

Memorandum of Understanding

This M.O.U. is made on the 17th day of March 2009, BETWEEN the **Kendriya Vidyalaya Sangathan**, (hereinafter referred as 'KVS' which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors in office and assigns) of the one part AND the **Q.C.I.**, a society registered under the Society Registration Act, 1860, through Shri Girdhar J Gyani, Secretary General, (hereinafter referred to as "QCI" which expression shall, unless, excluded by or repugnant to the context, be deemed to include his successors, executors, administrators, legal heirs, representatives and assigns) of the other part.

1. Whereas KVS desires to implement Accreditation Standard for Quality School Governance (Second Edition: September 2008) in **Kendriya Vidyalaya Annanagar** and the Q.C.I., New Delhi shall be providing comprehensive technical assistance including training to this school in preparing them for achieving accreditation.

2. **This M.O.U.** shall be for a period of twelve months starting from the date of signing or any agreed date thereafter and be extended if so decided mutually by the parties to this M.O.U. as necessary with no additional financial implication. **However, progress of the project will depend on the existing status of the facilities, requisite support from KVS, degree of involvement & implementation of QCI and suggestions by the school.**

In case civil construction work, deployment of manpower, compliance with regulatory requirements etc. take more time; the project would be extended accordingly. The KVS shall accord high priority to comply with these requirements to meet the time limit.

3. OBJECTIVES:

The main objective of this M.O.U. with Q.C.I., New Delhi is to provide comprehensive technical support for seeking accreditation of Kendriya Vidyalaya Annanagar to QCI Accreditation Standard.

The subsidiary objectives are:

- To assess the existing status of educational quality management system (EQMS) of the identified school
- To suggest alterations in educational quality management system of the Kendriya Vidyalaya Annanagar to meet the requirements of the QCI Accreditation Standard
- To lay down standard operating procedures for effective EQMS

- To train the key personnel in these processes;
- To review the outcomes regularly and periodically;
- To enable the school to seek National Accredited Board for Education and Training (NABET) accreditation.

4. RESPONSIBILITIES OF Q.C.I, NEW DELHI AND KVS:

A. *Q.C.I., New Delhi shall:*

- Facilitate in activities specified as under:-
 - ▶ To evaluate the existing status of EQMS of the school and identify areas for improvement/upgradation.
 - ▶ To conduct awareness and documentation workshops for the identified personnel of the school.
 - ▶ To assist in implementing EQMS within the identified schools.
 - ▶ To assist in preparation of the necessary documentation for EQMS.
 - ▶ To conduct training of trainers (if required).
 - ▶ To do the training needs assessment of all personnel in relation to achieving accreditation.
 - ▶ To carry out one self-assessment as per QCI Accreditation Standard for the school.
 - ▶ To assist in carrying out atleast two self assessments as per QCI standards.
 - ▶ To assist in conduct of one formal performance review.

B. *KVS shall:*

- Extend full and continuous support to the Q.C.I., New Delhi and/or its authorized representatives for this project.
- Appoint a team of two coordinators for the complete project who will act as the nodal point for interaction with QCI and the school. Further, the school shall appoint a Accreditation Coordinator for interaction with QCI and its representative/s.
- **Ensure that the designated Kendriya Vidyalaya adheres to the agreed time frame of dates for workshops, meetings etc for implementation of the EQMS.** QCI shall not be held responsible for the delays occurring on this account on the part of KVS or the designated school. Any additional cost due to delay on part of KVS or the designated school resulting in additional work of training, assessment etc shall be borne by KVS.
- Pay the requisite fee to QCI as per the agreed time frame.

5. DELIVERABLES:

- Initial status report on facilities, equipment and manpower bringing out gaps with regard to the accreditation standard
- Support for documented EQMS as per the QCI standard
- Training modules for imparting training
- Self assessment report as per accreditation standards
- Pre-assessment reports before accreditation

6. MONITORING, EVALUATION AND REPORTING REQUIREMENTS:

- Compliance with these tasks shall be reviewed once a month between Director, Q.C.I., New Delhi and Coordinator, KVS.
- Principal/ KVS Coordinator shall ensure implementation of the project as planned. Progress will be reviewed during the monthly meetings.
- The project shall be implemented in line with the enclosed project proposal at Annexure I.
- Mid course corrections and changes if any, shall be carried out with mutual consent of both parties.

7. PROFESSIONAL FEE AND TERMS OF PAYMENT

The terms of payment shall be in line with Annexure I.

8. OTHER TERMS:

KVS and the designated school, shall not be responsible for any liabilities assumed by the Q.C.I., New Delhi nor will assume any obligations financial or otherwise, entered into by the Q.C.I., New Delhi with any third party, unless these fall explicitly within the terms of this M.O.U.

Similarly QCI shall not be responsible for any liabilities assumed by the KVS, New Delhi nor will assume any obligations financial or otherwise, entered into by the KVS, New Delhi with any third party, unless these fall explicitly within the terms of this M.O.U..

