quantity	Unit cost	Total budget
Documentation of Case studies on GPDP			
Honorarium of Principal Investigator (@ Rs. 30,000 per month) for three months	3	30,000	**90,000**
Honorarium of one Research Consultant (@ Rs. 30,000 per month) for three months	3	30,000	**90,000**
Moderators for field work (2 moderators for 2 months) @ Rs. 25000 per month (with photography)	2	50,000	**100,000**
Monthly salary for one Data Transcriber	2	20,000	**40,000**
Lodging and food cost during field visit (covering 20 Panchayats in upper Assam, Lower Assam and Barak Velly and Tezpur University) - tentatively 25 days per person 2000 per day (on actual)	40	2,500	**100,000**
Hiring cost of Dicta-phones for audio recordings	20	850	**17,000**
3 times airfare for Research Consultant (Delhi-Guwahati-Delhi) @ Rs. 6500 per sector including terminal (cost for travelling from home to airport and airport to home) - (on actual)	6	11,000	**66,000**
Travel cost for field visit (on actual) by the research team (team to travel by train, hired taxi and other local transport as required). Travel will include, travel to Guwahati from Tezpur university, University to field, etc.	25	3,000	**75,000**
Photocopy, stationery, training and translations	3	3,000	**9,000**
Designing of document (print to ready document to be submitted) – lump sum	1	30,000	**30,000**
Sub - Total			**617,000**
Documentation of Social Protection Schemes for Tea Garden Workers in Assam			
Honorarium of Principal Investigator (@ Rs. 30,000 per month) for three months	3	30,000	**90,000**

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honorarium of one Research Consultant (@ Rs. 30,000 per month) for three months	3	30,000	90,000
Moderators for field work (3 moderators for 2 months) @ Rs. 25000 per month	2	75,000	150,000
Monthly salary for one Data Transcriber	2	20,000	40,000
Lodging and food cost during field visit (covering 20 tea gardens in upper Assam, Lower Assam) - tentatively 45 days for two persons	45	2,500	112,500
Printing cost of Dicta-phones for audio recordings	20	850	17,000
2 times airfare for Research Consultant (Delhi/Jaipur-Guwahati-Delhi/Jaipur) @ Rs. 8000 per sector including terminal (cost for travelling from home to airport and airport to home)	4	16,000	64,000
Travel cost for field visit (on actual) by the research team (team to travel by train, hired taxi and other local transport as required). Travel will include, travel to Guwahati from Tezpur university, University to field, etc.	50	2,500	125,000
Photocopy, stationery, training and translations	3	3,000	9,000
Designing of document (print to ready document to be submitted) – lump sum	1	30,000	30,000
Sub-Total			727,500
Total			1,344,500

Rs. Thirteen lakhs forty-four thousand five hundred

We would request you to please let us have the FACE Form duly completed to enable us to reimburse the actual amount after completion of the activities.

Please take note of the following requirements with regard to management of funds released by UNICEF.

1. Funds should be utilized only for the purpose for which they are released as per approved budget.
2. Advance cash assistance released has to be settled within four weeks of completion of the activities and in any case not later than 3 months from the date of release by submitting the following:
   - Statement of Expenditure (SOE) duly signed and stamped by the concerned official in UNICEF prescribed format
   - Funding Authorization and Certification of Expenditure (FACE) form should be completed and submitted along with the Statement of Expenditure

Please note that as per financial rules, UNICEF cannot release any further funds to recipient accounts outstanding for more than 6 months.

If your department is not in a position to utilize UNICEF's cash assistance within a period of 6 months from the date of release of funds, the unutilized cash assistance should be refunded to UNICEF in the form of a cheque payable to UNICEF.

Unutilized funds cannot be retained by you or spent for any other activity without prior written approval of UNICEF.

Please note that deviation in any budget line items should not exceed 10%. Deviations beyond that, if any, should be agreed in writing by UNICEF prior to expenditure and provided that total approved budget is not exceeded.

A brief report on the activities and list of participants (trainings) should be submitted.

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Please be informed that our financial regulations require that all relevant vouchers be stamped "PAID CHARGED TO UNICEF ACCOUNT" and are retained in your files for four years.

We would like to inform you that periodic on-site reviews in the form of spot-checks of the cash will be conducted by UNICEF staff and they may be conducted and documented on a routine basis. This will involve review of books of accounts, vouchers, bills and other related financial documents. Monitoring visits will also be conducted from time to time during the implementation of the activities by Programme Officers from UNICEF and a monitoring findings report will be submitted to UNICEF by the visiting officers.

Yours sincerely,

Vedprakash Gautam
Office-in-Charge,
UNICEF, Office for Assam

CC: Dr Amiya Das, Department of Sociology, Tezpur University

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United Nations Children's Fund
Office for Assam
House No 27
Basisthapur Bylane No 3
Beltola Road
Guwahati - 781 028

Phone +91 0361 2235151
+91 0361 2235153
Fax +91 0361 2235161

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AFO/PME/2016/225
13th September 2016

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Based on the proposal, we confirm our support up to a maximum of Rs.1,344,500/- as follows:

Items	Quantity	Unit cost	Total budget
Documentation of Case studies on GPDP			
Honorarium of Principal Investigator (@ Rs. 30,000 per month) for three months	3	30,000	**90,000**
Honorarium of one Research Consultant (@ Rs. 30,000 per month) for three months	3	30,000	**90,000**
Moderators for field work (2 moderators for 2 months) @ Rs. 25000 per month (with photography)	2	50,000	**100,000**
Monthly salary for one Data Transcriber	2	20,000	**40,000**
Lodging and food cost during field visit (covering 20 Panchayats in upper Assam, Lower Assam and Barak Velly and Tezpur University) - tentatively 25 days per person 2000 per day (on actual)	40	2,500	**100,000**
Hiring cost of Dicta-phones for audio recordings	20	850	**17,000**
3 times airfare for Research Consultant (Delhi-Guwahati-Delhi) @ Rs. 6500 per sector including terminal (cost for travelling from home to airport and airport to home) - (on actual)	6	11,000	**66,000**
Travel cost for field visit (on actual) by the research team (team to travel by train, hired taxi and other local transport as required). Travel will include, travel to Guwahati from Tezpur university, University to field, etc.	25	3,000	**75,000**
Photocopy, stationery, training and translations	3	3,000	**9,000**
Designing of document (print to ready document to be submitted) – lump sum	1	30,000	**30,000**
Sub - Total			**617,000**
Documentation of Social Protection Schemes for Tea Garden Workers in Assam			
Honorarium of Principal Investigator (@ Rs. 30,000 per month) for three months	3	30,000	**90,000**

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Honorarium of one Research Consultant (@ Rs. 30,000 per month) for three months	3	30,000	**90,000**
Moderators for field work (3 moderators for 2 months) @ Rs. 25000 per month	2	75,000	**150,000**
Monthly salary for one Data Transcriber	2	20,000	**40,000**
Lodging and food cost during field visit (covering 20 tea gardens in upper Assam, Lower Assam) - tentatively 45 days for two persons	45	2,500	**112,500**
Hiring cost of Dicta-phones for audio recordings	20	850	**17,000**
2 times airfare for Research Consultant (Delhi/Jaipur-Guwahati-Delhi/Jaipur) @ Rs. 8000 per sector including terminal (cost for travelling from home to airport and airport to home)	4	16,000	**64,000**
Travel cost for field visit (on actual) by the research team (team to travel by train, hired taxi and other local transport as required). Travel will include, travel to Guwahati from Tezpur university, University to field, etc.	50	2,500	**125,000**
Photocopy, stationery, training and translations	3	3,000	**9,000**
Designing of document (print to ready document to be submitted) – lump sum	1	30,000	**30,000**
Sub-Total			**727,500**
Total			**1,344,500**

Rs. Thirteen lakhs forty-four thousand five hundred

We would request you to please let us have the FACE Form duly completed to enable us to reimburse the actual amount after completion of the activities.

Please take note of the following requirements with regard to management of funds released by UNICEF.

1. Funds should be utilized only for the purpose for which they are released as per approved budget.
2. Advance cash assistance released has to be settled within four weeks of completion of the activities and in any case not later than 3 months from the date of release by submitting the following:
   - Statement of Expenditure (SOE) duly signed and stamped by the concerned official in UNICEF prescribed format
   - Funding Authorization and Certification of Expenditure (FACE) form should be completed and submitted along with the Statement of Expenditure

Please note that as per financial rules, UNICEF cannot release any further funds to recipient accounts outstanding for more than 6 months.

3. If your department is not in a position to utilize UNICEF's cash assistance within a period of 6 months from the date of release of funds, the unutilized cash assistance should be refunded to UNICEF in the form of a cheque payable to UNICEF.
4. Unutilized funds cannot be retained by you or spent for any other activity without prior written approval of UNICEF.
5. Please note that deviation in any budget line items should not exceed 10%. Deviations beyond that, if any, should be agreed in writing by UNICEF prior to expenditure and provided that total approved budget is not exceeded.
6. A brief report on the activities and list of participants (trainings) should be submitted.

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United Nations Children's Fund
Office for Assam
House No.27
Basisthapur Bylane No.3
Beltola Road
Guwahati - 781 028

Phone: + 91 0361 2235151
+ 91 0361 2235153
Fax : + 91 0361 2235161

AFO/C4D/2017/ 28
27 February 2017

Prof. S.K. Dolui
Dean, Research and Development (i/c)
Tezpur University
Napaam, Tezpur
Sonitpur – 784172

Dear Prof. Dolui

C4D Partnership with Tezpur University: Advancing Communication For development (C4D) as a strategy for Social Change in Assam and North East Region, Phase II (1st March - 31st Dec 2017)

With reference to your letter dated 21st Feb 2017 regarding **'Proposal for Advancing Communication For development (C4D) as a strategy for Social Change in Assam and North East Region, Phase II (**coordinated by Prof Joya Chravarty, Associate Prof, MCJ, Department under the Supervision of Prof Abhijit Bora HoD, MCJ, Department), we are happy to confirm our support technical support to the project as well as the requested financial support on re-imbursement basis.

In this regard, we have reviewed the budget submitted by you and confirm out support to a maximum of Rs **21, 31,000** /-. (Annex- budget sheet)

MAR-MAY 2017	JUN-AUG 2017	SEP-NOV 2017	DEC 2017
1st tranche	2nd tranche	3rd tranche	4th tranche
14,88,000	**2,56,000**	**3,22,000**	**65,000**
Total	**Rs. 21,31,000.00**		

We would request you to kindly let us have the duly completed FACE form to enable us to process the approved budget for the same. On completion of the activities we would request you to kindly let us have the duly completed FACE form, Statement of Expenditure (SoE) with list of participants, as well as report which would enable us to reimburse and liquidate this amount.

As part of our standard operating procedure, we need to undertake the financial assessment of Implementing Partners. In this regard, UNICEF operation and finance team may visit your office on periodic basis, upon mutually convenient dates, and review the financial processes and systems with your accounts and finance staff.

Please take note of the following requirements with regard to management of funds released by UNICEF.

1. Fund should be utilised only for the purpose for which they are released as per the approved budget.

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2. Advance cash assistance released has to be settled within four weeks of completion of the activities and in any case not later than three months from the date of release by submitting the following.
   - Statement of Expenditure (SOE) duly signed and stamped by the concerned official in UNICEF prescribed format.
   - Funding Authorization and Certification of Expenditure (FACE) form should be completed and submitted along with the Statement of Expenditure (SOE).

   Please note that as per financial rules. UNICEF cannot release any further funds to recipients with accounts outstanding for more than six months.
3. If your department/organisation is not in a position to utilize UNICE's cash assistance within a period of five months from the date of release of funds, the unutilized cash assistance should be refunded to UNICEF in the form of cheque payable to 'UNICEF'
4. Unutilized fund can't be retained by you or spent for any other activity without prior written approval of UNICEF.
5. Please note that deviation in any budget line item should not exceed 10%. Deviation, beyond that, if any, should be agreed in writing by UNICEF prior to expenditure and provided that the total approved budget is not exceeded.
6. A brief report on the activities and list of participants (trainings) is desirable.

Please be informed that our financial regulations require that all relevant vouchers be stamped 'PAID – CHARGED TO UNICEF ACCOUNT' and are retained in your files for four years.

UNICEF Assam Office's operation and finance team may visit your office on periodic basis for on-site reviews in the form of '**spot checks**' of the cash assistance. This will involve review of books of accounts, vouchers, bills and other related financial documents. Monitoring visits will also be conducted time to time during the implementation of the activities by Programme officers from UNICEF and a **Programme monitoring report** will be submitted to UNICEF by the visiting officers.

Looking forward to a fruitful partnership to take ahead the agenda of Social and Behavior Change Communication (SBCC) in the state.

With best regards,

Yours Sincerely,

Sweta Patnaik

Officer Incharge

Cc: Ms Joya Chravarty, Assistant Prof, MCJ, Department
Dr. Biren Das, Registrar, Tezpur University

Encl: Detailed Budget

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Project title

Community based bioenergy research

Funded by: University of Nottingham

Duration: 1 year

Total amount sanctioned: £31,500

Background:

India is recognized as one of fastest growing economies of the world; however, basic energy needs of thousands of millions of its citizens are yet to be fulfilled. However, there is a serious energy supply-demand imbalance in the country. Growing energy demand coupled with limited conventional fuel options and environmental concern has compelled India to search for renewable and sustainable energy options. This proposal builds on the concept of developing a new community-scale energy solution for the production, management and utilisation of locally-produced bioenergy focusing on one of the poorest regions of India – Assam in the northeast.

Bioenergy technologies offer potential community solutions through the use of anaerobic digestion (AD) technologies offering piped biogas for clean cooking, heating and lighting. Biogas offers clean fuel to improve health and welfare conditions and improves household economies through diminished use of liquefied petroleum gas (LPG) and firewood. In this project we seek to increase livelihood earnings from AD through (1) the use of solar PV to enhance thermal stability of the digesters and maximise gas yield and (2) designing a low cost, small-scale mechanism for bottling the biogas. This will improve the prosperity and welfare of the disadvantaged and marginalised off-grid households. Our aim is to identify locally-acceptable and environmentally sustainable solutions that will enhance clean energy access and lead directly to economic and welfare benefits for individuals and households, promoting economic and social development of the participating villages. This proposal seeks to focus on adding economic value to community bioenergy systems using additional technologies such as solar PV to maintain thermal environment and bottling systems to offer value-added income generation opportunities.

Objectives

The proposed project aims to deliver the decentralize energy at household level with the strength of locally available bio-wastes and thus address the major issues *viz*, energy, employment and economy. We will test anaerobic digesters within a real community setting to understand how different community stakeholders work together to ensure equitable benefits to all stakeholders. We seek to establish whether excess production of clean energy from anaerobic digestion systems can be bottled to deliver a cheap, affordable and safe added-value product to improve livelihood incomes. We will engage with off-grid, rural communities to combine low cost solar PV systems to existing biogas digesters and develop a method of pressuring biogas into LPG containers for sale and use off site. We will run user group training and feedback meetings throughout the project to maximise benefit of the energy services and ensure all groups of community. The project will integrate the locally available unused biomass resources, use them efficiently, provide energy services, and improve the livelihood through capacity building.

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ct "Michele Clarke" <Michele.Clarke@nottingham.ac.uk>
Biogas related invoices
Wed, March 15, 2017 2:12 pm
"baruahd@tezu.ernet.in" <baruahd@tezu.ernet.in>

Hi Dear
For N19 Decision 16/3/17

Through Dean R&D

15/03/17

pen Dean, R&D: Could you please do needful as suggested by VC

ussed I need two separate invoices from you as follows: DL 15.3.17 (D. C. Baruah)

he attached GCRF project which you can use to demonstrate to your Dean the value of the oration under project "Optimising clean community biogas energy systems for poverty alleviation in ndia" please can you send me a formal invoice for £16500 for research costs and consumables (solar maintenance of thermal environment & biogas bottling systems and associated consumables).

ant award closes at the end of this month & I have not managed to spend all of the travel costs but e between headings so the 16500 is the consumables plus some travel]

he HEFCE Newton Fund Project "Bioenergy from waste: exploring the multiplier benefits to poor nities of medium-scale technology interventions" I was awarded £15,000 (not the full amount I for).

ou please therefore send me a separate invoice for £15,000 for the installation of medium sogas systems in Jhawani village

hope that with funds from both of these projects we can install a number of separate digesters in as well as complete the digestate management/vermicompost units so that we can progress our ere and give them some energy access. I am still keen on bottling as the research component I appreciate it is very much research at the small-scale, so if we can progress that too it would be pful since otherwise it is hard to see how we can make a community scale system work!

ed to receive the invoices in ~~the coming~~ few days as the projects end at the end of this month.

hile I hope you and your family are having a happy Holi

hes

H&D, Energy
Requested to forward to VC, TU

Michèle Clarke PhD. FHEA, FRGS, FGS, MRSC
Pro Vice Chancellor (Global Engagement) Asia-Pacific
f Environmental Change
Geography
of Nottingham
Park
NG7 2RD, UK
)115 951 5446
)115 951 5249
ele.clarke@nottingham.ac.uk

Forwarded
15/03/17

Vice Chancellor, TU: Permission is requested to obtain a total fund of ₹ 31,500/- from Prof M. Clarke, my research collaborator from University of Nottingham, UK to carry out the community based Bio-energy research activities as per set programme (enclosed)

DL
(D. C. Baruah)
Professor, Dept of Energy
15-3-17

376
15-3-17

age and any attachment are intended solely for the addressee
ontain confidential information. If you have received this
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from the University of Nottingham

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(3)

Newton Fund Extension Award (Please attach original submission statement to this form)

PI: Professor Michèle Clarke

Name: Professor Michèle Clarke

School: Geography

Position: Associate Pro Vice Chancellor & Professor of Environmental Change

Title of Newton Fund application:

Bioenergy from waste: exploring the multiplier benefits to poor communities of medium-scale technology interventions

This project translates learning and impact from two existing funded Newton Fund projects of which I am PI and one of which I am co-I:
(1) Newton Bhabha ES/P000517/1 SMArt ciTIES Network for Sustainable Urban Futures
(2) Newton BB/02914X/1, Implication of enhanced ecological intensification and resilience in the eastern Amazonia region
(3) Newton EPSRC-DOST EP/P018513/1 Water - Energy - Nutrient Nexus in the Cities of the Future

Collaborating partners (name, position, Institution)

Professor DC Baruah, Dean, Centre for Energy, Tezpur University
Professor P Mahanta, Dean, Dept Mechanicl Energy, IIT Guwahati
Dr Hema Ramakrishnan, Professor, Madras School of Economics
Dr Helen West, School of Biosciences, University of Nottingham

Proposal for allocation of Additional funding;

India remains a stratified country where the poorest citizens lack access to energy services. This proposal builds on existing projects to develop a new community-scale solution for the production, management and utilisation of locally-produced bioenergy focused on one of the poorest regions of India - Assam in the northeast. Funds are requested for consumables to enable the construction and installation of two community-scale biodigesters in an off-grid location with the purpose of generating sustainable energy. The location chosen is off-grid and holds feedstocks sufficient for the generation of sustainable energy yet to date no systems exist and Indian government schemes operate only at household level. This project seeks to deliver and test in a co-produced manner an up-scaled locally generated solution which offers the advantages of an affordable and sustainable system which, if successful, could be replicated across the region.
Community engagement and contribution includes donation of the land to support the project and the setting up of a village steering group and management team. Researchers from partner organisations have to date surveyed bioenergy feedstocks and engaged in social survey to develop an economic model for sustainable generation of locally produced energy services.

