

3.1.1.1: Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)	Nature of Grant	2021-22	2020-21	2019-20	2018-19	2017-18	Sanctioned project Year & Amount
Non Government Grant							
Sewa International	Research Project	11,52,845					Year 2021-22 Rs. 11,52,845/-
Universidad Politecnica De Cartagena	Erasmus Plus Capacity Building Project (The grant is in Euro, converted in Indian Rupees)	4,91,470.88		9,18,421.42			Year 2019-20 Rs.36,00,000/-
BSE Project_IPF Fund	Research Project					1,07,672	Year 2017-18 Rs.107672/-
Government Grant							
CDMPS Ministry of Corporate Affairs Research Project A/c	Funded Research under Plan Scheme of Corporate Data Management			66,000	1,32,000	1,32,000	Year 2017-18 Rs.330000 /-
Ministry of HRD, Indian Council of Social Science research Project	Minor Research Project				2,10,000		Year 2017-18 Rs.350000/- & Year 2019-20 Rs. 6,00,000/-
	Grant For organising National Seminar	1,80,000					
	Impress Project		3,80,000				
		18,24,316	3,80,000	9,84,421	3,42,000	2,39,672	



Revathy Vishwanath
Assistant Director
RP Division Incharge
Tel #011-26716690
E-mail: rpicsr@gmail.com/rpr@icssr.org

Indian Council of Social Science Research
(Ministry of Human Resource Development)
JNU Institutional Area, Aruna Asaf Ali Marg
New Delhi - 110067
Website: www.icssr.org

SANCTION ORDER

F.No. 02/ 195/2017-18/RP /Minor

Dated: 10-1-2018

The Registrar
Indian Institute of Technology, Bombay
Powai, Mumbai-400 076

Subject: Sanction of Minor Research Project entitled "Does National Mission on Empowerment of Women Promote Social Entrepreneurship" to Dr.Nisha Pandey

Dear Sir,

1. The Indian Council of Social Science Research (ICSSR) considered the above research project submitted by Dr.Nisha Pandey, Associate Professor, Indian Institute of Technology, Bombay, Mumbai. Co-Project Directors of the study are: Dr. D. Parthasarthy, IIT, Bombay & Prof. Varadraj Bapat, IIT Bombay.
2. The study, as proposed by the researcher, is to be located at and financially administered by your institution as per the guidelines of this award.
3. The ICSSR has sanctioned a grant-in-aid of Rs.03,50,000/- (Rupees Three lakhs Fifty Thousand only) for the above research project and the grant will be released as follows:

First instalment:	Rs. 70,000/-
Second instalment:	Rs.1,40,000/-
Third instalment:	Rs. 1,22,500/-
Publication cost*:	Rs. 17,500/-
Total:	Rs.3,50,000/-
Overhead charges @ 5% over and above : Rs. 17,500/-**	

* ICSSR would publish it subject to recommendation by the expert and relevant Committees for the purpose, from the overall budget, so to be retained by the ICSSR .

**will be released on successful completion of project after evaluation.

(The break-up budget approved by the ICSSR of Rs.3,50,000/- is enclosed.)

4. The First installment of the approved grant-in-aid will be released after receiving the grant-in-aid bill duly filled in, stamped and signed by the Project Director as well as the affiliating organization. (GIB already received).

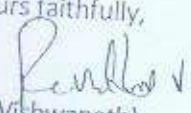
Revathy

5. In case, the study involves survey research, the finalized schedules/questionnaires (2 copies) designed to elicit information should be sent to the ICSSR as per the following schedule:
- a. If the schedule /questionnaire for eliciting information is as per standard questionnaire, these will have to be sent to ICSSR immediately,
 - b. If the schedule /questionnaire for eliciting information are to be designed afresh keeping in view the requirements of the project, these will have to be sent to the ICSSR within a period of six months in any case.
6. The Second instalment will be released after receiving a satisfactory six monthly progress report along with a simple statement of account of the account for the first instalment.
7. The Third instalment will be released after receiving the Final Report (two hard copies plus one soft in CD or pen-drive) along with the brief summary (ten copies) and Research Paper (one). released on the receipt of: (a) Satisfactory book length of the Final Report in the publishable form (minimum 100 pages); (b) Statement of accounts with Utilization Certificate in GFR of 19A form for the entire project amount duly signed by the Finance Officer/Registrar/Principal/Director of the affiliating institution (c) A certificate of statement of assets and books purchased out of the project fund issued by the affiliating institution.
8. The scholar should acknowledge support of ICSSR that the project has been sponsored by the ICSSR, in all publications resulting from the project output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the ICSSR during its course and after completion.
9. The University/Institution of affiliation will provide to the scholar office accommodation including furniture, library and research facilities and messengerial services. For this, the ICSSR shall pay to the University/Institution of affiliation overhead charges @ 5% of the total expenditure incurred on the project only after successful completion of the project.
10. [The Contingency Grant may be utilized for research and office assistance, books, stationary, computer cost, research assistance and the field work expenses of Project Director, Co-Project Directors and research personnel connected with the research work.]
11. The overhead charges to the affiliating institution @ 5% in the case of Minor Projects will be released only after successful completion of the project after evaluation. The accounts and the Utilization Certificate will be signed by the Finance Officer/Registrar/Principal/Director in the case of accounts of the institution are audited by CAG/AG. Otherwise, they need to be signed by the Finance Officer and the Chartered Account.
12. The Director of the research project will be Dr.Nisha Pandey, who will be responsible for its completion within 12 Months from the date of commencement of the project, which is 01/02/2018, as intimated by the scholar.

