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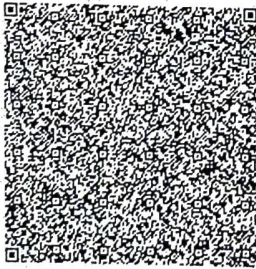
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Memorandum of Understanding Between National Mission for Manuscripts

And

**Dept. of Cultural Studies, Tezpur University, Tezpur
(Designated by the Mission as Manuscript Conservation Centre)**

**Name of the Project: Commissioning tasks pertaining to Preservation and
Conservation of Manuscripts for National Mission for Manuscripts.**

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Statutory Alert.

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This Memorandum of Understanding (MOU) is made on the First day of April in the year Two Thousand Seventeen between the National Mission for Manuscripts, Indira Gandhi National Centre for the Arts, 11, Mansingh Road, New Delhi – 110001 hereinafter referred to as NMM, which expression, unless repugnant to the context, shall include its successors, agents and assignees of the first part and *Jagpur University*..... which expression, unless repugnant to the context, shall include its successors, agents and assignees of the other part hereinafter referred to as MCC, whereby the NMM and *Jagpur University* MCC will collaborate on the projects on Conservation of Manuscripts written on various materials (Organic, Inorganic and Composite Materials such as Paper, Cloth, Palm leaves, Birch bark, Sanchi Pat, Papyrus, Parchment, Leather, Vellum, Metal, Ivory, etc.) and related documents including Preventive and Remedial Conservation, Training, Workshop and Awareness Programmes, on Conservation in institutions and private collections.

Scope:

The responsibilities of *Jagpur University* MCC are preservation and conservation of manuscripts related activities such as:-

- ❑ Creating a conservation nucleus in their station of *Jagpur, Assam*.....
- ❑ Preventive care and Remedial conservation of manuscripts (institutional as well as private collections and at such places where manuscripts are located) in the surrounding areas, giving preference to their own collection.
- ❑ Any other responsibility to be taken up through mutual understanding between NMM and the respective MCC and with other MCCs of the state.
- ❑ The output of MCCs shall be as follows:
 - The MCCs situated in North East and Hill areas should conserve at least 200 folios through remedial (curative) conservation along with 2000 folios through preventive conservation in a month. Yearly output of MCCs situated in plain areas should not be less than 2400 folios through remedial (curative) conservation and 24000 folios through preventive conservation.
- ❑ Additional staff may be engaged with prior permission of the Director, NMM according to the workload on the MCC but within the maximum limit of the annual grant

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Duration:

The duration of the project is 3 (Three) years commencing from 01-04-2017 up to 31-03-2020. However, NMM reserves the right to extend or discontinue this MOU and MCC status on the same or modified terms and conditions. The monthly report of the project will be submitted to the Director NMM at the end of every month in electronic format or preferably in print format.

Human Resources & Remunerations:

~~Head, Department of Cultural~~ ^{Studies} will be the Project Coordinator on Conservation. There will be one conservation team consisting of the following:

- 1. Project Coordinator (MCC):** No new appointment will be made for the Project Coordinator (MCC) but an existing staff, Head of Department / officer of the institution concerned will be made in-charge of the responsibility. The Project Coordinator will be solely responsible for the work undertaken by the MCC. NMM will not deal directly with personnel assigned for such work as survey, documentation, cataloguing, etc. In the event of relinquishing charge by the Project Coordinator new appointment will be made for the same in consultation with NMM. Honorarium to Project Coordinator shall not exceed ₹ 6,000/- per month.
- 2. Conservator:** One Conservator with educational Qualification of Master degree in Art Conservation / Master degree in Fine arts / Master degree Science having chemistry as subject in graduation or in relevant subject to conservation of manuscripts. Training in the Conservation of manuscripts and art objects from a reputed institution of National level with a period not less than six months along with three years' experience of conservation of manuscripts in a museum or any reputed institution can be appointed with monthly remuneration of ₹ 15,000/- as well as with admissible T.A. and D.A. as per the concern state within a ceiling of maximum ₹ 2,000/- per month.
- 3. Assistant Conservator:** One Assistant Conservator with educational qualification Graduation with Science chemistry / Graduation with Fine Arts or relevant subject to conservation, Training in the Conservation of manuscripts/art objects from a reputed institution of National level with a period not less than six months along with two years' experience of conservation of manuscripts in a museum or any reputed institution can be appointed with monthly remuneration of ₹ 12,000/- per month..
- 4. Technical Assistant:** One Technical Assistant with educational qualification of Bachelor degree with Computer Knowledge and six month experience of conservation can be appointed with monthly remuneration of ₹ 8,000/- per month.