What are the key activities that the funding will support?

We seek funding to establish and test at scale digesters within a real community setting (and one living in poverty) to understand and measure the multiplier benefits of such interventions on individual socioeconomic wellbeing.
If funded digester construction works will start immediately and testing and community engagement will continue throughout 2017 to understand how different community stakeholders work together to ensure equitable benefits to all stakeholders. Despite Indian government energy schemes spanning decades, impacts have been limited because the needs and behaviours of communities have been ignored. We will run user group training and feedback meetings throughout the project to maximise benefit of the energy services and ensure all groups, including women and the disadvantaged benefit from the project.
Travel funds are not requested as travel is provided by the existing Newton Bhabha SMARTIES

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project	
What are the key outputs which the additional funding will enable?	
- access to clean, reliable & available biogas for a range of energy services (cooking, lighting, heating) - transformation of unused wastes to valuable assets - health benefits for women and children of clean cooking fuel - a better understanding of how communities respond to and engage with energy interventions - training and upskilling local stakeholders in the benefits of waste to energy systems	
Do you plan to bring additional partners on to the project – if so, please provide, name, position and address of proposed additional collaborator (must be an eligible Newton Fund partner country/Institution)	
Allocation of Funding;	
Travel Planned flights (dates & costs)	
Subsistence	
Please briefly indicate whether any other awards (internal or external) related to the outcomes of the project have been awarded.	
Research related costs (consumables etc.)	£19,500 consumables for the installation of two 40m3 biodigesters (made locally in India with concrete, brick and fibreglass) including gas distribution and monitoring & feedstock mixer system. These systems to be installed on community donated land
Support of seminar or dissemination activity;	£500 User Group Training & Dissemination activities
Is there any financial contribution from the collaborating institution?	
Head of School Support	
Name of Head of School	**Giles Foody**
Statement of Support	This project builds on the foundations of earlier work to develop a new community-scale solution for the generation, management and use of locally-produced bioenergy in one of the poorest regions of India. This is a very worthy and topical research proposal from researchers with an excellent track record. The work fits closely to the School's newly launched research strategy and has the School's full support.
Signature	G. foody
Date	**3 Feb 2017**
Application Sign-off	

Research and Graduate Services
University of Nottingham
King's Meadow Campus, Lenton Lane, Nottingham, NG7 2NR.

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2

I understand that if awarded funding I will be required to write a brief report to account for expenditure and summarising the outcomes of the project. X I confirm that the funding applied for will be spent in accordance with Newton fund and ODA specifications. X
Name and signature of the PI
Professor Michèle Clarke MLClarke
Date:
3 February 2017
Submission:
Please submit your application to maeve.fitzpatrick@nottingham.ac.uk

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TU Project Registration No : DORD / Bioenergy fr Y / DCB / 20 - 321 oject

19

Serial No... 88833 ....
Date of Receipt 11/7/2019....
File No.. Dean/RD ....
Research in poor communities of

8"

7/2019

From: "Michele Clarke" <Michele.Clarke@nottingham.ac.
Subject: Bioenergy from waste project
Date: Mon, July 8, 2019 3:16 pm
To: "baruahd@tezu.ernet.in" <baruahd@tezu.ernet.in>

Sub: HEFCE Newton fund Project: Bioenergy from waste: exploring the multiplier benefits to poor communities of medium scale technology innovations

Dear Prof. DC Baruah,

Thank you for your update on the current progress of the project "Community-based Bioenergy Research"

Work completed so far:
i. Feedstock analysis, demand for feedstock for cooking energy, Biogas supply
ii. Demonstration and pilot scale production of vermi-compost and mushroom from digested slurry
iii. Active engagement of the community through workshops on Improved farming techniques (Lemon farming from
iv. Organic farming, Pisciculture

Work to be completed:
I understand that a party for installation of AD plant is shortlisted. However, installation is delayed due to flooding and some other local issues beyond your control.

In this regard, I am pleased to grant a no-cost extension period of 12 months for the project to complete the remaining activities

With best wishes

Michèle

Copy for Dean R&D

R&I
(D. C. Baruah)
8/7/19

Professor Michèle Clarke PhD. FHEA, FRGS, FGS, MRSC
University of Nottingham ODA Research Champion
Professor of Environmental Change
School of Geography
University of Nottingham
University Park
Nottingham NG7 2RD, UK
T: +44 (0)115 951 5446
F: +44 (0)115 951 5249
Email: michele.clarke@nottingham.ac.uk

Please file &
do needful
R&I
10.7.19
I/C

This message and any attachment are intended solely for the addressee and may contain confidential information. If you have received this message in error, please contact the sender and delete the email and attachment.

Any views or opinions expressed by the author of this email do not necessarily reflect the views of the University of Nottingham. Email communications with the University of Nottingham may be monitored where permitted by law.

Attachments:
untitled-[1].plain

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A. Dutta / Pl. file

26/5/17

United Nations Children's Fund
Office for Assam
House No.27
Basisthapur Bylane No.3
Beltola Road
Guwahati - 781 028

Phone: + 91 0361 2235151
+ 91 0361 2235153
Fax : + 91 0361 2235161

AFO/C4D/2017/ 94
12th May 2017

(1) Deen, RED
(2) F.O.,
(3) HoD, cul. Stu.
} for mapl.

15-13

Office of the Registrar
Receipt No ...D.26.....
Date .....24/5/17.....
Received by .....

Dr.Biren Das
Registrar
Tezpur University
Napaam, Tezpur
Sonitpur – 784172

Dear Dr. Das

UNICEF Partnership with Tezpur University (Department of Cultural Studies):**'Using Folklore for Community Messaging: Adolescents as Agents for Social Change and Empowerment – Phase III.** This has reference to your letter dated 9th May 2017received in our office on 11thMay 2017 forwarding the proposal and supporting documents relating to the project proposal for**''Using Folklore for Community Messaging: Adolescents as Agents for Social Change and Empowerment – Phase III**.

We have reviewed the proposal and confirm our support to a maximum of **Rs. 23,43,100/-**. (Rupees Twenty Three Lakh Forty Three ThousandOne Hundred only)as given below. The detailed budget for each component is given as enclosure.

Sl. No.	Particulars	15th May-July 2017	Aug-Oct 2017	Nov-Dec 2017
1.	**UNICEF Partnership with Tezpur University** (Department of Cultural Studies):**'Using Folklore for Community Messaging: Adolescents as Agents for Social Change and Empowerment – Phase III**	5,89,500	10,02,000	7,51,600
TOTAL BUDGET	**Rs. 23,43,100.00**			

We would request you to kindly let us have the duly completed FACE form to enable us to release the approved budget for the same. On completion of the activities we would request you to kindly let us have the duly completed FACE form, Statement of Expenditure (SoE) with list of participants, as well as report which would enable us to liquidate this amount.

As part of our standard operating procedure, we need to undertake the financial assessment of Implementing Partners. In this regard, UNICEF operation and finance team may visit your office on periodic basis, upon mutually convenient dates, and review the financial processes and systems with your accounts and finance staff.

Please take note of the following requirements with regard to management of funds released by UNICEF.

1. Fund should be utilised only for the purpose for which they are released as per the approved budget.
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- **Statement of Expenditure (SOE) duly signed and stamped by the concerned official in UNICEF prescribed format.**
- **Funding Authorization and Certification of Expenditure (FACE) form should be completed and submitted along with the Statement of Expenditure (SOE).**

Please note that as per financial rules. UNICEF cannot release any further funds to recipients with accounts outstanding for more than six months.

3. If your department/organisation is not in a position to utilize UNICE's cash assistance within a period of five months from the date of release of funds, the unutilized cash assistance should be refunded to UNICEF in the form of cheque payable to 'UNICEF'
4. Unutilized fund can't be retained by you or spent for any other activity without prior written approval of UNICEF.
5. Please note that deviation in any budget line item should not exceed 10%. Deviation, beyond that, if any, should be agreed in writing by UNICEF prior to expenditure and provided that the total approved budget is not exceeded.
6. A brief report on the activities and list of participants (trainings) is desirable.

Please be informed that our financial regulations require that all relevant vouchers be stamped 'PAID – CHARGED TO UNICEF ACCOUNT' and are retained in your files for four years.

UNICEF Assam Office's operation and finance team may visit your office on periodic basis for on-site reviews in the form of **'spot checks'** of the cash assistance. This will involve review of books of accounts, vouchers, bills and other related financial documents. Monitoring visits will also be conducted time to time during the implementation of the activities by Programme officers from UNICEF and a **Programme monitoring report** will be submitted to UNICEF by the visiting officers.

Looking forward to a fruitful partnership to take ahead the agenda of Social and Behavior Change Communication (SBCC) in the state.

With best regards,

Yours Sincerely,

Gautam

VedprakashGautam
OIC- Chief Field Office
UNICEF Assam

Cc:Ms. VeenaKumari, C4D Officer, UNICEF Assam Office
Encl: Detailed Budget

unite for
children

unicef

AGREEMENT

This agreement is made at Hindustan Gum & Chemicals Ltd., Birla Colony, Bhiwani – 127021, Haryana on this 1st day of April 2018.

BETWEEN

Hindustan Gum & Chemicals Ltd., a company incorporated under the Indian Companies Act, 1956 having its registered office at Birla Colony, Bhiwani – 127021, Haryana, India of the one part.

AND

Professor Niranjan Karak, Advanced Polymer and Nanomaterial Laboratory, TEZPUR UNIVERSITY, a central university, with its campus at Napaam, Tezpur, Sonitpur, Assam 784028, of the other part.

Hindustan Gum & Chemicals Ltd. and Professor Niranjan Karak may be referred individually as PARTY and jointly as PARTIES,

WHEREAS,

A. Hindustan Gum & Chemicals Ltd. desires to contract with Professor Niranjan Karak to undertake the project entitled: "Guar gum based multifaceted superabsorbent"
B. Hindustan Gum & Chemicals Ltd. and Professor Niranjan Karak are now participating in the Project in accordance with this agreement.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. OBLIGATION OF THE PARTIES

1.1 Prof. Niranjan Karak, Head of Advanced Polymer and Nanomaterial Laboratory shall be responsible for the approaches and procedures necessary for the said Project.

1.2 Neither party shall register or attempt to register or patent or make a media release of the Project, the results of the research in respect of the Project unilaterally without the consent of the other party.

1.3 The parties shall conduct the Project in accordance with the scope of work of this agreement as detailed in Annexure-I.

1.4 The parties shall make all necessary disclosures of the know- how and intellectual property generated by each other independently and jointly in the course of the Project to each other for joint decision about protection of intellectual property.

1.5 Prof. Niranjan Karak will act as a Project consultant and help the employee of Hindustan Gum & Chemicals Ltd. in deciding the approach, methodology, experimental plan pertaining to the Project. The Project outcome will be reviewed on a half yearly basis. For review and guidance the Project consultant will visit Hindustan Gum & Chemicals Ltd., premises thrice in a year for maximum duration of two days at a time. In addition, there will be teleconference as and when required at a suitable time schedule of both.

1.6 It is mutually agreed between to the Parties that the sponsorship fees payable to the Consultant for distant guiding and visiting of the industry during the Project of one-year duration shall be Rs 2 lacs per year + service taxes as applicable. In addition to this Hindustan Gum & Chemicals Ltd. will bear the actual expenses incurred towards road and air travel (to and fro), boarding and lodging cost during the visit of Project consultant to Hindustan Gum & Chemicals Ltd.'s premises.

2. CONFIDENTIALITY AND DATA PROTECTION

2.1 The Parties herein shall take adequate technical and organizational security measures sufficient to protect the Confidentiality Information.

2.2 Each party shall ensure that only those of their officers, agents and assigned employees directly concerned with the carrying out of this Agreement shall have access to the Confidential Information of the other party.

2.3 Both parties undertake to treat as strictly confidential and not to disclose to any third party any Confidential Information of the other party. The party required to make the disclosure shall inform the other party within a reasonable time prior to being required to make the disclosure and the information required to be disclosed.

2.4 Each party undertakes not to make use of any Confidential Information of the other party, other than in accordance with this Agreement, without the prior written consent of the other party.

2.5 Save as aforesaid and unless otherwise expressly set out in this Agreement, this clause shall remain in force for a period for a three years after the termination or expiry of this agreement.

3. PUBLICITY

3.1 Neither Party will use the name of the other, nor of any member of their staff, in any publicity, advertising or news release without the prior written approval of the other Party, such approval not to be unreasonably withheld. Either Party will not, and will ensure that they do not, use their employees, nor the name of the Project, nor the name of the Research done, in any publicity, advertising or news release without the prior approval of the other Party, such approval not to be unreasonably withheld.

3.2 Neither Party will issue any information or statement to the press or public or any form of media, including but not limited to advertisement, applications for patents, presentations to any institutes, bodies, for opinion by the research ethics committee without the prior written permission of the other.

4. INTELLECTUAL PROPERTY AND KNOW HOW

4.1 All Intellectual Property Rights and Know How owned by or licensed prior to the date of this Agreement or to acquire after the date of this Agreement outside the Project under this Agreement are and shall remain the sole property of the respective party.

4.2 Any Intellectual Property Rights and Know How including without limitation copyright, data base right, confidential information, patents, inventions, design rights (whether registered or unregistered) and trademarks developed, created, discovered, invented, designed, written or prepared during the Project or otherwise under this Agreement shall belong jointly owned by the Parties. The patent coming out of the work will be filed jointly by both the parties and the patent will be assigned to Hindustan Gum & Chemicals Ltd without any cost. The company will bear the necessary expenses for filing and maintenance of patent and will be the sole owner of the patent.

4.3 It is agreed that Prof. Niranjan Karak will not undertake similar or a related project with any of the competitors of Hindustan Gum & Chemicals Ltd. during the tenure of this project.

5. OWNERSHIP and LIEN

The Know How, the Intellectual Properties and Confidential Information generated and developed in the course of the execution of the Project, the ownership thereof vest jointly with both parties. University shall offer unconditionally non-exclusive and non-transferable license to the company for using such intellectual property in the operation of their own company and associate companies. Prof. Niranjan

Karak shall obtain Hindustan Gum & Chemicals Ltd.'s prior permission in writing before granting any license to use know- how and intellectual property, generated or developed during this Project to any third party.

5. LIABILITIES AND INDEMNITY

5.1 The parties hereby agree and undertake to indemnify and keep each other indemnified against any loss, claim, damage incurred by them due to any misinterpretation, act, omission or commission caused by the other that is likely to affect either parties.

5.2 Hindustan Gum & Chemicals Ltd. and Prof. Niranjan Karak expressly disclaim any liability in connection with any death, personal injury or loss of or damage to property caused to any of the staff whether permanent or contractual while working on the Project.

6. FINANCIAL ARRANGEMENTS

6.1 In consideration of the above work rendered by Prof. Niranjan Karak pursuant to this Agreement, Hindustan Gum & Chemicals Ltd. shall make such payments as is more specifically provided in ANNEXURE-I hereto.

6.2 All payments will be made according to the schedule contained in ANNEXURE –I.

7. TERM

This agreement will remain in effect for one year from the date of signing of this agreement or earlier termination in accordance with this agreement unless extended by mutual written consent.

8. TERMINATION

Either party has the right to terminate this agreement, upon written notice in that behalf being given by one party to other on the happening of anyone of the following events.

a) If any party shall default or commit a reach (including the provisions relating to intellectual property rights or confidentiality) of any provisions hereof and shall fail or neglect to cure such defaults or breach within 15 days of being called upon in writing to do so by the other party.

b) If either party is placed in liquidation (other than the purpose of reconstruction or amalgamation) or shall have receiver, administrative receiver, or administrator appointed in respect of any of its undertaking or assets.