Pant ✓

13. In case, the Project Director does not submit the periodic / final project report as per schedule with adequate justification, the scholar may be debarred from availing all future financial assistance from ICSSR.
14. All grants from ICSSR are subject to the general provision of GFR 2005 and in particular with reference to the provision contained in GFR 209, GFR 210, GFR 211 and GFR 212.
15. The Project Director will ensure that the expenditure incurred by him conforms to the approved budget heads. The grant-in-aid is subject to all the conditions laid down in the ICSSR Research Projects scheme (Major and Minor Research Projects) available in the ICSSR website www.icssr.org.
16. The expenditure on this account is debatable to the Budget Head-B Programmes Research Grants-Plan General, (09) Grant-in-aid for research project (s).
17. As per MHRD instruction, the amount of grant sanctioned herein is to be utilized by the end of the project duration. Any amount of the grant remaining unspent shall be refunded to the ICSSR immediately after the expiry of the duration of the project. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned/or fails to submit the audited statement of expenditure within the stipulated period, the grantee will be required to refund the amount of the grant with interest thereon @ 10% per annum.

Yours faithfully,


(Revathy Vishwanath)
For MEMBER-SECRETARY

Encl: as above.

Copy to:

1. Dr. Nisha Pandey,
Associate Professor, & Chairperson Entrepreneurship Cell
Vivekanand Education Society Institute of Management
Chembur, Mumbai
2. Dr. D. Parthasarthy
Seminar Hall, Department of HSS
IIT Bombay, Powai, Mumbai
3. Prof. Varadaraj Bapat
SJM School of Management
Indian Institute of Technology
Bombay
4. Finance Branch, ICSSR, New Delhi
5. Record file


(Revathy Vishwanath)
For MEMBER-SECRETARY

THE STOCK EXCHANGE INVESTORS' PROTECTION FUND

BSE Limited, 25th Floor, P. J. Towers, Dalal Street, Fort, Mumbai - 400 001, India
Tel : +91-22-2272 8188 / 8150 • www.bseindia.com



To,
Vivekanand Education Society's Institute of Management Studies and Research
Chembur, Mumbai

October 12, 2017

Sub: Confirmation of Research Project titled 'Study of Retail Investors perception on Non-Financial information' for 2017-18 for a sum of Rs 4 Lakh plus applicable Taxes to Dr Hema Santhanam (affiliated with SIMSR & currently affiliated with VESIM).

Dear Sir,

BSE Investors Protection Fund (BSE IPF) is responsible for creating Capital markets related awareness among the investor community in India. As part of its various initiatives, BSE IPF rewards independent research projects to academicians to study the role of Capital markets in India and the role of stock exchanges in facilitating financial inclusion.

In this regard, the Trustees of Stock Exchange Investors Protection Fund have agreed to allocate a Research Project titled 'Study of Retail Investors perception on Non-Financial information' to Dr Hema Santhanam (affiliated with SIMSR & currently affiliated with VESIM) for the year 2017-18 for a sum of Rs 4 Lakh plus applicable Taxes. Out of which, Rs 2 Lakh has been paid as advance and the balance will be paid after the completion of the project.

Best regards,

C. Vasudevan
Head - BSE IPF



No. 2/1/CDMPS/2016- R&A
Government of India
Ministry of Corporate Affairs

8th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi. 110003.
Dated: 24th July, 2017

To

The Pay & Accounts Officer,
Ministry of Corporate Affairs,
Paryavaran Bhavan,
CGO Complex, New Delhi.

Subject: Release of funds under Plan Scheme of Corporate Data Management (CDM) to Vivekanand Education Society Institute of Management Studies & Research, Chembur, Mumbai for research proposal "Impact Assessment of CSR disclosure on Corporate Governance Mechanism".

The undersigned is directed to convey the sanction of the President for release of 1st Instalment of Rs. 1,32,000/- (One Lakh Thirty Two Thousand only) 40% of the Total amount of Rs. 3,30,000 (Rupees Three Lakh Thirty Thousand Only) to Vivekanand Education Society Institute of Management Studies & Research, Chembur, Mumbai regarding research proposal "Impact Assessment of CSR disclosure on Corporate Governance Mechanism" for Funding Research and Studies Workshops and Conference etc." Under the component of the Central Sector Plan Scheme "Corporate Data Management (CDM) "Financial Year 2017-18".

2. The expenditure will be debited to the following head of account of the Ministry of Corporate Affairs and will be met from the sanctioned grant of the financial year 2017-18:

Demand No. 17 Object Head	Plan (Code)	Subject
Major Head	3451	Secretarial Economic Services
Sub Major Head	00	
Minor Head	090	Secretarial
Sub-Head	05	Ministry of Corporate Affairs
Detailed Head	13	Corporate Data Management (CDM)
Object Head	50	Other Charges
	(Complete Head – 345100090051350)	

3. This payment is being released subject to the condition that the provisions for these are part of the approved Scheme of the CDM for the year 2017-18 as approved by the Ministry.

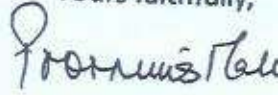
4. The Pay & Accounts Officer, Ministry of Corporate Affairs, Paryavaran Bhavan, CGO Complex, New Delhi is requested that the 1st Instalment of Rs. 1,32,000/- (One Lakh Thirty Two Thousand only) 40% of the Total amount of Rs. 3,30,000 (Rupees Three Lakh Thirty Thousand Only) may be credited into the account of Vivekanand Education Society Institute of Management Studies & Research, Chembur, Mumbai A photocopy of note sheet wherein approval of JS & FA was obtained is also enclosed.

Cond.....2/-

5. This issues with the approval of JS & FA vide their Dy. No. 1698/JS&FA dated 07.07.2017.

Encl: As above.

Yours faithfully,



(Poornima Malik)

Under Secretary to the Government of India

Tel. No. 23389622.