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The proposed target for preventive conservation is 24000 folios and remedial conservation are 2400 folios per year (i.e. 1; 10 ratio) in said fund of is Rs. 7, 00,000/ (Seven lakhs) per year.

Regarding derailment of staff for training etc. The quantum of work may be divided by 30 and the work for the number of days of participation in the training may be regulated accordingly.

For example: One conservator takes part in a workshop for 10 days:

Work for one month = 200+2000/one team
Work for one day, for a single person = (3+26)/ 1P
Work for 10 days = (30+260) 10 = 30+260

In case remedial conservation is done for 30 folios and Preventive Conservation is done for 260 folios, the conservator can be paid full remuneration.

Payment Procedure:

The payment will be disbursed in three installments to the concerned MCC:

- The first instalment of Rs. 2.5 lakha (Rupees two lakhs fifty thousand only) will be released on signing of the MoU.
- Second instalment of Rs. 2.5 lakhs (Rupees two lakhs fifty thousand only) will be released on furnishing of GFR-19A, Account statement, Copy of voucher for the expenditure of not less than 80% of the amount released as first instalment and statement of account
- Third instalment of Rs. 2 lakhs (Rupees two lakhs only) will be released on furnishing of Utilization Certificate in form GFR-19A, Account statement, Copy of voucher for the expenditure of not less than 80% of the amount released as second instalment and statement of account
- The payment of remunerations, honorariums, and other experience shall be made through digital mode. The statement of accounts duly supported by receipts, detailed of payment accounts and copy of vouchers, shall be submitted. All payments, except petty payments less then Rs. 2,000/- , must be made through electronic clearing system or by cheque.

Reporting:

Comprehensive monthly report in electronic form or in print form as per the prescribed performs. The report will include such items as details on preventive and remedial conservation of manuscripts in institutions and private collections, as well as on

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Finance:

NMM shall pay up to ₹ 7,00,000/- (Rupees seven lakhs only) during the financial year. A separate Bank Account, preferably in Canara Bank branch, to be styled as

NMM – Project Coordinator *Jespar... University*. MCC to be opened and operated jointly by two signatory's vis-à-vis Project Coordinator and any one of the signatories as authorized by the Head of the Institute or as a separate head in the same institution to be operate as per the MCC's requirement.

The project coordinator shall report immediately to the NMM, in case he/she or his/her institution decides to close the MCC or for any other reason the work of the MCC is stopped at his/her institution, failing which the NMM shall charge interest at a rate of 10% p.a. on the un-utilized balance amount pending with the MCC.

The Project Coordinator shall be responsible for the control of expenditure against the funds needed by MCC.

Expenditures of the MCC will cover establishment expenses (New MCCs only), as well as Remunerations & Honorariums of all staff-members, Office Maintenance Expenses, Photography, Stationeries, Printing / Xerox of documents, Phone, Fax and Internet, T.A. and D.A. of staff-members etc.