Either party may terminate this Agreement without assigning any reason whatever, subject to written notice of one month being provided to the other of such intention to terminate.

9. NOTICES

All notices require any permitted by this agreement shall be given to the parties in the English language by registered post/regular mail with postage prepaid or by air courier, fax (if faxed confirmation by hard copy within three days) directed to the parties at the address given below in writing or at such other addresses as may be supplied in writing by the party from time to time.

Address of Company: Hindustan Gum & Chemicals Ltd., Birla Colony, Bhiwani – 127021, Haryana, India

AND

Address of consultant: Professor Niranjan Karak , Advanced Polymer and Nanomaterial Laboratory, Tezpur University, Napaam, Tezpur, Sonitpur, Assam- 784028, India

10. RELATIONSHIP BETWEEN THE PARTIES

10.1 It is agreed that this Agreement is between two independent parties and is purely on principal to principal basis. Nothing in this agreement shall be construed as creating a partnership, contract of employment and relationship of principal and agent between any of the parties.

10.2 No party may assign, sub-delegate, license its rights under this Agreement or any part thereof without the prior written consent of the other parties and no party may sub-contract the performance of all or any of its obligations under this Agreement with the prior written consent of the other parties. Any party who so sub-contract shall be responsible for the acts and omission of sub-contractors as thought they were its own.

11. AGREEMENT AND MODIFICATION

11.1 Any change in the terms of this Agreement shall be valid only if the change is made in writing, agreed and signed by the Parties.

11.2 An amendment schedule shall be signed and appended to this Agreement according to clause above.

11.3 This Agreement including its appendices contains the entire understanding between the parties and supersedes all other negotiation, representations and undertakings whether written or oral of prior date between the parties relating to the clinical trial which is the subject of this Agreement.

12. JURISDICTION

All disputes arising in connection with this Agreement shall be subject to Jurisdiction of Civil Courts situated at Bhiwani (Haryana), India.

ANNEXURE-I

Scope of work:

Under the agreement signed between Hindustan Gum & Chemicals Ltd. and Professor Niranjan Karak dated1st April 2018.the scope is as follows.

1	Project Title	"Guar gum based multifaceted superabsorbent"
2	Project Value	Rs. 2,00,000/- + Service Taxes as applicable
3	Objective of the Project	The main objective of the proposed Project is to develop Guar gum based multifaceted superabsorbent. This objective is associated with the following sub-objectives. (i) To modify the existing guar gum by nanomaterial like nanoclay along with other required components to achieve desired superabsorbent. (ii) To encapsulate the desire fertilizer /pesticide in the above superabsorbent. (iii) To study the release profile of the encapsulated fertilizer/pesticide. (iv) To optimize the compositions and process conditions of the required system.

4	Scope of the work	1. Laboratory scale preparation of guar gum based superabsorbent by nanomaterial like nanoclays and its characterization. 2. Evaluation of the water absorption and retention capacity. 3. Laboratory scale encapsulation of fertilizer with above superabsorbent. 4. Evaluation of release profile of the fertilizer by UV-visible studies. 5. Optimization of the compositions and process conditions to achieve the desired control release superabsorbent fertilizer system.
5	Coordination from Hindustan Gum & Chemicals Ltd.	Mr.R.L.Ray/Dr.Sandipta Ghosh
6	Mode of payment	Rs 2.0 lakh per annum in two half yearly instalment of Rs 1.0 lakh each plus Service Taxes as applicable
7	Project starting date	1st of April,2018
8	Project completion date	31st of March, 2019
9.	Consultant visit	Four visits for minimum two days each, per year – entire cost of travel and hospitality to be borne by the company.

Signatures

For Hindustan Gum & Chemicals Ltd.

(V. K. SHARDA) 17/03/2018
President

1. V. K. Sharda,
   President,
   Hindustan Gum & Chemicals Ltd.

23/3/18

2. Dr. Biren Das,
   Registrar,
   Tezpur University

23/03/2018

3. Dr. Niranjan Karak,
   Professor of Chemical Sciences Department,
   Tezpur University

Dr. Niranjan Karak
Professor
Dept. of Chemical Sciences
Tezpur University

AGREEMENT

This agreement is made at Hindustan Gum & Chemicals Ltd., Birla Colony, Bhiwani – 127021, Haryana on this 19th day of April 2019.

BETWEEN

Hindustan Gum & Chemicals Ltd., a Company incorporated under the Indian Companies Act in the year 1962 and governed under Indian Companies Act 1956, having its Registered office at Birla Colony, Bhiwani – 127021, Haryana, India of the one part.

AND

Professor Niranjan Karak, Advanced Polymer and Nanomaterial Laboratory, TEZPUR UNIVERSITY, a central university, with its campus at Napaam, Tezpur, Sonitpur, Assam 784028, of the other part.

Hindustan Gum & Chemicals Ltd.and Professor Niranjan Karak may be referred individually as PARTY and jointly as PARTIES,

WHEREAS,

A. Hindustan Gum & Chemicals Ltd. desires to contract with Professor Niranjan Karak to undertake the project entitled: "Guar gum based multifaceted superabsorbent"
B. Hindustan Gum & Chemicals Ltd. and Professor Niranjan Karak are now participating in the Project in accordance with this agreement.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. OBLIGATION OF THE PARTIES

1.1 Prof. Niranjan Karak, Head of Advanced Polymer and Nanomaterial Laboratory shall be responsible for the approaches and procedures necessary for the said Project.

1.2 Neither party shall register or attempt to register or patent or make a media release of the Project, the results of the research in respect of the Project unilaterally without the consent of the other party.

1.3 The parties shall conduct the Project in accordance with the scope of work of this agreement as detailed in Annexure-I.

1.4 The parties shall make all necessary disclosures of the know- how and intellectual property generated by each other independently and jointly in the course of the Project to each other for joint decision about protection of intellectual property.

1.5 Prof. Niranjan Karak will act as a Project consultant and help the employee of Hindustan Gum & Chemicals Ltd. in deciding the approach, methodology, experimental plan pertaining to the Project. The Project outcome will be reviewed on a half yearly basis. For review and guidance the Project consultant will visit Hindustan Gum & Chemicals Ltd., premises thrice in a year for maximum duration of two days at a time. In addition, there will be teleconference as and when required at a suitable time schedule of both.

1.6 It is mutually agreed between to the Parties that the sponsorship fees payable to the Consultant for distant guiding and visiting of the industry during the Project of one-year duration shall be Rs 3 lacs per year + service taxes as applicable. In addition to this Hindustan Gum & Chemicals Ltd. will bear the actual expenses incurred towards road and air travel (to and fro), boarding and lodging cost during the visit of Project consultant to Hindustan Gum & Chemicals Ltd.'s premises.

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2. CONFIDENTIALITY AND DATA PROTECTION

2.1 The Parties herein shall take adequate technical and organizational security measures sufficient to protect the Confidentiality Information.

2.2 Each party shall ensure that only those of their officers, agents and assigned employees directly concerned with the carrying out of this Agreement shall have access to the Confidential Information of the other party.

2.3 Both parties undertake to treat as strictly confidential and not to disclose to any third party any Confidential Information of the other party. The party required to make the disclosure shall inform the other party within a reasonable time prior to being required to make the disclosure and the information required to be disclosed.

2.4 Each party undertakes not to make use of any Confidential Information of the other party, other than in accordance with this Agreement, without the prior written consent of the other party.

2.5 Save as aforesaid and unless otherwise expressly set out in this Agreement, this clause shall remain in force for a period for a three years after the termination or expiry of this agreement.

3. PUBLICITY

3.1 Neither Party will use the name of the other, nor of any member of their staff, in any publicity, advertising or news release without the prior written approval of the other Party, such approval not to be unreasonably withheld. Either Party will not, and will ensure that they do not, use their employees, nor the name of the Project, nor the name of the Research done, in any publicity, advertising or news release without the prior approval of the other Party, such approval not to be unreasonably withheld.

3.2 Neither Party will issue any information or statement to the press or public or any form of media, including but not limited to advertisement, applications for patents, presentations to any institutes, bodies, for opinion by the research ethics committee without the prior written permission of the other.

4. INTELLECTUAL PROPERTY AND KNOW HOW

4.1 All Intellectual Property Rights and Know How owned by or licensed prior to the date of this Agreement or to acquire after the date of this Agreement outside the Project under this Agreement are and shall remain the sole property of the respective party.

4.2 Any Intellectual Property Rights and Know How including without limitation copyright, data base right, confidential information, patents, inventions, design rights (whether registered or unregistered) and trademarks developed, created, discovered, invented, designed, written or prepared during the Project or otherwise under this Agreement shall belong jointly owned by the Parties. The patent coming out of the work will be filed jointly by both the parties and the patent will be assigned to Hindustan Gum & Chemicals Ltd without any cost.The company will bear the necessary expenses for filing and maintenance of patent and will be the sole owner of the patent.

4.3 It is agreed that Prof. Niranjan Karak will not undertake similar or a related project with any of the competitors of Hindustan Gum & Chemicals Ltd. during the tenure and up to three years after the competition of this project

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5. OWNERSHIP and LIEN

The Know How, the Intellectual Properties and Confidential Information generated and developed in the course of the execution of the Project, the ownership thereof vest jointly with both parties. University shall offer unconditionally non-exclusive and non-transferable license to the company for using such intellectual property in the operation of their own company and associate companies. Prof. Niranjan Karak shall obtain Hindustan Gum & Chemicals Ltd.'s prior permission in writing before granting any license to use know- how and intellectual property, generated or developed during this Project to any third party.

5. LIABILITIES AND INDEMNITY

5.1 The parties hereby agree and undertake to indemnify and keep each other indemnified against any loss, claim, damage incurred by them due to any misinterpretation, act, omission or commission caused by the other that is likely to affect either parties.

5.2 Hindustan Gum & Chemicals Ltd. and Prof. Niranjan Karak expressly disclaim any liability in connection with any death, personal injury or loss of or damage to property caused to any of the staff whether permanent or contractual while working on the Project.

6. FINANCIAL ARRANGEMENTS

6.1 In consideration of the above work rendered by Prof. Niranjan Karak pursuant to this Agreement, Hindustan Gum & Chemicals Ltd. shall make such payments as is more specifically provided in ANNEXURE-I hereto.

6.2 All payments will be made according to the schedule contained in ANNEXURE –I.

7. TERM

This agreement will remain in effect for one year from 1st April, 2019, or earlier termination in accordance with this agreement unless extended by mutual written consent.

8. TERMINATION

Either party has the right to terminate this agreement, upon written notice in that behalf being given by one party to other on the happening of anyone of the following events.

a) If any party shall default or commit a reach (including the provisions relating to intellectual property rights or confidentiality) of any provisions hereof and shall fail or neglect to cure such defaults or breach within 15 days of being called upon in writing to do so by the other party.

b) If either party is placed in liquidation (other than the purpose of reconstruction or amalgamation) or shall have receiver, administrative receiver, or administrator appointed in respect of any of its undertaking or assets.

Either party may terminate this Agreement without assigning any reason whatever, subject to written notice of one month being provided to the other of such intention to terminate.

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9. NOTICES

All notices require any permitted by this agreement shall be given to the parties in the English language by registered post/regular mail with postage prepaid or by air courier, fax (if faxed confirmation by hard copy within three days) directed to the parties at the address given below in writing or at such other addresses as may be supplied in writing by the party from time to time.

Address of Company: Hindustan Gum & Chemicals Ltd., Birla Colony, Bhiwani – 127021, Haryana, India

AND

Address of consultant: Professor Niranjan Karak ,Advanced Polymer and Nanomaterial Laboratory, Tezpur University, Napaam, Tezpur, Sonitpur,Assam- 784028, India

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10.1 It is agreed that this Agreement is between two independent parties and is purely on principal to principal basis. Nothing in this agreement shall be construed as creating a partnership, contract of employment and relationship of principal and agent between any of the parties.

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11.1 Any change in the terms of this Agreement shall be valid only if the change is made in writing, agreed and signed by the Parties.

11.2 An amendment schedule shall be signed and appended to this Agreement according to clause above.

11.3 This Agreement including its appendices contains the entire understanding between the parties and supersedes all other negotiation, representations and undertakings whether written or oral of prior date between the parties relating to the clinical trial which is the subject of this Agreement.

12. JURISDICTION

All disputes arising in connection with this Agreement shall be subject to Jurisdiction of Civil Courts situated at Bhiwani (Haryana), India.

ANNEXURE-I

Scope of work:

Under the agreement signed between Hindustan Gum & Chemicals Ltd.and Professor Niranjan Karak dated 19th April 2019.the scope is as follows.

1	Project Title	"Guar gum based multifaceted superabsorbent"
2	Project Value	Rs. 3,00,000/- + Service Taxes as applicable

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3	Objective of the Project	The main objective of the proposed Project is to develop Guar gum based multifaceted superabsorbent. This objective is associated with the following sub-objectives. (i) To modify the existingguar gum and starch by nanomaterial like nanoclay along with other requiredcomponents to achieve desired superabsorbent. (ii) To encapsulate the desire fertilizer /pesticide in the above superabsorbent. (iii) To study the release profile of the encapsulated fertilizer/pesticide. (iv) To optimize the compositions and process conditionsof the required system.
4	Scope of the work	1. Laboratoryscale preparation of guar gum and starch based superabsorbent by nanomaterial like nanoclays and its characterization. 2. Evaluation of the water absorption and retention capacity. 3. Laboratory scaleencapsulation of fertilizer with above superabsorbent. 4. Evaluation of release profile of the fertilizer by UV-visible studies. 5. Optimization of the compositions and process conditions to achieve the desired control release superabsorbent fertilizer system.
5	Coordination from Hindustan Gum & Chemicals Ltd.	Mr.R.L.Ray/Dr.SandiptaGhosh
6	Mode of payment	Rs 3.0 lakh per annum in two half yearly instalment of Rs 1.5 lakh each plus Service Taxes as applicable
7	Project starting date	1st of April,2019
8	Project completion date	31st of March, 2020
9.	Consultant visit	Four visits for minimum two days each, per year – entire cost of travel and hospitality to be borne by the company.

Signatures

1. V. K. Sharda,
President,
Hindustan Gum &Chemicals Ltd.

2. Dr. Niranjan Karak,
Dean, Research and Development
Tezpur University

AFO/C4D/2018/98

08 May 2018

Dr. Biren Das
Registrar
Tezpur University
Napaam, Tezpur
Sonitpur – 784172

Dear Dr. Das

UNICEF Partnership with Tezpur University (Department of Mass Communication): **'Advancing Communication for Development as a strategy for Social Change in Assam and NE region (Phase III).** This has reference to your letter dated 8th May 2018 received in our office on 9th May 2018 forwarding the proposal and supporting documents relating to the project proposal for "**Advancing Communication for Development as a strategy for Social Change in Assam and NE region (Phase III).**

We have reviewed the proposal and confirm our support to a maximum of **Rs. 11, 10,100/-.** (Rupees Eleven Lakh Ten Thousand One Hundred only) as given below ***on reimbursement basis.*** As discussed and agreed with Ms Joya Chakravarty, Associate Professor, Mass Communication and Journalism (MCJ), UNICEF, Assam also partners with Cultural Studies department of Tezpur University, however, budgets of these two departments are not joint but submitted separately, therefore advance could not be released to both. The detailed budget for each component is given as enclosure.

Sl. No.	Particulars	15th May-July 2018	Aug-Oct 2018	Nov-Dec 2018
1	**UNICEF Partnership with Tezpur University** (Department of Mass Communication): **'Advancing Communication for Development as a strategy for Social Change in Assam and NE region (Phase III)**	2,37,500.00	4,46,000.00	4,40,600.00
TOTAL BUDGET	**Rs. 11,10,100.00**			

We would request you to kindly let us have the duly completed FACE form to enable us to process the approved budget for the same. On completion of the activities we would request you to kindly let us have the duly completed FACE form, Statement of Expenditure (SoE) with list of participants, as well as report which would enable us to reimburse this amount.

As part of our standard operating procedure, we need to undertake the financial assessment of Implementing Partners. In this regard, UNICEF operation and finance team may visit your office on periodic basis, upon mutually convenient dates, and review the financial processes and systems with your accounts and finance staff

Please take note of the following requirements with regard to management of funds released by UNICEF

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1. Fund should be utilised only for the purpose for which they are released as per the approved budget.
2. Advance cash assistance released has to be settled within four weeks of completion of the activities and in any case not later than three months from the date of release by submitting the following.
   - Statement of Expenditure (SOE) duly signed and stamped by the concerned official in UNICEF prescribed format.
   - Funding Authorization and Certification of Expenditure (FACE) form should be completed and submitted along with the Statement of Expenditure (SOE).

   Please note that as per financial rules, UNICEF cannot release any further funds to recipients with accounts outstanding for more than six months.

3. If your department/organisation is not in a position to utilize UNICE's cash assistance within a period of five months from the date of release of funds, the unutilized cash assistance should be refunded to UNICEF in the form of cheque payable to 'UNICEF'
4. Unutilized fund can't be retained by you or spent for any other activity without prior written approval of UNICEF.
5. Please note that deviation in any budget line item should not exceed 10%. Deviation, beyond that, if any, should be agreed in writing by UNICEF prior to expenditure and provided that the total approved budget is not exceeded.
6. A brief report on the activities and list of participants (trainings) is desirable.

   Please be informed that our financial regulations require that all relevant vouchers be stamped 'PAID – CHARGED TO UNICEF ACCOUNT' and are retained in your files for four years.