Copy to:

1. Office of the Principal Director of Audit, Economic and Services Ministries, AGCR Building, I.P. Estate, New Delhi – 110 002.
2. Dr. (Mrs.) H. Santhanam, adjunct Professor (Statistics and Research) Vivekanand Education Society Institute of Management Studies & Research, Chembur, Mumbai vide their e-mail dated: 19th April, 2017.
3. PSO to Secretary, MCA.
4. PS to E.A.
5. ✓ Cash Section/Budget Section, MCA, New Delhi.
6. IFD, MCA New Delhi.
7. Spare copies.



INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
(Ministry of Human Resource Development)
Post Box No. 10528, Aruna Asaf Ali Marg,
New Delhi-110067
Fax: 91-11-26712832

F.No.NS04/062/NIS/2021-22

Dated: 28.02.2022

The Director
Vivekanand Education Society
Institute of Management Studies and Research (VESIMSR)
Hashu Advani Memorial Complex,
Collectors Colony, Wadivali Village
Chembur East, Mumbai
Maharashtra-400074

Sanction Order

Subject: Sanction of Rs. 2,50,000 for organizing an national seminar on " **Disaster Management: with Focus on Disaster Mitigation, Long Term Rehabilitation, Resilience and Climate Change**".

Dear Sir,

Sanction of the Council is hereby accorded for the payment of Rs. 2, 50,000/- (Rupees two lakh fifty thousand only) to meet the expenditure on the above mentioned seminar organized by Dr. Disha Jagdish Shah to be held during 24-26 March, 2022.

The sanctioned amount will be released in two instalment as follows:

First instalment	Rs.	1,87,500/-
Second instalment	Rs.	62,500/-
Total	Rs.	2,50,000/-

The first instalment of Rs. 1,87,500/- will be released on receipt of the grant-in-aid bill & PFMS Form (copy enclosed) duly signed and stamped by the Competent Authority of the Institution/University/College.

The second instalment of Rs. 62,500/- will be released on receipt of the following documents that may please be submitted within two months after holding the seminar:

- I. Two complete sets of Reports (hard bound copies) of the seminar/Conference that should necessarily constitute of the following:**
- The List of the Actual Participants of the seminar.
 - The exact titles & presenters of each of the session.
 - 2-3 paragraphs write-up on seminar topic.
 - Proceedings of Seminar.
 - A note on the contribution of the seminar to the existing body of research.
- II.** The audited head-wise statement of accounts and utilization certificate in GFR (form 12A) (copy enclosed) for the entire expenditure incurred from the sanctioned amount. Both these needs to be duly certified by the Convener, Registrar/Principal, and the Finance Officer in case of the Central University or the Chartered Accountant in case of other institutions.

Kindly ensure that the Utilization Certificate and the Statement of Expenditure must be duly verified and properly stamped by the Principal/Registrar/Head of the Institution and the Finance Officer/Chartered Accountant as the case may be.

The above documents are mandatory requirement to settle the account and enable us to release the final installment.

The following are the other conditions that shall be complied with:

- The financial assistance should be utilized for the purpose for which it has been sanctioned.
- A part of the assistance is to be utilized for publication of the proceedings of the seminar
- On International travel (not more than 25% of the total budget) is to be allocated.
- Obtaining MEA Clearance wherever necessary is the responsibility of the organizers
- The amount sanctioned herein is to be utilized on the proposed conference only within the stipulated period.
- Any amount of the assistance remaining unspent during the current financial year shall be refunded to the ICSSR immediately after completion of the seminar/conference. If the organization do not refund the amount in time, it will be required to refund the amount of the grant with interest thereon @ 10% per annum from the date of release of grant from ICSSR.
- As per the directives from the Government of India, all the payment are to be made by e-payments only. Kindly furnish the information in the PFMS form duly verified by the administrative head of the Institution/University & College after ensuring that the account has been linked with the ICSSR.

The expenditure will be debited to the budget head
"General (OH31) NIS- (International Seminars)".



(Mahesh P. Madhukar)
Deputy Director (NIS)
For Member Secretary

Copy for information and necessary action to:

Dr.Disha Jagdish Shah
Vivekanand Education Society
Institute of Management studies and Research
(VESIMSR)
Hashu Advani Memorial Complex,
Collectors Colony, Wadivali Village
Chembur East, Mumbai
Maharashtra -400074



Dr. Abhishek Tandon
Deputy Director (Research)
IMPRESS

☎ 26741840

E-mail: impress201819@gmail.com

Indian Council of Social Science Research
(Ministry of Human Resource Development)
Aruna Asaf Ali Marg, New Delhi - 110067
PABX: 26741849-51 Fax: 91-11-26741936
E-mail: info@icssr.org Website: www.icssr.org

File No. IMPRESS/P1705 /2018-19/ICSSR

Dated: 8th July, 2019

Subject: Award Letter of IMPRESS Project

Dear Dr. Nisha Pandey,

Please refer to your project grant under the IMPRESS Scheme:

Title: "SKILL PROMOTION AND SUSTAINABLE DEVELOPMENT: WOMAN'S ROLE IN RURAL TRANSFORMATION"

Budget Approved: Rs.600000 /- plus overhead charges @5% or maximum of Rs. 100,00/- whichever is less for the study including publication.

First Instalment: 40% of the awarded grant, detailed Budget in break-up will be sent along with the sanction order.

The above has been approved by the Competent Authority on the recommendations of the Steering Committee.