- For setting up conservation laboratory where such infrastructure is not available (one-time expenditure) applicable in the case of new MCC.
- The newly established MCC can only utilize an amount of maximum ₹ 1,50,000/- (One Lakh fifty thousand only) towards establishment of laboratory and purchasing of chemical, conservation equipments and materials, Camera, Connection of Telephone and Internet etc. against which no output will be claimed.
- The initial grant to the new MCC shall ₹ 2,50,000/- but the total amount of grant for the year shall be remain unchanged i.e. Rs. 7 lakh only.
- The MCC can spend ₹ 10,000/- (Ten Thousand only) for the Awareness Programme on Conservation of manuscripts and maximum two such Awareness Programme can be conducted in each year.
- For the contingencies/conveyance expenditure etc. Of the Project Coordinator (not to exceed a maximum of Rs. 3,000 per month)
- Remuneration of the conservation team will be regulated as under:

Remedial Conservation	-	200 folios (in a month with one team)
Preventive conservation	-	2400 folios (i.e 1; 10 ratio)
Conservator	-	17,000/- per month
Asst Conservator	-	12,000/- per month
Technical Asst	-	8,000/-per month.

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training and awareness campaigns/workshops conducted in the area. In addition a Monthly Report indicating quantum of work done along with certification addressed to NMM from the concerned institution where the conservation work has been carried must be sent.

NMM will have to be given information in advance for organizing Awareness Program by the MCC and a report thereof will be submitted by the MCC.


Terms of Contract:

- i) The output of the project described in the agreement, together with the materials used or unused, purchased by Jespar..University MCC through utilizing the NMM fund is to be submitted by Project Coordinator to the NMM.
- ii) The non-recurring items shall be entered in the project stock register. NMM will share copyright over the materials and will be fully entitled to use the same.
- iii) NMM will have the right to foreclose the project at any time after recording the reasons. If, however, the project is foreclosed by Jespar..University MCC, Project Coordinator or the Head of the Institution for whatever reason, which in the opinion of NMM is not justified, the amount of pending advance with interest along with the project assets will be recoverable from Jespar...University..... MCC, Project Coordinator and/or the Head of the Institution. The decision of NMM Executive Committee in this matter shall be final and binding.
- iv) At the end of the financial year the MCC will furnish Annual Progress Report complete in all respects along with the Annual Audit Report.
- v) The MOU shall not be altered, varied or modified, nor any of its provision waived otherwise than by writing signed by both the parties hereto.
- vi) In the event of any dispute arising under, in connection with, incidental to, and / or in interpretation of scope of this MOU or relating thereto, the same shall be referred to a Sole Arbitrator appointed by the Director NMM and the decision of the Arbitrator shall be final and conclusive. The provisions of the Arbitration and conciliation Act, and the statutory modifications amendments and / or re-enactment thereof from time to time shall apply to such arbitration. The place of arbitration shall be at Delhi / New Delhi. The language to be used is arbitral proceedings shall be English and the parties shall bear and pay their own costs, charges and expenses of the proceedings for the arbitration.
- vii) The MOU will be subject to review at the time of disbursement of the second installment and the MCC will operate a separate account/head for the purpose of NMM.
- viii) The project would be subject to assessment and review periodically. As regards the money receipts and payments, the same will be governed by Financial Rules of the Central Government.
- ix) Separate guidelines issued by the NMM will form part of this MOU.

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- x) The Courts in Delhi / New Delhi shall have the jurisdiction in respect of all matters, disputes or differences arising out of this MOU.
- xi) This MOU, its existence and all information exchanged between the parties under this MOU shall not be disclosed to any person by the MCC. The MCC shall hold in strictest confidence and shall not use or disclose to any third party and shall take all necessary precautions to secure any confidential information of the other party.
- xii) Except as specifically set forth herein, the rights and obligations hereunder cannot be assigned by MCC to any other party without the prior written consent of NMM.


In WITNESS WHEREOF, THE NMM AND THE TEZPUR UNIVERSITY MCC have executed this MOU on the day, month and the year mentioned above.

Signed by 


 Biren Das
 Registrar
 Tezpur University
 Tezpur-784028, Assam


For and on behalf of

TEZPUR UNIVERSITY


 National Mission for Manuscripts

WITNESS :

1. 
 (UPAKUL SARMA)
 Assistant Registrar (GA)
 Tezpur University, Assam

2. 
 (SUBHRA DEVI)
 Assistant Curator
 Museum, Dept. of Cultural Studies
 Tezpur University, Assam

WITNESS:

1. 

2. 