UNICEF Assam Office's operation and finance team may visit your office on periodic basis for on-site reviews in the form of **'spot checks'** of the cash assistance. This will involve review of books of accounts, vouchers, bills and other related financial documents. Monitoring visits will also be conducted time to time during the implementation of the activities by Programme officers from UNICEF and a **Programme monitoring report** will be submitted to UNICEF by the visiting officers.

Looking forward to a fruitful partnership to take ahead the agenda of Social and Behavior Change Communication (SBCC) in the state.

With best regards,

Yours Sincerely,

Chaya Kunwar
OIC- Field Office
UNICEF Assam

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(8)

unicef | for every child

United Nations Children's Fund | State Office for Assam
Bylane # 3, Beltola Road, Guwahati 781 028, Assam
Telephone: (+91) 361 2235151/53 | Facsimile: (+91) 361 2235161 | guwahati@unicef.org | www.unicef.in

AFO/CDN/2018/163
06th Aug 2018

Prof. Virginius Xaxa
Head of Department
Department of Social Work,
Tezpur University,
Napam, Tezpur 784 028

Dear Prof. Xaxa,

Approval to the proposal on 'Assessment of Nutrition cum Counselling Centres in Assam'

This has reference to your letter dated 6th Aug 2018, forwarding the proposal on 'Assessment of Nutrition cum Counselling Centres in Assam'.

We have reviewed the proposal and we confirm our support to a maximum of Rs. 19,08,700/- (Rs. Nineteen Lakh Eight thousand and seven hundred only) for the period 15 Aug to 15 Nov 2018. The detailed budget is enclosed herewith.

We request you to forward the duly completed FACE form in order to release the advance funds for the activity. On completion of the activity, we look forward to receiving duly filled FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, vouchers/receipt numbers to enable us to liquidate the funds advanced and release the balance amount, if any, up to the approved budgetary ceiling.

We look forward to strengthening UNICEF's partnership with Department of Social Work, Tezpur University for effective implementation of programs for women and child welfare in Assam.

With best wishes,
Yours sincerely,

Dr. Tushar Rane
Chief of Field Office,
UNICEF Assam

Head
Dept. of Social Work
Tezpur University

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unicef | for every child

United Nations Children's Fund | State Office for Assam
27, Basisthapur Bylane # 3, Beltola Road, Guwahati 781 028, Assam
Telephone: (+91) 361 2235151/53 | Facsimile: (+91) 361 2235161 | guwahati@unicef.org | www.unicef.in

AFO/NUT/2019/201
3rd Sept 2019

Prof. C K Sharma
Head of Dept., Dept of Social Work
Tezpur University

Dear Prof. Sharma,

Approval letter for request for support for State Nutrition and Community Action Resource Centre for the period of 10th Sept to 31st Dec 2018

This has reference to your request letter TU/SW/191/A dated 3rd Sep 2019, forwarding the request for support for State Nutrition and Community Action Resource Centre at Tezpur University.

We have reviewed the proposal and we confirm our support to a maximum of Rs. 20,20,050/- (Rupees Twenty lakh twenty thousand and fifty only) for the period 10th Sept to 31st Dec 2019. The detailed budget is enclosed in Annexure A.

We request you to forward the duly completed FACE form in order to release the advance funds for the activity. On completion of the activity, we look forward to receiving duly filled FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, vouchers/receipt numbers, as well as a brief report on the activity to enable us to liquidate the funds advanced and release the balance amount, if any, up to the approved budgetary ceiling.

We look forward to strengthening UNICEF's partnership with the University for effective implementation of programs for women and child nutrition in the state.

With best wishes,
Yours sincerely,

Ms. Chhaya Kunwar
Officer-in-charge
UNICEF Assam

DEPARTMENT OF SOCIAL WORK, TEZPUR UNIVERSITY
(A Central University)
Napam, Tezpur 784028

Tu/SW/191/A

C K Sharma
Professor and Head

3 September 2019

Dr Shweta Sharma
Nutrition Specialist
UNICEF, Assam

Dear Shweta,

Greetings from Tezpur University!

In the month of February 2019, NITI Aayog had organized a National level workshop on 'Improving Dietary Diversity in Selected Districts under POSHAN Abhiyaan' wherein Academic Institutions were invited for participation. In the North East Region two institutions were selected and Tezpur University was one of them. The deliberations in the workshop pointed towards adopting a multidisciplinary approach towards Nutrition and advocated for convergence of different departments in addressing Nutritional concerns. In continuation to this, we intend to start a Nutrition and Community Action Resource Centre (NCARe Centre) at the Department of Social Work to realise the mandate of Niti Aayog in the area of Nutrition. The centre envisages to contribute through research, community action, and education and subsequently develop into a support unit for the State Government. The concept note and a budget is attached for your consideration.

Yours sincerely,

C K Sharma

Head
Department of Social Work
Tezpur University

State Nutrition and Community Action Resource Centre (NCARe Centre)

Background.

The rationale for working on Nutrition is widely recognized It is crucial to the holistic development as well as critical from the Human Rights perspective Nutrition is considered as one of the most effective points in dealing with Human development, poverty reduction and economic development [1] The National Family Health Survey 4 (NFHS-4) reports that more than 36% children under the age of five years are stunted in Assam and more than 17% under-five children are wasted. The recently published Human Development Report 2014 highlights that Assam falls under the band of poor performing states among the other states of the country with regard to health and nutrition.

With more than a million under-five children stunted in the state, there is a need for strong multi-sectoral actions to improve the status of nutrition. The GoI has launched the Poshan Abhiyaan with the aim to holistically address the multi-sectoral problem of undernutrition. Under Poshan Abhiyaan the state has a target of reducing child stunting by 2% points per annum As the state strives to achieve this target, Tezpur University envisages playing the role of a technical and knowledge management partner to the state government to support building multi-sectoral solutions for addressing malnutrition in Assam.

Tezpur University's Past Work on Nutrition

In 2018, Tezpur University had collaborated with UNICEF Assam to support a study on Nutrition Counselling and Management Centres (NCMCs) in the state The NCMCs are functioning at various districts, located at District Civil Hospitals and Public Health Centres The NCMCs have a designated Nutrition counsellor who performs a range of activities like (i) counselling on Maternal Infant and Young Child Nutrition; (ii) identification and referral of children with severe acute malnutrition, (iii) identifying Moderate Acute Malnutrition (MAM) children, counsel the mothers and do follow ups (iv) counselling the pregnant and the lactating women (v) taking up preventive measures to tackle malnourishment (vi) field visits to Village

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[1] Source- https //www niti gov in/writereaddata/files/document_publication/NutritionStrategyBooklet pdf

health nutrition day (VHND) etc One of the findings of this study was the crucial role the counsellors are playing to address the concerns relating to Nutrition The study also found certain challenges that the counsellors face considering the limited perspective and understanding they hold while carrying out their responsibilities

The above study brought the University's attention to the fact that there is a scope of skill enhancement and perspective building in the area of Nutrition Until recent times, the field of nutrition has been linked with ensuring availability of food for good nutrition and provision of medical care to address cases of malnutrition. The findings of the study mentioned above highlighted that there needs to be a multidisciplinary approach to Nutrition to address the concerns The social and cultural aspects of a community need to be taken into consideration to understand their behavior, attitudes and opinions regarding nutrition. There is a necessity to explore the locally available resources and how nutritional aspects can be addressed through multisectoral solutions. Ample evidence is available which highlights the factors leading to malnutrition and the high-impact interventions for maternal, infant and young child nutrition (MIYCN) The challenges lie in taking these high-impact interventions to scale and with quality.

The discussions of the University with UNICEF representatives over the last one year, have led to initiation of work towards designing a PG Diploma course on multi-disciplinary approaches to nutrition While the University envisages to take ahead this work towards rolling out this course in 2020, the University proposes to house a State Resource Centre on Nutrition, to support the State government in taking ahead the agenda of Poshan Abhiyaan.

Tezpur University, is also one of the two institutes from the state which have been mapped by Niti Ayog, with the aim to strengthen convergence between various departments like Agriculture, Panchayati Raj, Education, Social Welfare and Health. The ongoing deliberations between Tezpur University and UNICEF Assam on the need to have a multidisciplinary approach to the subject (of Nutrition) was also seen to be resonating with the policy makers. Tezpur University is also keen to take ahead this mandate encouraged by Niti Ayog on setting-up a technical support unit which can act in tandem with the respective State Governments in the near future.

State Nutrition and Community Action Resource (NCARe) Centre

The University proposes to house a State Resource Centre on Nutrition, to support the State government in taking ahead the agenda of Poshan Abhiyaan The Resource Centre is proposed to be named as "Nutrition and Community Action Resource Centre" and in short can be appropriately known as 'NCARe Centre'. The Resource Centre would commit to work intensively in the area of nutrition with all vulnerable and marginal groups in the society

It is envisaged that this centre will complement the state's efforts under Poshan Abhiyaan, by fostering collaboration, designing technical courses, documentation of good practices, supporting technical trainings, demonstration of models, concurrent monitoring and independent evaluations for nutrition interventions, based on the state's requirements The purpose of the Resource Centre can only be fulfilled by working in close collaboration with the State govt to complement the ongoing efforts under Poshan Abhiyan. The Resource Centre will hold regular consultations with the state leadership to understand the state's needs and accordingly develop annual action plans for the Centre

The resource centre is planned to be housed at School of Humanities and Social Sciences with Dept of Social Work Representatives from all relevant schools/departments within TU will together form the core group at the resource centre.

The objectives of NCARe Centre will be

1 To strengthen multi-sectoral collaboration on nutrition
2 To assume the role of a technical support unit to the State Government in the field of Nutrition.
3. To support the state government to take forward the mandate of Poshan Abhiyaan.

Organizational Structure

The Resource Centre will be steered by a core committee with four members with one Head The identified five members are from the Department of Social Work, Sociology and Molecular Biology and Biotechnology. The Centre would also appoint a knowledge expert on Nutrition and a data management personnel to look into the smooth functioning of the Centre.

Head of NCARe Centre – 1
Core Committee members – 4
Technical subject Expert – 1
Knowledge Management Expert – 1

The Resource Centre would begin by taking up activities at the grassroots to mark the 'Poshan Maah'. The initial activities will be at the village level and the sites will be schools and the Village health and Nutrition Day The activities will help the centre to build a connect with the community and also contribute in the state level celebrations of Poshan Maah The Resource Centre will be inaugurated formally during the closing ceremony of the Poshan Maah.

As one of the primary activities of the Resource Centre, the initial months will be spent in building linkages with the State Government. Since, the objective of the Centre is to work along with the State Government, this would be very crucial for establishing its mandate with the Government

The course on 'Multidisciplinary approaches to Nutrition' (mentioned above) will be offered as a Distance learning course so that it is convenient for the employed people to pursue it. The course will be rolled out in the Autumn semester of 2020. The distance mode of education requires intensive engagement in developing the Self Learning Material which provides the spine for the course This material will be developed under the aegis of the Resource Centre.

Future plans

The Resource Centre will take up projects related to nutrition in the near future, in consultation with state government and UNICEF Assam The Centre will carry out capacity building workshops with the people working in the area of Nutrition The Centre will also thrive towards working on effective and sustainable models of community action in the area of Nutrition In addition to this, it would engage academia and civil society in the field of Nutrition and carry out policy deliberations to facilitate the state machinery for effective implementation of policies and schemes on Nutrition

While the University requests for financial support from UNICEF for initiation and rolling-out of activities under the NCARe Centre, the University will continue to build its own capacities to take this ahead in the long-run In the next few years, the University will make efforts to build mechanisms to build strategic mechanisms, in collaboration with the state government, to ensure continued functioning of the resource centre for years to come.

BUDGET

Title	State Nutrition and Community Action Resource Centre (NCARe)
Location	Dept. of Social Work, Tezpur University
Responsible Officer(s):	Prof. Chandan K Sharma
Implementing Partner:	Tezpur University
Project Period:	10th September to 31st December 2019

							Amount in Indian Rupees*		
Sl. No.	Activities	Unit	Quantity	Unit Cost	Total Budgeted	Partner's Contribution	Total UNICEF Contribution	10 September to 31 October 2019	1 November to 31 December 2019
1	2	3	4	5	6	7	8	9	10
1	**Development of Self Learning Material for the PGD course on nutrition**								
1.1	Development of written content for six courses by six experts (@60 person days/course *6courses)	Person days	360	3,000	10,80,000		10,80,000		10,80,000
Sub total (1)					**10,80,000**		**10,80,000**		**10,80,000**
2	**Consultative meeting at state level - with SPMU Poshan Abhiyaan**								
2.1	Travel for 5 Tezpur University (Dept social work and Sociology) representatives (on actuals)	Person Days	10	1,000	10,000		10,000	10,000	-
2.2	Food and accommodation (5persons *1day)	Person Days	5	3,000	15,000		15,000	15,000	-
Sub Total (2)					**25,000**		**25,000**	**25,000**	
3	**Poshan Maah field level activities**								
3.1	Celebration of Poshan Maah - building community awareness on nutrition at two VHNDs								
3.1.1	Tea and snacks	Persons	100	50	5,000		5,000	5,000	-
3.1.2	Resource Person	Person days	2	1500	3,000		3,000	3,000	-

Head
Department of Social Work
Tezpur University

3.1.3	Local Travel for resource persons	Days	2	1000	2,000		2,000	2,000	-
3.2	Workshop in four schools on Nutrition								
3.2.1	Standee	Nos.	1	1000	1,000		1,000	1,000	
3.2.2	Organising workshops in four schools on Nutrition								
3.2.2.1	Resource kits	no of kits	10	100	1,000		1,000	1,000	-
3.2.2.2	Resource Person	person	1	1500	1,500		1,500	1,500	-
3.2.2.3	Local Travel for resource persons	Person days	1	1000	1,000		1,000	1,000	-
3.2.2.4	Tea and snacks for participants	Persons	50	50	2,500		2,500	2,500	-
	sub total for 1 workshop				6,000		6,000	6,000	
	sub total for 4 workshops				24,000		24,000	24,000	-
Sub Total (3)					**35,000**		**35,000**	**35,000**	
4	**Setting up of NCARe Centre**								
4.1	Honorarium for Head - leading the Resource Centre (@5days/month)	Person days	20	5,000	1,00,000		1,00,000	50,000	50,000
4.2	Honourarium for two faculty members (dept of social work) (@10days/month)	Person days	80	3,500	2,80,000		2,80,000	1,40,000	1,40,000
4.3	Honourarium for Core committee member (2 members X 4days/month for 4months @3500/day) (representatives from other relevant depts)	Person days	32	3,500	1,12,000		1,12,000	56,000	56,000
4.4	Project Officer (Knowledge Management)	Person months	2	40,000	80,000		80,000	40,000	40,000
4.5	Project Officer (Technical)	Person months	2	40,000	80,000		80,000	40,000	40,000
4.6	Communication (telephone, postal and internet costs)	Months	4	1,500	6,000	6,000			-
4.7	Books for the Resource Centre	no of books	100	700	70,000		70,000	70,000	
4.8	Designing of logo	1logo	1	10,000	10,000		10,000	10,000	
4.9	Documentation of Centre initiatives - as newsletter	Months	4	5000	20,000		20,000	10,000	10,000
4.10	Standee/Banner	Nos	2	500	1,000		1,000	1,000	
4.11	Furniture for the Resource Centre								
4.11.1	Chair	Nos.	7	6,000	42,000	42,000			

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4.11.2	Table	Nos.	4	6,300	25,200	25,200			
4.11.3	Notice Board	Nos.	1	5,000	5,000	5,000			
4.11.4	Book Case	Nos.	2	20,134	40,268	40,268			
4.11.5	Desktop	Nos.	2	50,000	1,00,000	1,00,000			
4.12	Maintenance services	Months	4	1,000	4,000	4,000			
4.13	Recruitment of project officers	lumpsum	1	3,000	3,000	3,000			
Sub Total (4)					**9,78,468**	**2,25,468**	**7,53,000**	**4,17,000**	**3,36,000**
5	**Inaugauration of the State Nutrition and Community Action Resource Centre (NCARe Centre) (as part of closing ceremony of Poshan Maah)**								
5.1	Standee/Banner	Nos.	5	2000	10,000		10,000	10,000	-
5.2	Felicitation (bouquet, sapling, memento)	Nos.	6	1000	6,000		6,000	6,000	-
5.3	Resource kit	Nos.	25	300	5,000		5,000	5,000	-
5.4	Tea and snacks	Persons	25	200	5,000		5,000	5,000	-
	Subtotal (5)				**26,000**		**26,000**	**26,000**	
6	**InHouse orientation programme for Core committee members of Resource centre**								
6.1	Food	Persons	8	450	3,600		3,600	3,600	-
6.2	Venue	Days	1	3000	3,000	3,000			
6.3	Resource kit	Persons	8	200	1,600		1,600	1,600	-
Sub Total (6)					**8,200**	**3,000**	**5,200**	**5,200**	
7	**Consultative meeting at state level with individual Line Departments in Guwahati (3 meetings)**								
7.1	Food and accommodation (2persons *1day)	Person days	2	3,000	6,000		6,000		
7.2	Travel for 2 Tezpur University (Dept social work and Sociology) representatives (on actuals)	Person days	2	2,500	5,000		5,000		
7.3	Resource Kit	Persons	7	300	2,100		2,100		