- A. **Termination:** Either party shall have the rights to terminate this Agreement at any time with thirty days notice in writing in advance indicating reasons for the same to the other party.
- B. In case of the termination of M.O.U. or any dispute, KVS shall pay the proportionate amount for the professional services rendered till that date by

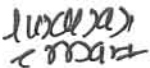


QCI and its representatives within 30 days of the date of intimation of termination.

- C. All disputes and differences arising out of or in any way touching or concerning this M.O.U. (except those the decision whereof is otherwise hereinbefore provided for) shall be referred for sole arbitration to any person nominated through mutual consent of Commissioner, KVS and Chairman, NRBPT. The award of the arbitrator so appointed shall be final and binding on both the parties to the M.O.U.

In witness whereof the parties have signed this M.O.U. on the day and the year first herein above written.

**Signed for and on behalf of
(The Q.C.I.)**



(Secretary General),
Q.C.I.,
New Delhi

Date 18/3/09

Name: (Girdhar J. Gyani)

Designation: Secretary General

**Signed for and on behalf of
(Kendriya Vidyalaya Sangathan)**




(Commissioner),
Kendriya Vidyalaya Sangathan
New Delhi

Date 18/3/2009

Name: (R.L. Jamuda)

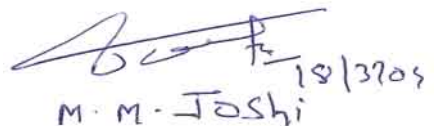
Designation: Commissioner

Coordinators:



1. Vipin Sahni

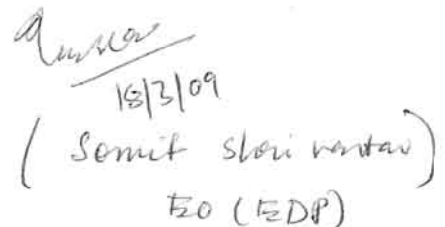
2. Avik Mitra



18/3/09
M.M. Joshi

1. DCC Acad) KVS

2.



18/3/09
(Semit Slobin Vastav)
EO (EDP)

QCI does not take the responsibility for granti

However, QCI will help prepare the schools and take them through the whole process of filling up the application form, documentation and training. The final assessment will be done independently and separately by National Accreditation Board for Education and Training (NABET). Accreditation may be granted subject to meeting the laid down requirements.

It is assumed that KVS will take pro-active measures to mobilize all possible resources for preparing the schools for NABET Accreditation. Structural alterations, deployment of manpower and compliance with regulatory requirements are going to be time consuming. KVS shall have to accord high priority to comply with these requirements to meet the time limit.

Two handwritten signatures in black ink are located at the bottom center of the page. The signature on the left is a stylized, cursive 'JK'. The signature on the right is more complex, appearing to be 'K. J. Singh' with a long horizontal line underneath.

Proposal for Accreditation of Kendriya Vidyalaya Annanagar

Introduction

The Accreditation Standard for Quality School Governance developed by Q.C.I. provides a framework to plan, establish, operate, monitor, and improve educational services of a school. It provides for effective management and delivery of holistic education program aimed at overall development of the students.

Kendriya Vidyalaya Sangathan has now decided to implement this standard at Kendriya Vidyalaya Annanagar as a pilot project. The National Board for Quality Promotion (NBQP) of Q.C.I. has been requested to extend support to implementation process and help the said school achieve accreditation. This proposal provides the methodology and cost implications of the project.

Scope of Services

To provide assistance to the **Kendriya Vidyalaya Annanagar** in preparing for accreditation and thereafter go for accreditation.

Methodology

The activities will be conducted in 4 phases –

Phase –I	Initial awareness program and Gap Analysis
Phase – II	System development including documentation
Phase –III	System implementation including self assessment
Phase –IV	Help towards assessment for seeking accreditation

Details of phase wise activities are provided below –

Phase –I: Initial Awareness program and Gap Analysis

- A** A one day initial awareness program for Principal and senior school staff (teachers and support staff) will be conducted by QCI.

The target audience for this program will be:

- a) Principal
- b) School teachers
- c) School support staff

The objective of the program will be to make the participants aware of the requirements of the standard. The participants for the programme will be selected by the Principal through discussion with QCI team.

After the programme a small implementation team has to be formed whose responsibility will be to ensure the implementation process along with QCI team. It is necessary that Principal is included in the team and the other members will be decided through discussion with QCI.

- B** The QCI team will then conduct a gap analysis of the school with respect to:
- a) the areas that need upgradation to fulfill the requirements of the standard.
 - b) the Gap analysis will also focus on regulatory and statutory requirement with specific reference to
 - i) infrastructure
 - buildings
 - physical facilities



- health, safety and sanitation
 - recreational facilities
 - transport
 - illumination, ventilation, cleanliness
- ii) manpower
- teachers
 - support staff
 - outsourced staff
- iii) equipments
- laboratories
 - library
 - music, computer, maths
 - sports

The implementation team will be involved in the gap analysis also. At the end of Gap analysis the school will be provided with a list of immediate action items. The school has to prepare an action plan to address the gaps identified. It is important that actions are taken within a specified time as the gaps identified will have linkages with the accreditation requirements.

Two handwritten signatures in black ink are located at the bottom left of the page. The first signature is a stylized, cursive mark, and the second is a more complex, flowing signature.