You are requested to commence the study immediately. You are required to give an undertaking on a non-judicial stamp paper of Rs. 100/- (copy enclosed), and send us the grant-in-aid bill (copy enclosed) of 40% of the awarded grant. All Payments and Transfers are to be done through EAT module hence the institution has to open a dedicated account for all IMPRESS Receipts (Projects and Seminars)

You are once again required to go through the eligibility criteria in the guidelines and make sure you fulfil them in all respect both in case of individual and institution. In case you have awarded a project under IMPRESS and sanction letter for the same has been issued you are requested to continue with earlier sanction and inform accordingly. This award in that case will not stand operational. In case you have already been awarded a project and sanction letter has not been issued you may make an option between the two awards and inform us clearly which project you would like to start. If there is any change in terms of original proposal you need to clarify and take approval from ICSSR in the beginning itself.

Kindly send us all the desired documents (**attached herewith**) to the undersigned within **seven days** to enable us to issue the formal sanction order as per the checklist enclosed.

With best regards,

Yours sincerely,

(Abhishek Tandon)

Dr. Nisha Pandey
Associate Professor, Economic and Entrepreneurship,
VES Institute of Management, Chembur, Mumbai

RESEARCH PROJECT CONTRACT

Sewa International, Inc. USA and Vivekanand Education Society institute of Management Studies & Research

This is the Contract document for the Impact study to be conducted in India governed by MoU signed between

Between: **Sewa International, Inc. USA**

(Hereinafter referred to as 'SI USA')

And: **VIVEKANAND EDUCATION SOCIETY INSTITUTE OF MANAGEMENT STUDIES & RESEARCH**

Address: Hashu Advani Memorial Complex, 495/497, Collector's Colony, Chembur, Mumbai - 400 074.

PAN:

GST No:

(Hereinafter referred to as "VESIM")

Hereafter referred to as the 'parties.

Whereas **SI USA** proposes to enter into agreement with **VESIM** as Partner for taking up **RESEARCH PROJECT** on '**Sewa International Intervention Impact Study**'. This study will be conducted in a phase wise. Following are General guidelines to be followed.

This letter is a legally binding donation agreement ("Agreement"). It will be effective upon our receipt of this Agreement, signed by the authorized representatives of the Research Partners. Please read the terms and conditions of this Agreement very carefully, including the reporting requirements. Whereas SI USA proposes to enter into agreement with **VESIM** as Partner for taking up RESEARCH PROJECT. This study will be conducted in Phase wise. Both the parties will follow guidelines given in **APPENDIX B**

- i) **DISCLOSURE OF CONFIDENTIAL INFORMATION**-From time to time, the Disclosing Party may disclose Confidential Information to the Receiving Party. The Receiving Party will: (a) limit access to any Confidential Information to its

SI USA and VESIM -SIIS/ dated 19th July 2021

employees, consultants, agents or representatives (collectively “Representatives”) who have a need to know such Confidential Information in connection with the current relationship between the parties to which this Agreement relates.

ii) **EFFECTIVE DATES AND AMENDMENTS**-This MoU shall take effect upon signing by both Parties and shall remain in effect for a duration of research project from that date unless earlier terminated. Neither party may assign or transfer all or any portion of this MoU without the prior written consent of the other party. The MoU may be renewed at the end of this period by mutual written agreement by both Parties. The provisions of this MoU may only be amended or waived by mutual written agreement by both Parties. Any Party may terminate this MoU at any time and for any reason by giving thirty (30) days prior written notice to the other Party; provided, however, that in the event either party fails to perform any of its obligations under this MoU shall have the right to terminate this MoU and any related contract/agreement immediately upon written notice. The individuals signing this MoU on behalf of their respective entities represent and warrant (without personal liability therefore) that upon the signature of each, this MoU shall have been duly executed by the entity each represents.

iii) **ENTIRETY**-This Agreement, embodies the entire and complete understanding and agreement between the Parties and no amendment will be effective unless signed by both Parties. Such signature by both Parties may be made by Email.

1. The Partner having the requisite expertise, in relation to the tasks referred in Terms of Reference (TOR) as attached in Appendix A, agrees to provide professional services and would be working in accordance with quality assurance procedures.
2. The Partner is deemed to have started providing services during the period commencing retrospectively from **3rd May 2021** and the same shall be completed by **30th November 2021 (Completion of Phase I - 31st August 2021 & Completion of Phase II -30th November 2021)** unless terminated earlier in accordance with the provisions of the Collaborating Agreement. The duration of the contract may be extended for further periods on mutual understanding between the parties.
3. In consideration of the Services to be provided by VESIM and SI USA, shall make payments as provided in the Appendix C, Remuneration, within a financial limit of: - INR Rs **9,65,000** will be paid towards the consultations. Above fee is Excluding GST, if any. Statutory deductions, including TDS, as applicable will be made from this payment.

4. Scope of Phase 2 is in discussion for finalisation. (The work w.r.t. Phase -2 Logic model is worked upon by VESIM team)

This contract will be governed by SI USA 's General Terms & Condition for Consultancy Contract as laid down in Appendix.

All communication regarding this contract should be addressed to Dr.Satish Modh, Director VESIM who will manage this contract.

In witness thereof, this contract is signed on 19th July 2021

SI USA and VESIM -SIIS/ dated 19th July 2021

For and on behalf of

VESIM

Sewa International, Inc. USA

Signature:



Date: 17th July 2021

Name: Arun Kankani

Designation: President

Signature:



Date: 19th July 2021

Name: Dr. Satish Modh

Designation: Director, VESIM

SI USA and VESIM -SIIS/ dated 19th July 2021

APPENDIX A- SERVICES TO BE PROVIDED BY THE VESIM (in phases)

VESIM Deliverables for this project are as follows: -

1. Logic Model (Phase-wise)
2. Research Design Planning
3. Preparation of Project Briefing Materials
4. Preparation of Questionnaire
5. Sampling Design
6. Research Methodology and Method vetting
7. Structuring the Data Analysis Design
8. Conducting Mocks and Pilots
9. Quality control on Data Collection
10. Quota Management and Controls
11. Coding and Verbatim analysis.
12. Data Review
13. Data Analysis & Findings
14. Reporting and Publication (Soft Copy)