Head
Department of Social Work
Tezpur University

	sub total for 1 workshop				13,100		13,100		
Sub total for 3 meetings (7)					**39,300**	**-**	**39,300**	**13,100**	**26,200**
8	**Consultative meeting with District level officials at Tezpur University**								
8.1	Venue	Days	1	3,000	3,000		3,000	3,000	
8.2	Food - Lunch, tea, snacks	Persons	25	350	8,750		8,750	8,750	
8.3	Training Kit	Persons	25	200	5,000		5,000	5,000	
8.4	Banner	Nos.	1	600	600		600	600	
8.5	Travel cost for participants (on actuals)	Person days	15	1,200	18,000		18,000	18,000	
8.6	Local Travel for Resource centre team (on actuals)	Person Days	4	800	3,200		3,200	3,200	
Sub total (8)					**38,550**	**-**	**38,550**	**38,550**	
9	**Field monitoring visits for Poshan abhiyaan initiatives (in multiple districts)**								
9.1	Travel for Resource centre team (on actuals)	Person Days	6	2000	12,000		12,000	6,000	6,000
9.2	Food - Lunch, tea, snacks	Person Days	6	1000	6,000		6,000	3,000	3,000
Sub Total (9)					**18,000**		**18,000**	**9,000**	**9,000**
Grand Total					22,48,518	2,28,468	20,20,050	5,68,850	14,51,200

Head
Department of Social Work
Tezpur University

जैव प्रौद्योगिकी एवं भू-विवर्तनिक अध्ययन संस्थान (इनबिग्स)
INSTITUTE OF BIOTECHNOLOGY & GEOTECTONIC STUDIES (INBIGS)
(आईएसओ 9001:2008 प्रमाणित) (ISO 9001:2008 Certified)
आयल एण्ड नैचुरल गैस कार्पोरेशन लिमिटेड
OIL & NATURAL GAS CORPORATION LTD
एएंडएए बेसिन, सिनामारा, जोरहट-785704, असम
A&AA Basin, Cinnamara, JORHAT–785704, Assam
दूरभाष Ph. No.91-376-2360316 फैक्स Fax: 91-376-2360014

No. INB/JRT/Collab.-MEOR/TU/2018-19 Date 23.10.2018

From Head-INBIGS,A&AAB,Jorhat
To Dr. Tapas Medhi, Principal Investigator,MBBT, TU

Sub:- MEOR collaborative project start and kickoff meeting

As per resolution of review committee meeting held on 28.12.2017 at ONGC,A&AAB, Jorhat the project proposal titled **"Formulation of a MEOR slug for Enhanced Oil Recovery of Upper Assam Basin (MEOR)"** submitted by Dr. Tapas Medhi, Principal Investigator, was discussed elaborately and approved by ED-basin manager, A&AA Basin, Jorhat. The Memorandum of Agreement (MoA) was signed on 07.09.2018 between MBBT, Tezpur University & INBIGS and necessary sanction was obtained on 11.10.2018.

With reference to the mail dated 10.10.2018 from Dr.Medhi(PI), researchers started working on the MEOR collaborative research project with a kickoff meeting taking place in the Conference Hall of Tezpur University premises on 12th October,2018.

Throughout the meeting, participants discussed the status of the research area, project goals, and the expectations of the various stakeholders with respect to the project outcome and it was declared the project start date as 12.10.1018 for this MEOR collaborative project.

Participants of the meeting were optimistic that outcome of proposed MEOR project will be an enabling technology as novel process for Enhanced Recovery.

It is therefore requested that Principal Investigator (PI) may please take the necessary activities as per MoA to achieve the desired objectives.

23.10.2018

(Harendra Singh)
General Manager & Head-INBIGS
Project Coordinator

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भारतीय गैर न्यायिक
एक सौ रुपये
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ONE
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भारत INDIA
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MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT is made on the 7th day of September, 2018 between Oil and Natural Gas Corporation Limited, a company established under the Laws of India having its registered office at Deendayal Urja Bhavan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi-110070, and one of its offices named as Institute of Biotechnology and Geo-tectonic Studies (INBIGS), Oil and Natural Gas Corporation Ltd., Cinnamara,Jorhat – 785704 (Assam) (hereinafter referred to as "ONGC, INBIGS-Jorhat" which expression shall unless repugnant to the context include all its representatives, successors, administrators, executors and permitted assignees) of the ONE PART;

AND

Tezpur University, established by an Act of Parliament on 21st January 1994 at Napaam, Tezpur-784028, District; Sonitpur, Assam (hereinafter referred to as Tezpur University or TU which expression shall unless repugnant to the context include its representatives, successors, administrators, executors and permitted assignees) of the OTHER PART.

WHEREAS ONGC, INBIGS-Jorhat and TU shall be individually referred to as "Party" and collectively as "Parties".

WHEREAS ONGC, INBIGS-Jorhat being desirous of **Microbial Enhanced Oil Recovery (MEOR)** decided to support a project submitted by Molecular Biology and Biotechnology Department (hereinafter referred to as MBBT), **Tezpur University** for the attainment of the objectives, hereinafter described;

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WHEREAS this Memorandum of Agreement (hereinafter referred to as MoA) defines the role and responsibilities of the participating agencies, monitoring and other matters related to the **Formulation of a MEOR slug for Enhanced Oil Recovery of Upper Assam Basin (MEOR).**

NOW THE PARTIES HERETO AGREE AS FOLLOWS:-

1.0. **ROLE OF ONGC,** INBIGS-Jorhat **(Funding agency)**

1.1. To provide funds to the extent of Rs. **40.95/- lakh (Rupees Forty Lakhs and Ninety Five Thousand only)** over a period of **three years** from the date of sanction of the project as per project proposal.

1.2 **MODE OF PAYMENT**

1.2.1. All the payments shall be made to MBBT,TU. MBBT,TU will be responsible for proper custody of equipments/ materials and expenditure on the Project Work as defined in this MoA.

1.2.2. ONGC, INBIGS-Jorhat shall accord approval to make payment in installments on milestone achievement basis. The payment shall be released against completion of milestones mentioned in the proposal. The payment shall be made based on actuals subject to the upper limit mentioned in the budget.

1.2.3. MBBT,TU will be responsible for expenditure incurred on the project and shall maintain separate accounts and records for the project to be implemented under this MoA. All payments will be made by Finance & Accounts Office (FAO), ONGC, Jorhat to MBBT,TU by Electronic clearing system (ECS)/ RTGS/NEFT.

1.2.4. In case MBBT,TU is not in a position to implement or complete the project due to valid reasons accepted by INBIGS, Jorhat, it should, forthwith, refund to FAO, ONGC, Jorhat the total funds received by it or balance, thereof.

1.2.5. On completion of all steps relating to the purchase of capital equipment, the equipment must be entered into asset register to be maintained by MBBT,TU for this project.

1.2.6. MBBT,TU will submit the request for release of milestone based payment, in bill format along with the progress report and the latest statement of expenditure in the prescribed format including Committed Expenditure, duly audited by internal/external auditor, as the case may be.

1.2.7. On completion of the project, MBBT,TU shall submit full details of Assets acquired under the project utilizing INBIGS, Jorhat funds and copies of sanction orders and invoices of the assets, along with Final audited Statement

ROLE OF TEZPUR UNIVERSITY

Tezpur University will be wholly responsible for the management of the project and successful completion of the project undertaken.

To provide existing facilities as mentioned in the project document.

MBBT, Tezpur University shall undertake to carry out the Project Work and related studies, as per the scope of work and deliverables etc. defined in the project proposal within the agreed time frame and budget by employing competent personnel.

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2.4. To allow the Scientists authorized by ONGC, INBIGS-Jorhat to work with the Research & Development team of the said MEOR Project in all stages of process development and production.

2.5. To recruit all scientific and non-scientific staff as sanctioned by ONGC, INBIGS-Jorhat.

2.6. To prepare and submit all periodical reports and other documents that would be required by ONGC, INBIGS-Jorhat.

2.7. To submit an annual audited statement of expenditure incurred under the project.

2.8. To ensure effective utilization of the grant given by ONGC, INBIGS-Jorhat for the purpose for which it was granted and to ensure timely progress of project work.

2.9. The manpower, both scientific and non-scientific, recruited shall be purely on contractual terms & conditions such that the contract for engagement of the manpower shall run concurrently with the said project period only.

2.10. Tezpur University is free to take technical/research collaborations with any other university/institutes as per the requirement of the project.

3 PROJECT DETAILS

Title of the Project: '**Formulation of a MEOR slug for Enhanced Oil Recovery** of Upper **Assam Basin (MEOR).**

3.1 Cost of the Project: Rs.40.95 Lakhs

3.2 Full Name of the Principal Investigator (PI): Dr Tapas Medhi, Assistant Professor, MBBT Department,TU

3.3 Full Name of Co- Principal Investigator (Co-PI): Dr Subrata Borgohain Gogoi, Professor, Petroleum Technology Department, Dibrugarh University.

3.4 Name(s) of Project Coordinator from ONGC, INBIGS-Jorhat:

Shri Harendra Singh. General Manager & Head-INBIGS, ONGC, Jorhat

Dr. B. C. Dutta, Chief Chemist, INBIGS, ONGC, Jorhat

3.5 Project Duration: Duration of project shall be three years from the date the Project has been sanctioned by ONGC, INBIGS-Jorhat.

3.6 OBJECTIVE OF THE PROJECT.

- Developing a high temperature (upto 120^0C) – high pressure(250 kg/cm^2) tolerance microbial slug comprising of bio surfactants and biopolymers for MEOR application.
- A detail rheological study for determining the displacement efficiency of the reservoir crude oil.
- A detail IFT study for determining the sweep efficiency of the reservoir crude oil.
- Microscopic study for understanding the plugging phenomenon in the thief zones of the reservoir by bio polymers.

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AFO/CDN/2018/222
25th Oct 2018

Ms. Namami Sharma
Asst Prof, Department of Social Work,
Tezpur University,
Napam, Tezpur 784 028

Dear Ms. Namami,

Approval to the proposal on 'Development of design and structure for course on the interdisciplinary approaches to nutrition, at Tezpur University'

This has reference to your letter dated 24th Aug 2018, forwarding the proposal on 'Development of design and structure for course on the interdisciplinary approaches to nutrition, at Tezpur University'.

We have reviewed the proposal and we confirm our support to a maximum of Rs.8,37,000/- (Rs. Eight Lakh Thirty Thousand only) for the period 1st Nov to 31st Dec 2018. The detailed budget is enclosed herewith.

We request you to forward the duly completed FACE form in order to release the advance funds for the activity. On completion of the activity, we look forward to receiving duly filled FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, vouchers/receipt numbers to enable us to liquidate the funds advanced and release the balance amount, if any, up to the approved budgetary ceiling.

We look forward to strengthening UNICEF's partnership with Department of Social Work, Tezpur University for effective implementation of programs for women and child welfare in Assam.

With best wishes,

Yours sincerely,

Ms. Chhaya Kunwar
OIC, UNICEF Office for Assam

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16

Education, Audiovisual and Culture Executive Agency

Erasmus+ : Higher Education - International Capacity Building

Brussels, 07/08/2018
ARES(2018)

Dr Stavros Zografakis
Rectorate
AGRICULTURAL UNIVERSITY OF ATHENS
Iera Odos 75
EL 11855 ATHENS

vrl@aua.gr
avoloud@aua.gr

Subject: **Erasmus+ Capacity Building in Higher Education - Call for Proposals EAC/A05/2017**

Reference: **Your application 598797-EPP-1-2018-1-EL-EPPKA2-CBHE-JP**

Strengthening education, research and innovation for climate smart crops in India

Dear Dr Zografakis,

You have submitted an application to the Erasmus+ programme, 2018 call for proposals for the action specified above. The call for proposals closed on 8/02/2018. The Education, Audiovisual and Culture Executive Agency (EACEA) received 874 eligible applications for this call.

I am writing to inform you about the selection decision taken by the Head of Department of the Agency, acting in her capacity as authorising officer, based on the recommendations of an Evaluation Committee assisted by external experts.

The selection decision is based on the quality of the application, its relative position in comparison to the other applications submitted and the budget available. Applications were assessed on a scale from 0 to 100 and were ranked by Region according to merit. In addition, and in line with the provision of the Programme Guide regarding the definition of the list of projects recommended for funding, the Evaluation Committee has also taken into account the results of the consultation with the EU Delegations in the Partner Countries. Lastly, the selection decision also took into account the geographical balance within a region in terms of the number of projects per country (within the limits of the available budget), the need to ensure that the overall results of the selection guarantees a sufficient coverage of the priorities of the Action and the respect of the condition that an applicant organisation cannot receive more than three grants under this Call.

I am pleased to inform you that your application has been selected for EU co-funding.

The table below provides you with an indication where your proposal was situated. Your application was considered as **Group I**.

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Groups		
I	Applications of very good quality (score higher than 75 points out of 100)	Number (%) 118 applications (13,5 %)
II	Applications of good quality (score between 60 and 75 points out of 100)	554 applications (63,5 %)
III	Applications of weak quality (score less than 60 points)	202 applications (23 %)

For your information, out of the 874 applications eligible 147 have been selected for funding and 23 have been placed on a reserve list.

The list of all selected projects and success rates by Regions will be published on the website of the Executive Agency, when all applicants have been notified about the selection results: (http://eacea.ec.europa.eu/erasmus-plus/selection-results_en).

Attached to this letter (Annex I), you will find an Evaluation report by the Evaluation Committee.

The maximum amount of funding to be awarded to your project is **840.302,25 €**. Please note that your budget has been revised following assessment and financial analysis of your budget by the Evaluation Committee. You will find attached to this letter an explanation of the changes; you are requested to confirm in writing (by signing the document) that you are able to implement your project and to achieve all its objectives and outcomes, as described in your application, with the amended budget. The document must be signed by the legal representative of the applicant organisation.

The process of awarding a grant can only be finalised once the Executive Agency has received and analysed the documents as requested in the list of documents to be submitted (see appendix).

The documentation specified must be submitted within a period of 10 working days from the date of receipt of this letter. Should the period for submission fall within the holiday period of the Applicant Organisation, the deadline will be extended until the Applicant Organisation is open. The finalisation of the Grant Agreements can only be done once all the necessary documents have been received and processed by the Agency. Therefore, the requested information needs to be received by the Agency no later than 14 September 2018.

The information specified in the list of documents to be submitted should be sent to the following address by email:

Eric Heng Vong
Education, Audiovisual and Culture Executive Agency, Unit A4
eacea-eplus-cbhe-projects@ec.europa.eu

This letter does not represent a financial or legal commitment of the Executive Agency. The offer of an award is confirmed only when the legal representative of the Executive Agency signs the Grant Agreement associated with this application.

Please do not hesitate to contact us should you have any further questions.

Yours sincerely,

Ralf RAHDERS
Head of Unit

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§2 Priorities

The field of education that will benefit from the activities / outcomes

Higher education

§3 Dates and Languages

§3.1 Dates and duration of the project

Start date 15/11/2018 End date 14/11/2021 Duration (months) 36 months

§3.2 Language for Grant Agreement and Communication with the Agency

English

Test your connection

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Erasmus+

Form version : 1.3 EN Adobe Reader version : 11.004

C.5 Special mobility strand

Not Applicable

C.6 Grant requested

1. Staff costs	€307 372,00	Cannot exceed 40% of total
2. Travel costs and exceptional travel costs	€177 155,00	
3. Costs of stay	€276 840,00	
4. Equipment	€92 154,00	Cannot exceed 30% of total
5. Subcontracting	€9 499,00	Cannot exceed 10% of total
TOTAL	**€863 020,00**	Must be higher than or equal to 500.000€ and less than or equal to 1.000.000 €

Distribution of grant by organisation

	999872218	AGRICULTURAL UNIVERSITY O	€147 244,00
	999995796	UNIVERSITA DEGLI STUDI DI	€114 455,00
	999817801	ACADEMY OF ATHENS	€73 275,00
	999866689	UNIVERSITA POLITECNICA DE	€97 395,00
	915482800	Assam Agricultural Univer	€112 643,75
	968872085	TEZPUR UNIVERSITY	€105 428,75
	998747891	INTERNATIONAL CROPS RESEA	€103 566,75

Test your connection

The connection test succeeded.

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20

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संकायाध्यक्ष का कार्यालय, शोध व विकास / OFFICE OF THE DEAN, RESEARCH & DEVELOPMENT

Serial No... 5011
Date of Receipt... 20/2/19
File No...
Received by Dean, R/D

INTER OFFICE MEMO

From	Dean, R&D Tezpur University	To	Dr. Nirmali Gogoi, Asst. Professor Dept. of Environmental Science, Tezpur University
Ref	DoRD/Misc./10/ 1352	Ref:	AUA/AdaptNET/TU/DOE/1305
Date	18/02/2019	Date	13/02/2019

This has reference to your Inter Office Memo stated above regarding registration of the collaborative project "Strengthening education, research and innovation for climate smart crops in India". In this regard, you are requested to kindly go through the following points and take necessary action to clarify/provide the same, for further needful.

1. Name of Principal Investigator / Co Principal Investigator, total grant for Tezpur University, name of the funding agency, duration of the project with start date, collaborating institutes etc. are not clear. Please provide documents in support of them.
2. Copy of sanction order from funding agency.
3. Copy of project proposal submitted to funding agency.

This may please be noted that as per TU Guidelines (copy enclosed), the Principal Investigator is to submit the copy of the sanction letter and a copy of the approved project proposal to the Dean, Research and Development.

(P. Deb) 15/02/19.
Dean, R&D (i/c)
Encl. As stated.