Phase II: System Development including documentation

QCI team will develop the necessary documentation as required by the standard. The documents will include accreditation manual and necessary processes and records. The school implementation team will work along with QCI.

A set of guidelines will be developed by QCI to enable the school to develop necessary documentation and records. Practice sessions will be held by QCI experts to make the school personnel familiar with the use of documents and creation of records. QCI's effort will be to create the requisite expertise in-house so that after some time necessary amendments and improvements are made without any external support.

It shall be ensured that documentation is kept at minimum and developed in a user friendly format. Workshop oriented briefings on documentation will be conducted to help the Kendriya Vidyalaya personnel understand the need and kind of documentation to be developed and maintained.

Phase III: System Implementation including self assessment

QCI expert will provide guidance to the school personnel in implementing the standard and the documentation to be generated, which provide the evidence of implementation.

The documentation will include the manual and records including:

- a) Mission and Vision statement
- b) Quality objectives
- c) Roles and responsibilities
- d) Financial records

- e) Staff(including teachers) records
- f) Curriculum records
- g) School performance records including examination
- h) Extra curricular records
- i) Attendance records
- j) Health and safety records
- k) System related records like monitoring, management review records etc.
- l) Relevant statutory and regulatory records; and
- m) Mandatory procedures of standard as well as school's existing procedures

This is only an indicative list. Details would be prepared during implementation of the project.

A 2 days training will be organized on self assessment to equip the participants with the skill to conduct self assessment of the implemented system. The training will include the following topics:

- i) need and importance of self assessment
- ii) elements of self assessment
- iii) procedure for self assessment
- iv) roles and responsibilities of assessment
- v) reporting the findings
- vi) corrective and preventive actions
- vii) final closure

The school shall carry out self assessment against the standard under the guidance of QCI expert.

Corrective actions in terms will be taken to fill the gaps as found out through self assessment. The corrective actions will include measures like record generation,



work place improvement, resource requirements, delivery improvement, trainings requirements and such.

If necessary few more rounds of self assessment will be conducted by the school to ensure that all requirements of the standard are in place.

The school will then conduct management review under the guidance of QCI expert.

A final review of the implementation of the school will be conducted along with the QCI experts.

Phase IV: Help towards assessment for seeking accreditation

The school shall be guided to apply for accreditation to National Accredited Board for Education and Training (NABET). The minimum requirements for accreditation will be:

- i) fulfillment of all statutory and regulatory requirements
- ii) fulfillment of Kendriya Vidyalayas Sangathan requirements
- iii) fulfillment of the requirements of QCI Accreditation Standard for Quality School Governance.

QCI expert will provide requisite assistance to the Kendriya Vidyalaya.

Cost involved

1. The Professional fee for assisting one Kendriya Vidyalaya will be Rs. 2,40,000/- (Rupees Two lakhs Forty Thousands only).
2. This fee includes the cost of facilitation/ assistance and training and accreditation fees for the first year.
3. The National Board for Quality Promotion will bear 50% of the above cost. The final cost of this project will be therefore Rs. 1,20,000/- (Rupees one lakh twenty thousand only).
4. This does not include any outstation cost like; travel, boarding/lodging etc., if required

Fee Breakup

S.no.	Activity	Fee (in Rs.)
-------	----------	--------------

A. Implementation of Accreditation Standard

1.	One day Workshop (one nos.) for Principals and coordinators	Rs. 15,000/-
2.	Gap Analysis 4 days (2 X 2 Counsellors)	Rs. 20,000/-
3.	System development (7-8 days X 1 Counsellor)	Rs. 40,000/-
4.	System implementation (7-8 days X 1 Counsellor)	Rs. 40,000/-
5.	Self Assessment Workshop for 2 days	Rs. 20,000/-
6.	Self assessment (internal) for 4 days	Rs. 20,000/-
7.	Guidance on accreditation and closing of gaps (2-4 days)	Rs. 20,000/-
Total Cost		Rs. 1,75,000/-



B. Accreditation Fees

1.	Application (one time)	Rs. 20,000/-
2.	Annual Fees (1 year)	Rs. 45,000/-
	Total Cost	Rs. 65,000/-
	Grand Total Cost (A + B)	Rs. 2,40,000/-

Terms of Payment:

- The **I installment** to be disbursed as 25% of the cost (i.e. Rs. 30,000/-) at the time of signing the M.O.U..
- The **II installment** to be disbursed as 25% (i.e. Rs. 30,000/-) of the cost on completion of 3 months.
- The **III installment** to be disbursed as 25% (i.e. Rs. 30,000/-) of the cost on completion of 5 months.
- The **IV and final installment** to be disbursed as 25% (i.e. Rs. 30,000/-) of the cost after completion of self assessment.

The total cost includes Professional fees, Administrative Charges and applicable taxes.

(DD/cheque should be drawn in favour of Q.C.I.)

Time period

It is estimated that the project will take about 6-9 months for implementation of the standard till accreditation.

However this time will depend on the volume of work required to be undertaken to up-grade infrastructure to fulfill regulatory and statutory requirements (as identified during gap analysis).