APPENDIX B: Payment Terms & Special Conditions:

The following are the payment terms & Special conditions:

Payment Schedule

50% -Payment on Agreement Signing (Phase I)

50 % on Completion of Research project (Phase I)

APPENDIX C -Proposed Budget
Phase I Budget

Budget for SIIS (Phase -I) (Completion date-31st July 2021)			
S.N.	Deliverables	Amount Incurred in Percentage	Amount
1	Logic Model (Phase-wise)	10%	96500
2	Research Design Planning	10%	96500
3	Preparation of Project Briefing Materials	5%	48250
4	Preparation of Survey Questionnaire	10%	96500
5	Sampling Design	10%	96500
6	Research Methodology and Method vetting	15%	144750
7	Conducting Mocks and Pilots	5%	48250
8	Quality control on Data Collection	10%	96500
9	Coding and Verbatim analysis	5%	48250
10	Data Review, Analysis & Findings	10%	96500
11	Reporting	10%	96500
	Total Research Grant		965000

Appendix D-This Research project will be taken into Phases

Phase I - Study on Impact of Sewa International Intervention (SIIS) through Oxygen Concentrators Across India

Phase II - Study on Impact of Sewa International Intervention (SIIS) focusing on T-Model (Food and Medication, Oxygen Concentrators, Infrastructure (oxygen plant, emergency wards), information portal, helpdesk, counselling, telehealth, ambulances and cremation, vaccination centres).

APPENDIX E: GENERAL TERMS AND CONDITION FOR RESEARCH CONTRACT as per NDA

NOW IT IS HEREBY AGREED BY AND BETWEEN PARTIES HERETO AS FOLLOWS:

This contract consists of the following NINE ARTICLES and THREE APPENDICES:

ARTICLE I :	Definitions and Interpretations
ARTICLE II :	General Conditions of Agreement
ARTICLE III :	Fee and Accounts
ARTICLE IV :	Invoicing and Payment
ARTICLE V :	Duration of the Contract
ARTICLE VI :	Termination of Services
ARTICLE VII:	Law and Jurisdiction
ARTICLE VIII:	Arbitration
ARTICLE IX :	Miscellaneous

ARTICLE I: DEFINITIONS AND INTERPRETATIONS

DEFINITIONS

The following words and expressions shall have the meanings assigned to them except where the context otherwise requires:

AGREEMENT means the Agreement between SI USA and VESIM;

SI USA means the party named in the Agreement i.e. SEWA INTERNATIONAL, INC USA

PARTNER means the party named in the Agreement.

FEE means the Professional charges payable to the Partner by SI USA for professional services rendered.

REIMBURSABLE EXPENSES means actual expenses incurred exclusively and necessarily for performing the services and as agreed to by SI USA.

PROJECT means the project for which the services are to be provided.

SERVICES mean the professional services to be performed by the Partner in accordance with the APPENDIX A of the Agreement.

Force Majeure shall mean war, civil commotion, fire, flood, riots, all natural calamities, action by any government or any event beyond the reasonable control of the party affected.

SI USA and VESIM -SIIS/ dated 19th July 2021

INTERPRETATIONS

The headings in the Agreement shall not be used in its interpretation.

The singular includes the plural, the masculine includes the feminine, and vice versa, where the context so requires.

ARTICLE II: GENERAL CONDITIONS OF AGREEMENT

1. Both parties hereby declare that they are fully empowered, authorised and competent to execute this agreement.
2. The Partner shall in spirit and action perform the services detailed in **APPENDIX A** hereto for or on behalf of SI USA, while ensuring that the services performed by them is effective and efficient in true spirit ..
3. The Partner shall ensure that the services rendered are strictly in accordance with the standard prescribed in terms of the agreement entered into between SI USA and VESIM.
4. The VESIM shall regularly apprise SI USA with respect to the progress of the services rendered and shall carry out such modifications as may be instructed by SI USA from time to time.
5. The Partner shall be responsible for all acts of omission and commission of persons engaged by the Partner whether or not in the course of performing the services and for the health safety and security of such persons and their property.
6. The terms/conditions/scope of this contract shall not be varied/altered/modified until and unless mutually agreed by and between VESIM and the SI USA, and such modification shall be reduced to writing in the form of an amended contract.
7. Unless otherwise specified in the agreement between SI USA and VESIM shall retain copyright of all documents prepared by the Partner in relation to the services rendered. Research
8. VESIM shall not during or after the termination of the contract disclose to any third party any information arising from the contract, other than in the proper performance of their duties, except with the prior written permission of SI USA. VESIM AND SI USA will be signing a Non-Disclosure Agreement (NDA) .
9. SI USA shall provide all the necessary information essential to the Partner for proper and effective performance of the obligation of the Partner in terms of this agreement.

SI USA and VESIM -SIIS/ dated 19th July 2021

10. SI USA shall make available to the Partner for the purposes of services to be rendered by the Partner, if required, the equipment and facilities described in the **APPENDIX A**.

12 In case of Modification of goals and objectives of study, VESIM has right to modify the agreed amount to the actuals.

ARTICLE III: FEE AND ACCOUNTS

1. SI USA shall pay to the Partner as fee for the services to be provided as per **APPENDIX B** to this agreement.

2. The Partner shall be entitled to be reimbursed expenses incurred exclusively and necessarily for performing services contained **Appendix A**

3 Both the parties will mutually decide the completion percentage of the research project.

ARTICLE IV: INVOICING AND PAYMENT

The Partner needs to raise the Invoice and send the scanned copy duly signed of the same. The payment will be done **within 3 working days after sending the invoice**.