Kindly Note the following,

1. Name of PI : Prof. Debendra Chandra Baruah, Dept of Energy, TU
2. Name of Co-PI : Dr. Nirmali Gogoi, Dept. of Environmental Sciences, TU
   Dr. Eeshan Kalita, Dept of MBBT, TU
3. Total Grant for TU : €105428.75 (Euros) [Flag A]
4. Duration of project : 3 years (15-11-2018) [Flag B]
5. Collaborating Institutes: Enclosed in Flag C
6. Sanction order from funding agency (Flag D)
7. Project Proposal (Flag D).
8. Funding Agency : Erasmus + Capacity Building in Higher Education

Regards,

N.A. Pal.
N.S. Islam
20/2/2019

Gogoi. (Co-PI)
19/02/2019.

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D C Baruah, B.E., M. Tech., PhD, FIE
Professor, Department of Energy
Tezpur University

+91 3712 27 5307 (Work)
+91 3712 27 3677 (Home)
+91 94350 08563
E-mail: dcbaruah@tezu.ernet.in

Pamoja Cleantech AB
Villa Bellona
Universitetsvägen 8
114 18 Stockholm (Sweden)
Sweden: +46 765 829386
Uganda: +256 775 229136
India: +91 735 8583883

VC,
Acceptance of project gra
as in (B) may kindly
considered for app

F/6113
26/11/18

Approved
26-11-2018

Ref. Invoice for Expenses under Biomass Poly generation Project, Pamoja Cleantech AB, Villa Bellona, Universitetsvägen 8, 114 18 Stockholm (Sweden)

Invoice for INR 67700 for Study on Biochar: Experimental Analysis

Please could you arrange immediate payment of the following for Biomass Poly generation Project in Tezpur University, India

Head	Amount (INR)
1. Chemical analysis	40700
2. Travel	5000
3. Fields experiments	22000
Total budget for Tezpur University to be provided by: Pamoja Cleantech AB, Villa Bellona, Universitetsvägen 8, 114 18 Stockholm (Sweden)	67700

(B)

Bank details for payment are as follows:

Name of the account holder:	REGISTRAR, TEZPUR UNIVERSITY
Name of receiving bank:	State Bank of India
Address of receiving bank:	Lake Road, Tezpur, Sonitpur-784001
Account Number:	30448821505
SWIFT/BIC account number:	SBININBB159
RTGS/IFS Code of the Branch:	SBIN0000195
MICR Code:	784002002

(A)

Please feel free to contact me, if you need any other details.

Yours Sincerely,

(D C Baruah)

(A)

B
26/XI/18

update form
issued

26/11/18

D.C. Baruah
Prof.
Dept. of ER (Actt.) B
27/11/18

Registrar TU

Pamoja Cleantech AB, one of the collaborative partners (we have MoU) has agreed to provide us ₹ 67,700=/ for our ongoing research work (details attached). Requested to (A) allow us to receive the amount (B) to verify the account details

(D.C Baruah) 26/11/18

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Collaborative Research work : D. Hybrid Bio energy : by product whitization
Smart Hybrid Energy System for heat, electricity and crop nutrient
(SEA/KTH/PC/RNG/TU collaborative)
Project

Budget regarding Study on Biochar:
No. of samples 6

-	Particulars	Rate in Rs. (per sample per element)	Amount in Rs.	Remarks
	A. Chemical analysis			
1	Chemicals for sample preparation : HCL, H2SO4, HNO3, Chloroform, K2CR2O7, K2SO4, H3PO4, FAS, Titon X100	-	6500	Brand: Merck chemicals
2	AAS (K, Pb, Cu, Co, Mg, Na, Mn),	25	1050	Facility available in TU
3	ICP (Ca, S, P, Co, Cr, Zn, Ni, Cd)	25	1200	
4	SEM	200	1200	
5	EDX	200	1200	
6	Solid NMR	3000	18000	Out source
7	Surface area	1000	6000	Facility available in TU
8	FTIR	25	150	
9	Ultimate analysis (C,H,N,S,O)	900	5400	Out source
		Total (A)	40700	
	B. Travel			
10	Sample carrying/Handling from Tea estates, wetlands	-	5000	Transportation during sample collection
		Total (B)	5000	
	C. Field Experiments			
11	Preparation of Biochar conventionally	-	3000	
12	GHGs estimation in both crops (N_2O, CH_4, CO_2) 1) Gas trapping box (Fabrication and material charges 2) Laborers for field preparation, purchasing farm inputs 3)Refilling of Gas cylinders (H, N) to run GC	-	10000 4000 8000	Facility available at TU
		Total (C)	22000	
		Grand Total (A+B+C)	67700	

Gogoi
(Nirmali Gogoi) Guide
26/11/18

DPI
(D. C. Baruah) PI
26/11/18

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Serial No...3929 ... .
Date of Receipt...24/12/18...
File No...D.Ch.Hy R.D... ....
Received by ....

MEMORANDUM OF UNDERSTANDING

Effective Date: 01st December, 2017

PARTIES

Tezpur University (hereafter "TU")
based in Tezpur, Assam India

AND

Rural Micro Generation Pvt LTD (hereafter "RMG")
based in New Delhi, India

AND

Pamoja Cleantech AB (hereafter "PC")
based in Stockholm, Sweden

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तेजपुर विश्वविद्यालय
Registrar
Tezpur University

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PURPOSE

A. The Agreement is made between the Parties who are sharing a joint aim to provide clean energy technologies to replace fossil fuel driven energy technology in a cost-efficient manner.

B. The purpose of this Agreement is to make provisions for the future collaboration between Parties to introduce clean energy technology and smart grid management system at the Tezpur University Campus, Tezpur, India.

BACKGROUND

Pamoja Cleantech AB (PC) has been awarded financing from the Swedish Energy Agency to increase collaboration and technology transfer between Indian and Swedish businesses and research parties with a special focus on micro-grid innovation and renewable energy technology. PC will introduce Tezpur University (TU) to Royal Institute of Technology in Stockholm (KTH), Sweden, which may open up further opportunities for international research collaboration among the Parties.

TU wishes to reduce its annual energy costs whilst still maintaining or improving the level of energy access and availability at the University Campus. TU with the leadership of the Department of Energy, is therefore seeking to accelerate the rate of introduction of renewable energy generation equipment, energy management and new equipment designed to improve the energy efficiency of TUs power distribution and grid infrastructure. TU is, however, constrained by a need to avoid staff increases and capital investment and is therefore willing to set up this Energy Savings Agreement between the Parties.

Thus, hereby Parties agree on the introduction of a holistic energy system combining solar and biomass energies in a Smart hybrid system that will use Swedish State of the Art technology for Smart Grid Management. A high level of innovation will be applied with demand response, central production of hot water, Second generation biomass gasification system for power generation and production of biochar. The Micro-grid will also be a unique learning centre for the university students and research professionals, a training tool for power utilities, and while at the same time generating power for local loads at the University campus.

1. PRINCIPLES GOVERNING THE PARTIES

The parties have agreed to move forward together on the basis of the following guiding principles:

(a) Commitment to sustainable approach to energy services;

(b) Mutual respect for each other's complementary strengths;

(c) Commitment to responsive, flexible and transparent manner of developing and carrying out joint activities.

रेजिस्ट्रार
तेजपुर विश्वविद्यालय
Registrar
Tezpur University

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2. AREAS OF COLLABORATION

Through this Agreement, Parties agree to make a mutual commitment, which simultaneously aims at joint Research and Energy Saving measure for the benefit of Tezpur University. However, all provisions require a financial approval by Swedish Energy Agency and in case that cannot be achieved, then all parties can terminate the Agreement in accordance with Clause 8.3.

(a) Collaborating on research activities that aim to collect, analyse and categorize energy data to provide input for energy management system.

(b) Collaborating on identification of joint R&D opportunities that may benefit Renewable Energy Technology innovation.

(c) Collaborating on research that aims to test and certify different biomass and waste feedstock that may be used in biomass gasification and pyrolysis systems for production of electricity, heat and/or biochar.

(d) Collaborating on research that aim at understanding different use of energy crops and plantation such as agroforestry in Assam, India and how these systems can be designed to provide biomass for energy generation in a sustainable manner.

(e) Seek joint opportunities for financing of research activities and promote joint collaborations between TU and Universities in Sweden for research collaboration.

(f) Create a unique training facility of its kind in India for professional training to engineers in power utilities and other micro-grid developers.

(g) Use the micro-grid in capacity building activities at TU and potentially as a demonstration plant open to the public to increase awareness of clean energy solutions.

3. ROLES AND RESPONSABILITIES

3.1. ROLE OF TEZPUR UNIVERSITY

TU has identified a number of buildings and functions at the University Campus that will off-take power and heat for the project. Provided that financial approval from Swedish Energy Agency is granted for the project. Tezpur University will:

(a) aim to, before end of January 2018, sign a separate PPA with a solar developer for a 1000 kWp solar photovoltaic power plant that will initiate installation in 2018 and be fully installed and in operation before end of 2019; and;

(b) aim to, before end of January 2018, sign an Energy Savings Agreement with PC/RMG according to the preliminary structure explained in Appendix 1, and;

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(c) aim to, before May 2018, sign a research collaboration with PC in the field of sustainable biomass production and organic agriculture, and;

(d) aim to, before end of October 2018, sign a research collaboration with KTH, Sweden for the development of educational modules on design, construction, and maintenance of micro-grids and on operation and monitoring of micro-grids, and;

(e) provide facilities or land for the installation of renewable energy technologies on peppercorn rent lease term for the term of this Agreement, and;

(f) provide energy data or make available historical data or possibilities to install metering technology to measure and monitor energy usage at the Tezpur University Campus, and;

(g) facilitate and co-ordinate the project implementation and allow for training and capacity building activities within its premises on a case by case basis which shall be agreed upon among Parties.

3.2. ROLE OF PAMOJA CLEANTECH AB

Reference to "Operative Partners" and/or "Contractor" in this Agreement refers to a Special Purpose Vehicle (SPV) that is jointly owned and operated by RMG and PC, or if such company has not been setup, the reference shall refer to both RMG and PC jointly. PC will be in charge of technology integration of Swedish and Indian renewable energy technology and implementation of monitoring and management systems. Provided that financial approval from Swedish Energy Agency is granted for the project, PC will:

(a) design, procure, install, commission and secure operations for the Energy Management System for the local grid and the Renewable Energy Generation Equipment including all technology listed in Appendix 2, and;

(b) provide Technical training and Capacity building for TU on the biomass gasification system operation & maintenance and the Grid Management System, and;

(c) support on the development of a supply chain of feedstock for the biomass gasification systems to be installed at TU.

(d) develop educational modules based on the installed Micro Grid equipment in collaboration with TU and KTH, Sweden.

3.3. ROLE OF RURAL MICRO GENERATION Pvt Ltd

Provided that financial approval from Swedish Energy Agency is granted for the project, RMG will:

(a) Contributing with technical expertise and will act as the local facilitator in India, and;

(b) Support PC with its activities to ensure a successful implementation of the planned activities and installation of technology listed in Appendix 2, and;

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(c) Design, implement and operate a local feedback supply for biomass gasification and biogas based power generation at TU, and;
(d) Share with Parties periodically about the operational & other challenges, and any lessons learned while facing those challenges.

4. SAVINGS TARGET AND PAY-BACK OF INVESTMENT

4.1 A detailed list of energy savings measures and equipment that shall be installed in order to obtain ongoing cost and energy savings is provided in Appendix 2. The Parties have detailed workout on the technical concept that aim to reduce the use of four 500kVA Diesel gensets used as a backup power source on the campus. For the finalization of the technical plan, TU has supplied and in case of any missing data TU will supply all available information in regard to - hours of operation, energy consumption and costs, service levels, building descriptions and building usage, existing energy equipment, or any other information that may still be needed for ensuring accurate planning efforts towards the implementation of the following equipment at the University Campus. The proposals detailed out in Appendix 2 are the result of the Initial Energy Audit.

4.2 A Preliminary Energy Audit has established the preliminary understanding of the opportunities for cost effective improvements at the project site. The Parties have agreed on preliminary saving targets on the specific energy tariffs provided by TU. TU wishes to take advantage of the fundamental principle of energy shared savings contracting, namely, that Contractor invests in new equipment in order to achieve energy savings sufficient to repay the equipment investment, reward the contractor for his risk-taking and the use of his facilities and allow TU a significant energy cost reduction right from the time of installation of the new equipment. The energy savings shall benefit the TU so that it can cut cost of its energy expenditure with a certain percentage of the baseline data which shall be established for the Two-year period i.e. January 2016 - December 2017. The exact savings target shall be defined in the Energy Savings Agreement in January 2018. The Operative Partners consisting of PC and RMG will operate the project jointly. A separate investment teaming agreement has been signed among the Operative Partners that stipulates the investment and profit sharing among the Operative Partners in order to recover and payback the initial capital expenditure investment.

4.3 The Energy Savings are calculated as per Appendix 1 and shall be based on input figures gained from TU and energy audits that have been made at the Campus.

4.4 Parties will remain owners of the assets that they contribute with towards the installation until at least the end of the SEA funded project (June 2020).

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The Operative Partners will create a Specific Purpose Vehicle (SPV) for the project.

5. MONITORING OF ENERGY CONSUMPTION & ESTABLISHING BASELINE FOR THE ENERGY SHARED SAVINGS CONTRACT

TU anticipates that the installation of the new equipment that will provide means of improving its monitoring of energy consumption and costs and invites the Contractor to provide monthly reports on energy consumption and saving in relation to Baseline Consumption figures established by the end of January 2018.

6. DISPUTE RESOLUTION

6.1 This agreement shall be governed by and construed in accordance with Indian Law.

6.2 Disputes that arise out of or in relation to this Agreement shall be sought resolved amicably between the disputing parties. If the parties being in dispute fail to resolve the dispute, the dispute shall be referred to arbitration at the Indian Chamber of Commerce, in New Delhi, India.

7. CONFIDENTIALITY

The Parties agree that they shall take reasonable measures to protect the confidentiality of each of the Parties and avoid disclosure or use of either party's confidential information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized under this MoU to have any such Confidential Information. Confidential Information should be clearly marked as Confidential.

8. DURATION OF AGREEMENT

8.1 This Agreement commences on the date of its ratification by signature by representatives of the three parties and shall remain in force for Twenty years.

8.2 Any alteration of the Memorandum shall be agreed upon jointly by the three parties and submitted in accordance with the same procedure as the original Agreement and shall be expressed in writing.

8.3 This agreement can be terminated by either Party with One month written notice, if the Swedish Energy Agency does not grant financial approval for the implementation of any of the technologies or activities mentioned in this Agreement. In case of termination of this agreement, all Parties shall bear their own costs and expenses for preparation and/or implementation of this Agreement and no party shall have any liability whatsoever for the loss of business, for occurred cost or expenses in regard to this Agreement in any

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Tezpur University

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other capacity in relation to proposed collaboration.

8.4 PC shall keep all Parties reasonably informed of the communication with the Swedish Energy Agency in regard to financial approval of planned activities.

9. COMMUNICATION AND EXCHANGE OF INFORMATION

There will be regular communications between the Parties. The contact persons are, unless otherwise agreed:

From Tezpur University:

Prof D C Baruah

+91-3712-275307

baruahd@tezu.ernet.in

From Rural Micro Generation Pvt Ltd:

Mr Subroto Chatterjee

+44 79 2121 3033

subroto.chatterjee@ruralmicrogeneration.com

From Pamoja Cleantech AB, Sweden:

Mr Olof Hallström

+46 720338895

olof@pamojacleantech.com

Any communication between the parties to this agreement shall be in the English language.

SIGNED: by the duly authorized representatives of the three Parties

Signed for and on behalf of Tezpur University

कुलसचिव
तेजपुर विश्वविद्यालय
Registrar
Tezpur University

Name: Dr. Biren Das
Position: Registrar, Tezpur University
Date:

Signed for and on behalf of Rural Micro Generation Pvt Ltd.

