

Memorandum of Understanding (MoU) to be signed between the National Institute of Governance and Urban Management (here after known as NIGUM) established as an autonomous institute under the aegis of Urban Development and Environment Department, Government of Madhya Pradesh, Bhopal (here after known as DU &ED) and the Xavier Institute of Development Action and Studies, Mandala Road, Jabalpur (here after known as XIDAS) to use it's infrastructure and resources as Regional Level Training Institute (here after known as RLTI).

1. Purpose of the MoU

- 1.1 **Rapidly** changing urban scenario requires new set of skills to handle urban challenges. Specialized knowledge and skill at Urban Local Body's level is essential to implement and carry forward urban reforms, and for that human resource development (HRD) is critical.
- 1.2 **HRD** requires a robust and decentralized capacity building system and procedure in the State to effectively cater HRD needs of urban sector personnel. Therefore, UD&ED, GoMP intend to develop a federated mechanism in the State to undertake systematic human resource development by using one of the handy tools of HRD- the training, to enhance performance and competence of its personnel. It is said that training is a *"Planned process to modify attitude, knowledge, skill and behaviour of an individual or group to achieve effective performance through learning experiences"*. It enables to cope with the change and to improve proficiency in the specifics of job. Timely and need based training having emphasis on 'doing' rather than 'knowing' increases productivity, organizational effectiveness and efficiency. However, to train a person solely for the present job is not enough; ***it is important to equip individuals to perform their future job too.***

2 Brief Descriptions of Task

- 2.1 This MEMORANDUM OF UNDERSTANDING is made on this Wednesday day of 4th february 2015 to use the infrastructure and resources of XIDAS as the Regional Level Training Institutes (RLTI) of NIGUM for conducting need based training, research, teaching and other related activities of HRD. The NIGUM shall decide, design, implementation, assessment, evaluation and other strategy related to these activities.
- 2.2 **RLTI** shall conform to the strategy developed for any such activities by NIGUM based on actual needs of the target groups. RLTI shall apply innovative and participative training methodology in class room to effectively transfer the learning. It shall largely avoid using generic and supply driven class room training.
- 2.3 **The RLTI** shall prepare a training plan based on the task assigned to it by NIGUM initially for a period of one year. After completion of each programme RLTI shall submit a detailed Programme Report in three copies (soft and Hard both). The



Programme Report shall contain brief about activities, its aim/s and objective/s, input given during training, assessment of activities based on feedback forms submitted by the participants (in original), Registration form (in original), List of participants with their email and contact no, presentations made by faculties, reading material and related visual, photographs etc. It shall provide original copies of TA claims, if it is given to the participants on written instruction by the NIGUM.

- 2.4 **The** format of the feedback given by participants and RLTI are Annexed at "A" and "B"

3. **The Period of the MoU**

- 3.1 **This** MoU shall be initially for a period of one year from the date of signing the MoU by both the parties' i.e NIGUM and XIDAS.

- 3.2 **The** aforesaid period of one year shall be extended on the basis of the need of the NIGUM and support received from the RLTI to accomplish the activities assigned to it with mutual agreement between both parties.

4. **Cost of Training and Funding Arrangement**

- 4.1 **The** cost and norms mentioned in the Annexure - "A" attached with this MoU as "Cost of Training Per Unit Per Day" shall be applicable. The unit cost per participant (specified in Annex-A) shall include all the line items of expenditures such as stationery, folders, reading material, certificate, board and lodging (in case of residential courses), honorarium to the Resource Persons, local transport for taking the participants on field visit(s) within the city and Travel cost of Resource Persons etc.

- 4.2 **The** NIGUM shall provide fifty per cent of estimated cost of activities in advance to RLTI. The next payment shall be made only after submission of final report and expenditure in all training and workshop organised at or organised by RLTI.

- 4.3 **The** RLTI shall normally plan training of 30 participants. In case of orientation training for Elected Representatives the specified number may increase. In case specified minimum number of participants do not turn-up then RLTI shall claim for minimum fifteen participants even the number of participants are less in that training course. If number of participant increases in a course then RLTI shall get the payment on the norms mentioned in Annexure "A".

- 4.4 **Expenditure** on travel by participants for attending the training workshop shall be given to the participants only after receiving written communication from the NIGUM. The expenditure made on this account shall be given to RLTI above and over per unit cost mentioned in Annexure- "A".

- 4.5 **Revision** in rate shall be considered only after the completion of one year of the MoU with mutual agreement and understanding between both parties. But any such changes in the cost shall be effective from the 1st April (beginning of the financial year) of that proceeding year.



4.6 The RLTI shall keep all records in order for audit in case of such occasion arise.

5. EXPERTISE AND INPUTS

The XIDAS shall designate one of its faculty members as the Nodal Officer for coordinating training and related activities with the NIGUM. Besides the Nodal Officer, XIDAS shall also designate Training Coordinators in the different thematic areas of training to be conducted by it as RLTI.

6. WORKING ARRANGEMENTS

6.1 The Nodal Training Officer shall attend review meetings to be conducted periodically by the NIGUM and shall give suggestions, if any, for improving the quality of training or for addressing bottlenecks, if any.


6.2 Any dispute between the parties of this MoU shall be decided by the Principal Secretary, DU &ED, GoMP.

In witness hereof, both the parties have signed this MEMORANDUM OF UNDERSTANDING in presence of witnesses.

SIGNATURES


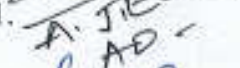

( 4/2/15)
Head of Institute

Name of Institute **(Dr. H.M. Mishra)**
Seal: **Director**
Date: **National Institute of Urban Governance and Management**
Directorate of Urban Administration & Development, Bhopal

( 04/02/2015)
Head of Institute

Name of Institute
- SEAL -
Date:



WITNESSES: 1. 
A. J. Jaiswal
AD -
2. 
Dyotikumar Singh, Associate Professor,
Dept. of RM, XIDAS
3. 
Kundan Mishra
Professional Dept. of RM, XIDAS

Per Unit Costs for Conducting Training Courses under this MoU.

(section 4.1 and 4.4)

COST OF TRAINING PER CAPITA PER DAY:

S. No.	Item wise detailed Descriptions	Amount in Rupees	
		General	Special
1	Boarding & Lodging	800	1300
	a. Single Bed Attach toilet	400	700 (AC)
	b. lodging	400	600
2	Training kits with Resource Materials (Bag, Pen, Pad, Reading Material (Hard and soft copies, photograph, certificate, Memento etc.)	600	600
3	Training cost (including hall, equipments, honorarium, travel cost of faculties and their hospitality, Inauguration and valedictory etc	400	
4	Subtotal of 1+2+3	1800	2300
	Overhead Charges (@ 10%)	180	230
	Total	1980 say to 2000/-	Say to 2500/-

Note: - If RLTI on written communication pay travel expenses to participants, it shall be given over and above the per capita cost mentioned above.
TA & DA shall be paid by RLTI strictly following the TA rules of GoMP. It shall also obtain a declaration from the participants that he has claimed his TA as per government rules.


2. If, Air travel to the faculty is provided, seeking prior approval of NIGUM, it shall be reimbursed on actual basis.

3. Field visits/ taking participants to innovative management practices within the city maximum 2500/- per day shall be provided.

4. For exposure visit of participants to other cities per capita cost shall be decided on mutual agreement between both parties.


(Dr. H.M. Mishra)
Director

National Institute of Urban Governance and Management
Directorate of Urban Administration & Development, Bhopal


04/02/2015