ARTICLE V: DURATION OF THE CONTRACT

1. The consultancy is deemed to commence on the date specified earlier.

2. Notwithstanding the above, the period of due performance of the obligation of the Partner may be extended by VESIM and SI USA if the delay is caused due to the lack of finances, delay in instructions, act of God or *Force Majeure*.

ARTICLE VI: TERMINATION OF SERVICES

1. VESIM and SI USA may terminate this agreement by giving notice in writing, of at least 15 (Fifteen) Days to the Partner. The fee and accounts of the Partner shall be computed up to the date of termination.

ARTICLE VII: LAW AND JURISDICTION

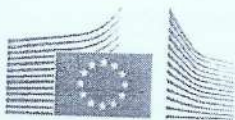
1. This Agreement shall be governed by and construed in accordance with Indian Law.

ARTICLE VIII: MISCELLANEOUS:

1. This agreement shall not be modified or varied nor its provisions waived otherwise than in writing duly signed by both the parties hereto.

SI USA and VESIM -SIIS/ dated 19th July 2021

2. This agreement represents an integrated agreement between the parties hereto and supersedes all prior negotiations representations or agreements either oral or written.
3. The privity of the contracts in terms of this agreement shall be between VESIM and SI USA.



Education, Audiovisual and Culture Executive Agency

Unit A4 – Erasmus+ Capacity Building in the field of Higher Education

**GRANT AGREEMENT FOR AN ACTION WITH MULTIPLE BENEFICIARIES
UNDER "ERASMUS+ CAPACITY BUILDING IN THE FIELD OF HIGHER EDUCATION"**

AGREEMENT NUMBER 2019 - 2095 / 001 - 001

Project reference number 610303-EPP-1-2019-1-ES-EPPKA2-CBHE-JP

This Agreement ('the Agreement') is concluded between the following parties:

on the one part,

The, **Education, Audiovisual and Culture Executive Agency** (hereinafter referred to as "the Agency"), acting under powers delegated by the European Commission (hereinafter referred to as "the Commission") represented for the purposes of signature of this Agreement by Mr Ralf Rahders Head of Unit Erasmus+: Higher Education - International Capacity Building,

and

on the other part,

'the coordinator'

UNIVERSIDAD POLITECNICA DE CARTAGENA
PLAZA DEL CRONISTA ISIDORO VALVERDE EDIFICIO LA MILAGROSA, ,
ES- 30202 CARTAGENA

represented for the purposes of signature of the Agreement by **Alejandro DIAZ MORCILLO**

and the other beneficiaries listed in Annex IV and duly represented for the signature of the Agreement by the coordinator by virtue of the mandates included in Annex IV.

Unless otherwise specified, references to 'beneficiary' and 'beneficiaries' include the coordinator.

Whereas the Commission has taken a decision n° C(2013)8550 of 04/12/2013 as amended by decision n° C(2016)5719 of 13/09/2016 and n° C(2014)6158 of 03/09/2014 as amended by decision n° C(2016)5753 of 13/09/2016 authorizing the use of lump sums, reimbursement on the basis of unit costs and flat-rate under the Erasmus+ Programme;

The parties referred to above

HAVE AGREED

to the Special Conditions ('the Special Conditions') and the following Annexes:

- | | |
|------------|---|
| Annex I | Description of the action |
| Annex II | General Conditions ('the General Conditions') |
| Annex III | Estimated budget of the action |
| Annex IV | List of beneficiaries (and affiliated entities if applicable) and Mandates provided to the coordinator by the other beneficiaries |
| Annex V | Model technical report |
| Annex VI | Model financial statements |
| Annex VII | Model terms of reference for the certificate on the financial statements ¹ |
| Annex VIII | Model terms of reference for the certificate on the compliance of the cost accounting practices: not applicable |
| Annex IX | Model terms of reference for the operational verification report: not applicable |

which form an integral part of the Agreement.

The provisions in the Special Conditions of the Agreement take precedence over its Annexes.

The provisions in Annex II 'General Conditions' take precedence over the other Annexes.

¹ Report of Factual Findings on the Final Financial Report – Type II



SPECIAL CONDITIONS

ARTICLE I.1 — SUBJECT MATTER OF THE AGREEMENT

The Agency has decided to award a grant under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the *action* entitled **A step forward in the internationalisation of Higher Education Institutions in Nepal and India (InterNepInd)**, as described in Annex I.

By signing the Agreement, the beneficiaries accept the grant and agree to implement the *action*, acting on their own responsibility.

ARTICLE I.2 — ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT

I.2.1 The Agreement enters into force on the date on which the last party signs it.

I.2.2 The action runs as of **15-11-2019** ("the starting date of the action") and ends on **14-11-2021**.

ARTICLE I.3 — MAXIMUM AMOUNT AND FORM OF THE GRANT

I.3.1 The *maximum amount of the grant* is **EUR 513.459,20**.

I.3.2 The grant takes the **form of**:

- (a) the reimbursement of 100% of the eligible costs of the *action* ('reimbursement of eligible costs'), which are:
 - (i) actually incurred ('reimbursement of actual costs') for the following categories of costs: *Equipment costs, Subcontracting costs and Exceptional costs*;
 - (ii) reimbursement of unit costs: not applicable
 - (iii) reimbursement of lump sum costs: not applicable
 - (iv) reimbursement of flat-rate costs: not applicable
 - (v) reimbursement of costs declared on the basis of the beneficiary's usual cost accounting practices: not applicable;
- (b) A unit contribution ('unit contribution') to cover the following categories of eligible costs as indicated in Annex III: *Staff Costs, Travel Costs and Costs of Stay*
- (c) lump sum contribution: not applicable;
- (d) flat-rate contribution: not applicable;
- (e) Financing not linked to costs: not applicable.