Name: Subroto Chatterjee
Position: CEO
Date:

Signed for and on behalf of Pamoja Cleantech

Director, Pelk Stenlund
Date: 4 December 2017

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Appendix 1

The preliminary proposal is to base the tariffs in the Energy Savings Agreement on the costs of alternative energy sources (reference rates). The reference rates are based on a campus with 2MW grid connection, 1MWp grid-tie, roof-top solar PV plant, 4x500kVA diesel back-up generators, and LPG for cooking and partial use of solar hot water systems for hot water generation. The production costs for solar power, grid power, diesel power, and LPG are inherently different. The reference rates will be re-negotiated every year based on the average alternative rates during the previous year. By measuring the instantaneous transfer of power at the transformers in real time, three distinctly different scenarios are possible:

A. National grid is intact, and power is imported from the national grid
B. National grid is intact, and power is exported to the national grid
C. National grid is disconnected

The corresponding alternative costs for each scenario are:

A. Current rate for grid power (Present Rate of DISCOM: Rs. 7.05/kWh)
B. Current rate for solar power (PPA Rate with Solar Developer: Rs. 2.42/kWh)
C. Current rate for diesel power (roughly 60Rs/L)

The reference rate for LPG is the same for all scenarios, and will be based on the current rate of LPG bottles. The proposed rates for sales of power from the E4T Micro Grid platform for each scenario are:

A. 95% of grid rate
B. 100% of solar rate (Rate at which Tezpur University signed the PPA with solar developer)
C. 80% of diesel rate (calculated from actual price of diesel and actual diesel consumption)

In addition, two types of energy savings systems will also be included on the platform: the first being a thermal grid for providing hot water, heating and producer gas from the CHP systems and gasifiers, and the second being a wireless demand response system called LuminGo using Load Management Units (LMU) that can toggle secondary priority loads on and off depending on the availability of grid/solar power. The heat from the CHP will be used for water heating. The hot water will be supplied to both toilets/bathrooms of the hostels and kitchens. The hot water supplied to the toilets/bathrooms will supplement the existing solar hot water system and supplied to the hostels where there is no solar hot water provisions. The amount of heat provided will be measured at the point of delivery to each hostel. Producer gas from the biomass gasifiers can be used in the kitchens in specially designed producer gas cookers to replace LPG cookers. Since measuring the flow of hot producer gas is difficult, the sale of producer gas will instead be based on a daily tariff per number of cookers, which will be further negotiated and agreed upon in the

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University

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Energy Savings Agreement. The LMUs will initially only shut off deferrable loads to save diesel, and will thus use the diesel rate as reference. Each individual LMU measures voltage and current in real time, and will calculate the saved power by multiplying the time that the load is off by the product of the average voltage and current in the hour before being shut off. The savings from the LuminGo system will be verified with the actual consumption of diesel at the end of each quarter year. Our proposed rates for energy savings are:

(a) 50% of diesel rate for power saved by the LMUs.
(b) The rate of heat will be negotiated and defined in the Energy Savings Agreement
(c) The rate for producer gas will be based on a daily tariff per number of cookers, which will be defined in the Energy Savings Agreement

Appendix 2

The equipment included in the proposed E4T Micro Grid platform to be installed at Tezpur University campus in two separate phases are:

First phase (2018)

- 14 x 5kVA biomass fired Stirling CHP engines
- 140kVA multimode inverter system
- 90kWh advanced Li-ion battery system
- LuminGo demand response system with minimum 50 LMUs
- 200kWth biomass gasifier for co-production of biochar
- Two-way online power meter to measure import/export of power to micro grid

Second phase (2019)

- 14 x 5kVA biomass fired Stirling CHP engines (possibly upgrade to 10kVA engine generators)
- 140-240kVA multimode inverter system
- 90kWh advanced Li-ion battery system
- LuminGo demand response system with minimum 50 LMUs
- 200-400kWth biomass gasifier for co-production of biochar
- Two-way online power meter to measure import/export of power to micro grid

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unicef | for every child

United Nations Children's Fund | State Office for Assam
27 Basistha Path Bylane # 3 Bellola Road Guwahati 781 028 Assam
Telephone : +91 361 2235151,53 Facsimile : +91 361 2235181 | guwahati@unicef.org | www.unicef.in

AFO/ISP/2018/267
5th December 2018

Dr Biren Das, Registrar
Tezpur University,
Napaam, Tezpur, Assam

Dear Dr Das,

Support towards 'Vulnerability analysis of Marginalised Communities in Riverine Islands of Assam' to Sociology department, Tezpur University for the term 10th December 2018 – 10th March 2019

This has reference to your letter Ref No F TU/SOC/UNICEF/18-09 dated 4th December 2018 forwarding a proposal outlining the activities and budget requirements for **Vulnerability analysis of Marginalised Communities in Riverine Islands of Assam** planned in collaboration with UNICEF for the period **10th December 2018 – 10th March 2019**

We have reviewed the proposal and confirm our support up to a maximum of Rs 5,31,628/- only (Rs Five lakhs thirty one thousand six hundred and twenty eight only) as follows

No	Items	Total budgeted	Partner's contribution	Total UNICEF Contribution
1.0	Vulnerability analysis of Marginalised Communities in Riverine Islands of Assam	5,31,628		5,31,628
	Total	**5,31,628**	**-**	**5,31,628**

We would request you to kindly provide us a FACE form for advance fund request and subsequently duly completed FACE Form, itemized statement of expenditure and an activity report for liquidation of the amount up to the approved budgetary ceiling

On completion of the activities, we would request you to kindly provide us duly completed FACE Form, itemized statement of expenditure and an activity report for reimbursement of the amount up to the approved budgetary ceiling

Please take note of the following requirements with regard to management of funds released by UNICEF

1. Funds should be utilized only for the purpose for which they are released as per approved budget
2. Advance cash assistance released has to be settled within four weeks of completion of the activities and in any case not later than 3 months from the date of release by submitting the following

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- Statement of Expenditure (SOE) duly signed and stamped by the concerned official in UNICEF prescribed format
- Funding Authorization and Certification of Expenditure (FACE) form should be completed and submitted along with the Statement of Expenditure

Please note that as per financial rules, UNICEF cannot release any further funds to recipient accounts outstanding for more than 6 months

3 If your department is not in a position to utilize UNICEF's cash assistance within a period of 6 months from the date of release of funds, the unutilized cash assistance should be refunded to UNICEF in the form of a cheque payable to UNICEF
4 Unutilized funds cannot be retained by you or spent for any other activity without prior written approval of UNICEF
5 Please note that deviation in any budget line items should not exceed 10% Deviations beyond that, if any, should be agreed in writing by UNICEF prior to expenditure and provided that total approved budget is not exceeded
6 A brief report on the activities and list of participants (trainings) should be submitted

Please be informed that our financial regulations require that all relevant vouchers be stamped "PAID CHARGED TO UNICEF ACCOUNT" and are retained in your files for four years

We would like to inform you that periodic on-site reviews in the form of spot-checks of the cash will be conducted by UNICEF staff and they may be conducted and documented on a routine basis This will involve review of books of accounts, vouchers, bills and other related financial documents Monitoring visits will also be conducted from time to time during the implementation of the activities by Programme Officers from UNICEF and a monitoring findings report will be submitted to UNICEF by the visiting officers

With best wishes,

Yours sincerely,

Chhaya Kunwar
Officer-in-charge(OIC)
UNICEF, Office for Assam

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premium serums
& vaccines pvt. ltd.

No.:PSVPL/280/2018-19
Dated: 29/03/2019

To

Prof. A. K. Mukherjee

Department of Molecular Biology and Biotechnology

Tezpur University, Tezpur-784028, Assam, India

Sub: Sanction of consultancy project proposal

Dear Prof. Mukherjee,

We are pleased to inform you that your consultancy project proposal entitled "***Studies on country specific polyvalent Snake Venom Antiserum for Sri Lanka developed by Premium Serums & Vaccines Pvt. Ltd: Purity assessment and immunocross-reactivity analyses'*** at a total cost of Rs 5,09,152.00 (Rupees five lakhs nine thousand one hundred fifty only) for a period of 6 months has been approved for funding. The duration of the project will be form 1st April, 2019. The terms and conditions as given in the part V of project proposal are also accepted.

The total cost of the project is Rs 5,09,152.00 (Rupees five lakhs nine thousand one hundred fifty only) includes recurring grants only as per the budget summary given below:

Recurring items

S. No	Item/ Head	Amount (Rupees)
1	Recurring grant-consumables, outsourcing, contingency and domestic travel*	4,10,000.00
2	Consultancy fee	70,000.00
3	Overhead charge to University (5% of recurring grant)	20,500.00
	Total	500,500.00
6	Service tax on consultancy fee (12.36%)	8,652.00
	Grand Total	**5,09,152.00**

***Note:** Domestic travel via shortest route, cheapest airline is allowed.

Regd. Office :- 406, B' wing, Highway Rose Co-op. HSG. Society 92, Dixit Road Extn, Vile Parle (E), Mumbai 400 057, Maharashtra, India
Farm / Factory :- S. No. 354-1, 354-2 A/1, At & post - Narayangaon, Near 'Champagne India', Tal. Junnar, Dist-Pune 410 504, Maharashtra, India
Branch :- 2. 132/4/1, Engineers Enclave, Gangaram, Chanda Nagar, Hyderabad, (Telangana) 500 050
Phone :- 08275754803, **E-mail** - premiumserums@gmail.com. **Web**:- www.premiumserums.com

premium serums
& vaccines pvt. ltd.

Brief Objectives of the project:

The test parameters to evaluate the polyvalent Snake Venom Antiserum for Sri Lanka are described below:

i. To determine the percent composition of F(ab)2 and contaminating proteins present in equine polyvalent antivenom manufactured by Premium Serum & Vaccines Pvt. Ltd, Pune.

ii. LC-MS/MS identification of contaminating protein(s), if any, in Sri Lanka polyantivenom.

iii. To determine the endotoxin, IgA, IgE, and anticomplimentary activity of Sri Lankan equine polyvalent antivenom manufactured by Premium Serum & Vaccines Pvt. Ltd, Pune.

iv. To determine the least immunogenic snake venom toxins against which antibodies are not present/least present in polyantivenom.

v. A comparison of immunological cross-reactivity of Sri Lanka polyantivenom manufactured by Premium Serum & Vaccines Pvt. Ltd, Pune and any other manufacturer against Sri Lankan snakes.

Rs 5,09,152.00 (Rupees five lakhs nine thousand one hundred fifty only) will be transferred on the following account details:

Accounts Holder's Name	: Tezpur University R&D
Name of the bank	:State Bank of India, TU branch, Napam, Tezpur, Dist-Sonitpur
IFSC Code	: SBIN000195
MICR Code	: 784002002
Bank Account Number	: 30448821505
Email of beneficiary	: deanrnd@tezu.ernet.in

Kindly acknowledged the receipt of this letter.

Thanking you

(Dr. M. V. Khadilkar)
Technical Director

Premium Serums & Vaccines Pvt. Ltd. Narayangaon (Pune)

Copy to:

1. Registrar, Tezpur University, Tezpur-784 028, Assam, India
2. Dean, R&D, Tezpur University, Tezpur-784 028, Assam, India
3. Secretary to the Vice-chancellor, TU for kind information to the VC
4. Concerned file

Regd. Office :- 406, B' wing, Highway Rose Co-op. HSG. Society 92, Dixit Road Extn, Vile Parle (E), Mumbai 400 057, Maharashtra, India
Farm / Factory :- S. No. 354-1, 354-2 A/1, At & post - Narayangaon, Near 'Champagne India', Tal. Junnar, Dist-Pune 410 504, Maharashtra, India
Branch :- 2. 132/4/1, Engineers Enclave, Gangaram, Chanda Nagar, Hyderabad, (Telangana) 500 050
Phone :- 08275754803, **E-mail** - premiumserums@gmail.com. **Web**:- www.premiumserums.com

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AFO/WASH/2019/71

9th May 2019

To,
The Registrar,
Tezpur University
Napaam, Tezpur -784028
Assam

Dear Sir,

Sub: UNICEF support to Tezpur University to extend technical assistance to PHED: institutional strengthening and capacity building on monitoring WASH programs
Reference: 1. TU Letter No. F 27-1/97(GA-I)/VO.XIV/533 dated 08 May 2019
2. PHE letter no. PHE-2058/TB/2019/T-779 dt 25 April 2019

This has reference to your letter No. F 27-1/97(GA-I)/VO.XIV/533 dated 08 May 2019, with proposal and budget to "support PHED in institutional **Strengthening, Capacity Building and Program Monitoring of WASH".** Since the activities are mutually agreed, we are happy to confirm our support to the activities suggested in your proposal for the period 15th May – 31st December 2019 as per the approved budget up to a maximum of INR 72,81,750 (Rupees seventy-two lakhs eighty-one thousand seven hundred and fifty only).

Sl	Item	Amount (INR)
1.1	Monitoring and Evaluation for 20 Districts for 7.5 Months	5,700,000
1.2	Honorarium for Project Director	137,025
1.3	Honorarium for Faculty Coordinator	80,475
1.4	Program Coordinator 1 (based at Tezpur University)	337,500
1.5	Program Coordinator 2 (based at PHE, Guwahati)	375,000
1.6	Travel cost for Project Director (PD)	80,000
1.7	Travel cost for Faculty Coordinator (FC)	80,000
1.8	Travel cost for Project Coordinator (PC) 1	95,000
1.9	Food and accomodation for PD	174,000
1.10	Food and accomodation for FC	110,000
1.11	Food and accomodation for PC 1	76,000
2.1	Honorarium for Accounts Support	36,750
	TOTAL	72,81,750

On completion of the activity, we look forward to receiving the completed FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, as well as the finalised report of the activity to enable us to liquidate this amount and release the balance amount, if any, up to the approved budgetary ceiling.

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Please take note of the following requirements with regard to management of funds released by UNICEF.

1. Fund should be utilised only for the purpose for which they are released as per the approved budget.
2. Advance cash assistance released has to be settled within four weeks of completion of the activities and in any case not later than four months from the date of release by submitting the following.
   - Statement of Expenditure(SOE) duly signed and stamped by the concerned official in UNICEF prescribed format
   - Funding Authorisation and Certification of Expenditure (FACE) form should be completed and submitted along with the Statement of Expenditure (SOE).

Please note that as per financial rules. UNICEF cannot release any further funds to recipients with accounts outstanding for more than six months.

3. If your department/organisation is not in a position to utilise UNICEF's cash assistance within a period of six months from the date of release of funds, the unutilised cash assistance should be refunded to UNICEF in the form of a cheque payable to 'UNICEF'.
4. Unutilised funds can't be retained by you or spent for any other activity without prior written approval of UNICEF.
5. Please note than deviation in any budget line item should not exceed 10%. Deviations, beyond that, if any, should be agreed in writing by UNICEF prior to expenditure and provided that the total approved budget is not exceeded.
6. A brief report on the activities and list of participants (trainings) is desirable.

Please be informed that our financial regulations require that all relevant vouchers be stamped 'PAID – CHARGED TO UNICEF ACCOUNT' and are retained in your files for four years.

We would like to inform that periodic on-site reviews in the form of "spot checks" of the cash assistance will be conducted by UNICEF staff and they may be conducted and documented on a routine basis. This will involve review of books of accounts, vouchers, bills and other related financial documents. Monitoring visits will be also be conducted time to time during the implementation of the activities by Programme Specialists/Officers from UNICEF and a monitoring finding report will be submitted to UNICEF by the visiting officers.

Looking forward to a strong partnership to address safely managed water supply in Assam, under your able supervision and guidance.

With best regards,

Kunwar

Ms. Chhaya Kunwar
OIC, Field Office
UNICEF, Guwahati, Assam

Enclosed: Approved budget

BUDGET

Cooperation Agreement Title	Institutional Strengthening Capacity Building and Programme Monitoring of WASH
	Tezpur University, Napaam, Tezpur
Responsible Officer(s)	Dr. Chandana Goswami
Implementing Partner	Tezpur University
Project Period	15 May - 31 December 2019

Programme Costs								Amount in Indian Rupees*			
								UNICEF Contribution			
No	Items	Unit	Quantity	Unit cost	Total budgeted (INR)	Partner's contribution	Total UNICEF Contribution	15 May-30 June	1 July -30 September	01 Oct - 31 Dec	Remarks
A	B	C	D	E	F	G	H	I	M	N	O
1											
1.1	Monitoring and Evaluation for 20 Districts for 7.5 Months (Honorarium to 19 Persons * 7.5 Months * 40000)	Reports	142.5	40000	5,700,000		5,700,000	1,110,000	2,280,000	2,280,000	
1.2	Honorarium for Project Director (10% of Basic Pay)	Months	7.5	18270	137,025		137,025	27,405	54,810	54,810	
1.3	Honorarium for Faculty Coordinator (10% of Basic Pay)	Months	7.5	10730	80,475		80,475	16,095	32,190	32,190	
1.4	Program Coordinator 1 (based at Tezpur University)	Months	7.5	45000	337,500		337,500	67,500	135,000	135,000	
1.5	Program Coordinator 2 (based at PHE, Guwahati)	Months	7.5	50000	375,000		375,000	75,000	150,000	150,000	
1.6	Travel cost for PD	Days	20	4000	80,000		80,000	16,000	32,000	32,000	As per Actuals
1.7	Travel cost for FC	Days	20	4000	80,000		80,000	16,000	32,000	32,000	As per Actuals
1.8	Travel cost for PC 1	Days	38	2500	95,000		95,000	20,000	37,500	37,500	As per Actuals
1.9	Food and accomodation for PD	Days	20	8700	174,000		174,000	34,800	69,600	69,600	As per Actuals
1.10	Food and accomodation for FC	Days	20	5500	110,000		110,000	22,000	44,000	44,000	As per Actuals
1.11	Food and accomodation for PC 1	Days	38	2000	76,000		76,000	16,000	30,000	30,000	As per Actuals
	Subtotal				7,245,000		7,245,000	1,448,800	2,897,100	2,897,100	
	Total				7,245,000		7,245,000	1,448,800	2,897,100	2,897,100	

Program Efficiency and Effectiveness								UNICEF Contribution			
No	Item	Unit	Quantity	Unit cost	Total budgeted	Partner's contribution	UNICEF Contribution	MM MM YYYY	DD MM YY	DD MM YY	
								1st tranche	2nd tranche	3rd tranche	
1	2	3	4	5	6	7	8	9	9	9	
1.1	Honorarium for Accounts Support (10% of Basic Pay)	Months	7.5	1900	36,750		36,750	[illegible]50	11,700	11,700	
	Sub Total				36,750.00		36,750.00	[illegible]0.00	14,700.00	14,700.00	
In Kind Support								UNICEF Contribution			
Payments, if any					Total Budget	Partner's contribution	Total UNICEF Contribution	May 19	DD MM YY	DD MM YY	
								1st tranche	2nd tranche	3rd tranche	
[illegible]					7,281,750.00		7,281,750.00	[illegible]0.00	2,897,100.00	2,897,100.00	
[illegible]					6,750.00		6,750.00	[illegible]0.00	11,700.00	11,700.00	
[illegible]					91,000.00		7,281,750.00	[illegible]0.00	2,911,800.00	2,911,800.00	

[illegible]

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AFO/WASH/2019/172

6th August 2019

To,
Prof. Biren Das,
The Registrar,
Tezpur University
Napaam, Tezpur -784028
Assam

Dear Prof. Biren Das,

Sub: UNICEF support to Tezpur University, "Proposal for collaboration with UNICEF to support PHED in Water Quality Lab Strengthening in 10 selected districts of Assam".
Reference: 1. TU Letter dated 06 August 2019

This has reference to your letter dated 06 August 2019, with "**Proposal for collaboration with UNICEF to support PHED in Water Quality Lab Strengthening in 10 selected districts of Assam**". Since the activities are mutually agreed, we are happy to confirm our support to the activities suggested in your proposal for the period 16th August – 31st December 2019 as per the approved budget up to a maximum of INR 12,31,860 (Rupees twelve lakh thirty-one thousand eight hundred and sixty only).

Sl	Item	Amount (INR)
1.1	Honorarium for Project Director	87,210
1.2	Honorarium for Program Coordinator	2,25,000
1.3	Research Associate 1	1,35,000
1.4	Research Associate 2	1,35,000
1.5	Travel cost for Project Director (PD)	60,000
1.6	Travel cost for Project Coordinator (PC)	50,000
1.7	Travel cost for RA 1	50,000
1.8	Travel cost for RA 2	12,500
1.9	Food and accomodation for PD	1,30,500
1.10	Food and accomodation for PC	40,000
1.11	Food and accomodation for RA 1	40,000
1.12	Food and accomodation for RA 2	10,000
1.13	Capacity building and training of lab personnel	2,40,000
2.1	Honorarium for Accounts Support	16,650
	TOTAL	12,31,860

On completion of the activity, we look forward to receiving the completed FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, as well as the finalised report of the activity to enable us to liquidate this amount and release the balance amount, if any, up to the approved budgetary ceiling.

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AFO/C4D/2019/243

31 October 2019

Professor N. Karak
Dean,Research & Development,
Tezpur University
Napaam, Sonitpur

Dear Prof. N. Kanak,

Sub.: UNICEF Partnership with Tezpur University (Department of Mass Communication and Journalism): 'Advancing C4D as strategy for Social Change in Assam and NE Region (Phase IV)'.

This has reference to your letter no. DoRD/Project/10-10/641-A dated 30th October 2019 forwarding proposal and supporting documents relating to the project proposal for 'Advancing C4D as strategy for Social Change in Assam and NE Region (Phase IV)'. We have reviewed the proposal and confirm our support to a maximum of INR 236,600/- (Rupees Two Lakh Thirty-Six Thousand Six Hundred only). The detailed budget for each component is given as enclosure.

Sr. No.	Particulars	Budget
1	Orientation for students of MA C4D Programme	186,600
2	Networking and Action by Young Advocates for Social Change (NAYA SOCH)	50,000
	Total Budget	236,600/-

We hereby approve the budget to conduct the activity. We shall release the approved budget for the activity mentioned on receipt of the completed FACE form. On completion of the activity, we look forward to receiving duly filled FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, vouchers/ receipts in original, as well as a brief report on the activity to enable us to liquidate the funds advanced and refund the balance amount, if any.

I look forward to consolidating our partnership and take ahead the agenda of Social and Behaviour Change Communication (SBCC) in the region.

Warm regards,

Dr. Madhulika Jonathan
Chief, Field Office

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AFO/NUT/2020/34
13th March 2020

Prof. C K Sharma
Head of Dept., Dept of Social Work
Tezpur University

Dear Prof. Sharma,

Approval letter for request for support for State Nutrition and Community Action Resource Centre for the period of 1st March to 31st Dec 2020

This has reference to your request letter F-TU/SW-Proj/229 dated 13th March 2020, forwarding the request for support for State Nutrition and Community Action Resource Centre at Tezpur University.

We have reviewed the proposal and we confirm our support to a maximum of Rs. 25,86,000/- (Rupees Twenty five lakh eighty six thousand only) for the period 1st March to 31st Dec 2020.

We request you to forward the duly completed FACE form in order to release the advance funds for the activity. On completion of the activity, we look forward to receiving duly filled FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, vouchers/receipt numbers, as well as a brief report on the activity to enable us to liquidate the funds advanced and release the balance amount, if any, up to the approved budgetary ceiling.

We look forward to strengthening UNICEF's partnership with the University for effective implementation of programs for women and child nutrition in the state.

With best wishes,
Yours sincerely,

Dr. Madhulika Jonathan
Chief, Field Office
UNICEF Assam

VC and Chairman ONGC-CPBT

As per minutes of the ONGC Review Committee meeting held on 29.05.2019 in Tezpur University and subsequent meeting at INBIGS, ONGC, Cinammara Jorhat, the following two project proposals are agreed upon (Flag-A)

1. Bioremediation and reclamation of petroleum oil hydrocarbon contaminated soil/water by microaerophilic/ anaerobic bacterial consortium
PI: Prof. Manabendra Mandal , Professor, Dept. of MBBT
Co-PI: Dr. N. Bordoloi, STA, Dept. of MBBT
PI: Head INBIGS, ONGC
Co-PI: P. K. Hazarika, Dy General Manager , INBIGS, Jorhat , ONGC Ltd
The proposed budget for the project no 1

For the first year 5, 92,000.00 (Rupees five lakh ninety two thousand only)

With total budget of Rs. 11, 34,000.00 (Rupees Eleven lakh thirty four thousand only) for two years.

2. Development of A Biodemulsifier based process technology for oil recovery from petroleum sludge and /towards a sustainable sludge management protocol.
PI: Dr. Tapas Medhi, Assistant Professor, Dept. of MBBT
Co-PI: P. P. Dutta, Associate Professor Dept. of Mechanical Engineering, Tezpur University
The proposed budget for the project no 2
For the first year 7, 03,680.00 (Rupees seven lakh three thousand six hundred and eighty only)

Total budget of Rs. 17, 97,360.00 (Rupees Seventeen lakh ninety seven thousand three hundred and sixty only) for two years.

The amount may be sanctioned from the interest gained from the corpus fund of ONGC-CPBT.

Put up for kind perusal and approval

19/03/2020

(Manabendra Mandal).
Head, ONGC-CPBT

Approved

19/3/2020

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AFO/WASH/2020/48

01 April 2020

Dr. Biren Das,
Registrar, Tezpur University.
Napaam, Tezpur

Sub: UNICEF's technical assistance to Tezpur University from 1st April – 31st December 2020, on extending support towards Institutional Strengthening and Capacity Building to roll out Jal Jeevan Mission and SDG 6.1 in Assam

Dear Dr. Das,

Greetings from UNICEF Assam!

This has reference to the Tezpur University letter TU/BA/UNICEF/Project/2019/47 dated 31 March 2020.

Based on the proposal received, we agree to collaborate with Tezpur University from 1st April – 31st December 2020, to support PHED Govt of Assam, in strengthening supportive supervision and monitoring of JJM and related rural water programs.

In the context of the COVID 19 and related impacts on Jal Jeevan Mission (JJM) programming, we request you to share an updated term of reference and deliverables from the project agreed with Tezpur University.

This support is upto a maximum of INR 1,23,52,000/- (Rupees one crore twenty-three lakh fifty-two thousand only) as detailed below:

Output	**Institutional Strengthening and Capacity Building to roll out Jal Jeevan Mission and SDG 6.1**	
1.0	Institutional Strengthening, Capacity Building and Program Monitoring of WASH	INR 1,06,12,230
2.0	Water Quality monitoring and Lab strengthening of PHED	INR 16,94,320
3.0	Program efficiency and effectiveness	INR 45,450
Total		**INR 1,23,52,000**

On completion of the activity, the Financial Report, Cumulative Report, Quarterly Progress report, and Face form may be duly submitted to UNICEF as per the approved budget. Our financial reporting process remains the same as previously informed.

We look forward to working to with your Institution.

Warm regards,

Dr. Madhulika Jonathan
Chief, Field Office

भारतीय गैर न्यायिक

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Rs.20

TWENTY RUPEES

INDIA NON JUDICIAL

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25AA 821346

AGREEMENT

This AGREEMENT is made on the 9th of the month of November 2020, between **Numaligarh Refinery Limited** registered under Companies Act, 1956 and having its registered office at 122A, G S Road, Christian Basti, Guwahati-781005, thereinafter referred to as NRL the First Party, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successors, administrators, heirs, assigns and nominees of FIRST PARTY

AND

Department of Chemical Sciences, Tezpur University, Tezpur having address at Napaam, Tezpur, District – Sonitpur, PIN – 784028, Assam, there in after referred to as **SECOND PARTY**, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successors, administrators, heirs, assigns and nominees of **SECOND PARTY**.

Whereas NRL, under its Corporate Social Responsibility activities, has agreed to financing the below mentioned project to the **SECOND PARTY**, which has the necessary expertise and experience required for execution of the said project.

This Agreement shall remain in force for 15 months from the date of signing of this Agreement unless terminated earlier, in accordance with the provision of this Agreement or the period is extended through a mutually agreed amendment to the Agreement Subject to the terms and conditions in this Agreement.

The financial contribution from NRL for the said Project would be **Rs. 19,80,000.00**

In view of the consideration above, the parties hereto agree as follows:

The terms and conditions of this agreement and the roles and responsibilities of each of the constituent members are as stated below:

ARTICLE-1: Role & Responsibilities of Department of Chemical Sciences, Tezpur University, Tezpur, will execute the projects as below as per the terms and conditions of this agreement and detailed scope of work:

SN	Details of Activity	Location	Detailed Cost as per approval (Rs)	Remarks if any
1	Arsenic removal from drinking water using do-it-yourself Arsiron Nilogon method	Adarsha Gaon, Rongagora, Chinakan & Singadoriya village at Kuruabahi under Golaghat District.	**Rs.19,80,000/-**	

Project Duration: 12 (Twelve) Months from the commencement of the project, which will commence within a month from release of the 1st installment of the fund.

Terms and conditions:

1. The job will be executed by Tezpur University under the supervision of Department of Chemical Sciences, Tezpur University, Tezpur under NRL CSR project.
2. SECOND PARTY will be responsible for proper implementation including supply of material, monitoring, awareness and capacity building of the project as per the detailed project proposal submitted to NRL by Dr. Robin Kumar Dutta, Professor, Department of Chemical Sciences, Tezpur University, Tezpur. The date of commencement of the project will be within one month of the receipt of the 1st Instalment of the grant. The required manpower for (i) Testing and Monitoring and (ii) Awareness and Capacity Building will be temporarily recruited by the SECOND PARTY with monthly salary and qualification as deemed fit by them for the duration of the project.
3. SECOND PARTY shall utilize the grant only for the purpose for which it has been sanctioned. However, up to a maximum of ten percent (10%) of fund from any head may

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AFO/CDN/2020/167

27 Nov 2020

Dr. Biren Das,
Registrar, Tezpur University,
Napaam, Assam

Sub: Approval for support to 'Nutrition and Community-Action Resource (NCARe) Centre' at Tezpur University during the period 1st January to 28th February 2021

Dear Dr. Das,

Greetings from UNICEF Assam!

This has reference to your letter dated 27th November 2020. Based on the proposal received, we agree to support the Nutrition and Community-Action Resource (NCARe) Centre' at Tezpur University during the period 1st January to 28th February 2021. This support is up to a maximum of Rs. 1,491,200/- (Rupees Fourteen Lakh, Ninety One thousand and two hundred only).

Sl No.	Activities	Requested amount	Approved amount
Act1	Consultative meeting of NCARe team at state level with Social Welfare Department and SPMU POSHAN Abhiyaan, and one day capacity building of NCARe team by UNICEF	80,000	80,000
Act2	Development of monthly report on C2IQ for nutrition interventions for state and high priority districts	636,000	636,000
Act3	Concurrent Monitoring of Nutrition services	234,000	234,000
Act4	One consultative meeting of SAM Think tank core group at NCARe Centre – Tezpur	48,000	48,000
Act5	NCARe Centre Cost	229,200	229,200
Act6	Technical support (Two divisions) (Human resource based at Jorhat and Goalpara)	264,000	264,000
	Total	**1,491,200**	**1,491,200**

In order to enable us to release funds, we request you to share the duly filled FACE form. On completion of the activity, we look forward to receiving duly filled FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, vouchers/receipt numbers, as well as a brief report on the activity to enable us to liquidate the funds advanced and release the balance amount, if any, up to the approved budgetary ceiling. Our financial reporting process remains the same as previously informed.

We look forward to working together with Tezpur University for effective implementation of programs for women and child nutrition in the state.

Warm regards,

Dr. Madhulika Jonathan
Chief, Field Office

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TWENTY RUPEES

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23AA 809894

INCUBATION SUPPORT AGREEMENT

THIS INCUBATION SUPPORT AGREEMENT (hereinafter referred to as this "Agreement") is made this 17th day of March, Two Thousand Twenty One and entered into:

BY AND AMONG:

Numaligarh Refinery Limited, a company incorporated under the Companies Act, 1956 in India and having its Registered Office at 122A, G.S. Road, Christianbasti, Guwahati, Assam, hereinafter referred to as "NRL", which expression shall include, unless it be repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns of THE FIRST PART

AND

Indian Institute of Technology Guwahati, an Institute created under the Institutes of Technology (Amendment) Act, 1994 represented through The Dean, Industrial Interactions and Special Initiatives as authorized signatory, (hereinafter referred to as 'IITG' which expression shall include unless it be repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns OF THE SECOND PART.

AND

Vigitrics Private Limited, a company registered under the Indian Companies Act, and having its registered office at Nalbari, Assam, (hereinafter referred to as the "COMPANY" which expression shall, unless inconsistent with the context or meaning thereof, be deemed to include its subsidiaries, nominees, successors and permitted assigns) OF THE THIRD PART.

1

array of physiological sensor placed at the steering wheel will continuously monitor the heart e of the driver and based on the machine learning algorithms; the processor will identify the rowsiness of the driver.

Step 2:

A small camera will be positioned in front of the driver behind the steering wheel, which will capture the images of driver's eye at regular intervals of time and will also monitor the driver's head movement. Then the image will be processed in the processor where it will perform pattern recognition of the acquired data and determine if the driver is drowsy or not.

Step3:

Based on the output of Step1 and Step 2, the processing unit backed by some suitable machine learning algorithm will decide the driver's drowsy state.

The project is divided into two modules, one for each modality used for drowsiness assessment. First Module involves ECG based method, where a prototype for drowsiness detection using palmar ECG is to be built. Four quarters of the project is dedicated for first module, next four quarter involves addition of the video-based method to the ECG based prototype built in the first phase. The complete drowsiness assessment system is proposed to be completed by the end of eight quarters as has been described in the project timeline.

Project Milestones:

S. N.	Milestone	Duration	Budget (Rs)
1	Signal Acquisition from palm setup	6 Month	1308100
	Driving Condition Simulation Setup		
	Data collection for model training.		
2	Model Building from the data collected	6 Month	1242300
	Implementation with FPGA		
	Complete Module 1 Prototyping		
3	Image acquisition setup	6 Month	1186700
	Image based model construction.		
	Combining Multimodal Information for drowsiness detection		
4	Final Prototyping	6 Month	1259200
	Pilot testing		
	Total		4996300

Prior to the effective expiration or termination of this Agreement, the COMPANY agrees to return IITG-TIC and NRL all originals and copies of all Confidential Information in written form provided to the COMPANY pursuant to this Agreement or the operations of IITG-TIC & NRL or its affiliates.

(k) Headings.

The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF, the parties intending to be legally bound have executed this Agreement in triplicate by their respective duly authorized officers or agents.

Numaligarh Refinery Limited

By:___

Mr. Nikunja Borthakur

Sr. Chief General Manager (CA)

Date:

Witness:

Mr. Pranta Pratim Singha

Sr. Manager (Corporate Planning)

Date: 17/3/21

IITG

By:_____

Prof. G. Krishnamoorthy

Dean, Industrial Interactions & Special Initiatives

Date: 17/3/21

Prof. R. Ganesh Narayanan

Chairperson, IITG-TIC

Date: March 17, 2021

COMPANY

By:

Mr. Pharvesh Salman Choudhary

Director, Vigitrics Pvt. Ltd.

Date: 17/3/21

Witness:

Ms Mousumi Das

Director, Vigitrics Pvt. Ltd.

Date: 17/3/21

Company Master Data

CIN	U31900AS2019PTC019270
Company Name	VIGITRICS PRIVATE LIMITED
ROC Code	RoC-Shillong
Registration Number	019270
Company Category	Company limited by Shares
Company SubCategory	Non-govt company
Class of Company	Private
Authorised Capital(Rs)	500000
Paid up Capital(Rs)	40000
Number of Members(Applicable in case of company without Share Capital)	0
Date of Incorporation	07/06/2019
Registered Address	College Road Near Nalbari Eye Hospital Nalbari Nalbari AS 781335 IN
Address other than R/o where all or any books of account and papers are maintained	-
Email Id	xoumik@yahoo.com
Whether Listed or not	Unlisted
ACTIVE compliance	
Suspended at stock exchange	-
Date of last AGM	-
Date of Balance Sheet	-
Company Status(for efiling)	Active

Charges

Assets under charge	Charge Amount	Date of Creation	Date of Modification	Status
No Charges Exists for Company/LLP				

Directors/Signatory Details

DIN/PAN	Name	Begin date	End date	Surrendered DIN
08474306	SOUMIK ROY	07/06/2019	-	
08474307	MOUSUMI DAS	07/06/2019	-	

08474308	SATYABRAT MALLA BUJAR BARUAH	07/06/2019	-
08600645	PHARVESH SALMAN CHOUDHARY	31/10/2019	-