Article I.4 — Reporting — Requests for payment and supporting documents

I.4.1 Reporting periods

The *action* is divided into the following *reporting periods*:

- Reporting period 1: from month 1 to month 12;



- Reporting period 2: from month 1 to the last month of the action.

I.4.2 Request for second pre-financing payment and supporting documents

The coordinator must submit a request for second pre-financing payment within 3 months following the end of the first reporting period.

The request must be accompanied by a statement on the amount of the previous pre-financing instalment used to cover costs of the action ('statement on the use of the previous pre-financing instalment'). The statement must be drawn up in accordance with Annex V.

The progress report on the implementation of the action ('technical report on progress') must be submitted within 60 calendar days following the end of the first reporting period.

I.4.3 Request[s] for interim payment[s] and supporting documents

Not applicable

I.4.4 Request for payment of the balance and supporting documents

The coordinator must submit a request for payment of the balance within 60 calendar days following the end of the last reporting period.

This request must be accompanied by the following documents:

(a) a final report on implementation of the action ('final technical report'), drawn up in accordance with Annex V, containing:

(i) the information needed to justify the eligible costs declared and the contribution requested on the basis of financing not linked to costs, unit costs and lump sums (where the grant takes the form of the reimbursement of unit or lump sum costs, of financing not linked to costs, or of a unit or lump sum contribution, as provided for in Article I.3.2(a)(ii) and (iii), (b), (c) or (e));

(ii) information on subcontracting as referred to in Article II.11.1(d);

(b) a final financial statement ('final financial statement'). The final financial statement must include a consolidated statement and a breakdown of the amounts claimed by each beneficiary and its affiliated entities.

The final financial statement must be drawn up in accordance with the structure of the estimated budget set out in Annex III and in accordance with Annex VI and detail the amounts for each of the forms of grant set out in Article I.3.2 for the whole implementation period of the action;

(c) a summary financial statement ('summary financial statement').

This statement must include a consolidated financial statement and a breakdown of the amounts declared or requested by each beneficiary and its affiliated entities, aggregating the financial statements already submitted previously.

The summary financial statement must be drawn up in accordance with Annex VI;



a certificate on the financial statements and underlying accounts ('certificate on the financial statements') for each beneficiary and for each affiliated entity. This certificate must be produced by an approved external auditor or, in case of public bodies, by a competent and independent public officer and drawn up in accordance with Annex VII².

The coordinator must certify that the information provided in the request for payment of the balance is full, reliable and true.

The coordinator must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

I.4.5 Information on cumulative expenditure incurred

Not applicable

I.4.6 Currency for requests for payment and financial statements and conversion into euro

Requests for payment and financial statements must be drafted in euros.

Beneficiaries and affiliated entities with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union*, determined over the corresponding reporting period (available at

<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>).

If no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm), determined over the corresponding reporting period.

Beneficiaries and affiliated entities with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

I.4.7 Language of requests for payments, technical reports and financial statements

All requests for payments, technical reports and financial statements must be submitted in English, French or German, preferably in English, indicating the number of the Agreement and the Project reference number.

ARTICLE I.5 — PAYMENTS AND PAYMENT ARRANGEMENTS

I.5.1 Payments to be made

The Agency must make the following payments to the coordinator:

- a first pre-financing payment;
- a second pre-financing payment, on the basis of the request for the second pre-financing payment referred to in Article I.4.2;

² Report of Factual Findings on the Final Financial Report – Type II]



- one payment of the balance, on the basis of the request for payment of the balance referred to in Article I.4.4.

I.5.2 Pre-financing payments

The aim of the pre-financing is to provide the beneficiaries with a float. The pre-financing remains the property of the European Union ('the Union') until it is cleared against interim payments or, if it is not cleared against interim payments, until the payment of the balance.

The Agency must make a first pre-financing payment of 50% of the maximum amount specified in Article I.3.1 to the coordinator within 30 calendar days from the entry into force of the Agreement, except if Article II.24.1 applies.

The Agency must make a second pre-financing payment of 40% of the maximum amount specified in Article I.3.1 to the coordinator within 60 calendar days from when the Agency receives the request for second pre-financing payment referred to in Article I.4.2, except if Article II.24.1 or II.24.2 apply.

The financial guarantee, if applicable, must fulfil the following conditions:

- (a) it is provided by a bank or an approved financial institution or, if requested by the coordinator and accepted by the Agency, by a third party;
- (b) the guarantor stands as first-call guarantor and does not require the Agency to first have recourse against the principal debtor (i.e. the beneficiary concerned); and
- (c) it explicitly remains in force until the pre-financing is cleared against interim payments or payment of the balance by the Agency. If payment of the balance takes the form of a recovery, the financial guarantee must remain in force until three months after the debit note is notified to a beneficiary. The Agency must release the guarantee within the following month.

If the statement on the use of the previous pre-financing instalment submitted in accordance with Article I.4.2 shows that less than 70 % of the previous pre-financing instalment paid has been used to cover costs of the action, the amount of the new pre-financing to be paid must be reduced by the difference between the 70 % ceiling and the amount used.

I.5.3 Interim payment[s]

Not applicable

I.5.4 Payment of the balance

The payment of the balance reimburses or covers the remaining part of the eligible costs and contributions for the implementation of the *action*.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes the form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, the Agency must pay the balance within 60 calendar days from when it receives the documents referred to in Article I.4.4, except if Article II.24.1 or II.24.2 apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.



The Agency determines the amount due as the balance by deducting the total amount of pre-financing and interim payments (if any) already made from the final amount of the grant determined in accordance with Article II.25.

The amount to be paid may, however, be offset, without the beneficiary's consent, against any other amount owed by the beneficiary to the Commission or to an executive agency (under the EU or Euratom budget), up to the maximum contribution indicated for that beneficiary, in the estimated budget in Annex III.

I.5.5 Notification of amounts due

The Agency must send a *formal notification* to the coordinator:

- (a) informing it of the amount due; and
- (b) specifying whether the notification concerns a further pre-financing payment or the payment of the balance.

For the payment of the balance, the Agency must also specify the final amount of the grant determined in accordance with Article II.25.

I.5.6 Interest on late payment

If the Agency does not pay within the time limits for payment, the beneficiaries are entitled to late-payment interest at the rate applied by the European Central Bank for its main refinancing operations in euros ('the reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

Late-payment interest is not due if all beneficiaries are Member States of the Union (including regional and local government authorities and other public bodies acting in the name of and on behalf of the Member State for the purpose of the Agreement).

If the Agency suspends the time limit for payment as provided for in Article II.24.2 or if it suspends an actual payments as provided for in Article II.24.1, these actions may not be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article I.5.8. The Agency does not consider payable interest when determining the final amount of grant within the meaning of Article II.25.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the coordinator only if the coordinator requests it within two months of receiving late payment.

I.5.7 Currency for payments

The Agency must make payments in euros.

I.5.8 Date of payment

Payments by the Agency are considered to have been carried out on the date when they are debited to its account.



I.5.9 Costs of payment transfers

Costs of the payment transfers are borne as follows:

- (a) the Agency and/or the Commission bears the costs of transfer charged by its bank;
- (b) the beneficiary bears the costs of transfer charged by its bank;
- (c) the party causing a repetition of a transfer bears all costs of repeated transfers.

I.5.10 Payments to the coordinator

The Agency must make payments to the coordinator.

Payments to the coordinator discharge the Agency from its payment obligation.

ARTICLE I.6 — BANK ACCOUNT FOR PAYMENTS

All payments must be made to the coordinator's bank account as indicated below:

Name of bank: **BANCO SANTANDER, S.A.**

Address of branch: **21, AIRE,**

ES - CARTAGENA

Precise denomination of the account holder: **UNIVERSIDAD POLITECNICA DECARTAGENA**

Full account number (including bank codes): **IBAN _ONLY**

IBAN code: **ES8200496661122816119628**

ARTICLE I.7 — DATA CONTROLLER, COMMUNICATION DETAILS OF THE PARTIES

I.7.1 Data controller

The entity acting as a data controller as provided for in Article II.7 is the Director of the Agency.

I.7.2 Communication details of the Agency

Any communication addressed to the Agency must be sent to the following address:

Education, Audiovisual and Culture Executive Agency

Mr Ralf Rahders

Unit A4 - Erasmus+: Higher Education - International Capacity Building

Office: J-59 04/ 033

1, Avenue du Bourget

BE-1049 Brussels

Any communication addressed by e-mail to the Agency shall be sent to the functional mailbox (EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu) AND to the Project Officer in charge.

I.7.3 Communication details of the beneficiaries

Any communication from the Agency to the beneficiaries must be sent to the following address:





Mrs. Pratibha Waman <pratibha.waman@ves.ac.in>

wd: [E+ KA2 InterNepInd]: getting ready to start!

4 messages

Dr Shalini Bariar <shalini.bariar@ves.ac.in>
To: "Mrs. Pratibha Waman" <pratibha.waman@ves.ac.in>
Cc: Satish Modh <satish.modh@ves.ac.in>

Wed, Nov 6, 2019 at 12:30 PM

Dear Pratibha Mam,

With Reference to the above email , and the European funded Project, Please open a separate bank account for **International cell Projects**.

Thanks and Regards,

Shalini Bariar, Ph. D
Associate Professor &
Associate Dean- International Relations

VESIM Business School
Vivekanand Educational Society
Hashu Advani Memorial Complex, Collectors Colony,
Wadivali Village, Chembur East,
Mumbai – 400074
Email: shalini.bariar@ves.ac.in ;
Landline : +91-22- 67893000
Website : <http://www.vesim.ves.ac.in/>

Mobile Number : +91 7506181426
+ 91 7304584683



----- Forwarded message -----

From: **SÁNCHEZ REPARAZ, MAITE** <maite.sanchez@upct.es>
Date: Tue, Oct 22, 2019 at 6:00 PM
Subject: [E+ KA2 InterNepInd]: getting ready to start!
To: moliveira@ua.pt <moliveira@ua.pt>, persi.engineer@scet.ac.in <persi.engineer@scet.ac.in>, principal@nmrec.edu.in <principal@nmrec.edu.in>, shalini.bariar@ves.ac.in <shalini.bariar@ves.ac.in>, ddevangg@gmail.com <ddevangg@gmail.com>, principalsmaid@gmail.com <principalsmaid@gmail.com>, durgaelx@gmail.com <durgaelx@gmail.com>, durgapb@nec.edu.np <durgapb@nec.edu.np>, Ramesh Shrestha <ramesh@sagarmatha.edu.np>, Hetal shah <hetal.shah@scet.ac.in>

Dear InterNepInd partners,

I hope this e-mail finds you well. First of all I would like to apologize for the lack of communication since the notification of project approval... We have had a really busy beginning of the academic year in the International Office but finally I have the time to get focused on our project.

These weeks the Indian partners have been validating their PIC numbers and we are close to finishing this process. So we are getting ready for the signature of the grant agreement and beginning of the project by mid-November. Just a brief summary of the project:

Name and acronym	<i>A step forward in the internationalization of Higher Education Institutions in Nepal and India (InterNepInd)</i>
Dates	From 15 November 2019 to 15 November 2021 (2 years)
Partners	From Europe: Universidad Politécnica de Cartagena (UPCT, Spain) and Universidade de Aveiro (UA, Portugal)

	• From India: Sarvajanic College of Engineering & Technology (SCET); Nalla Malla Reddy Engineering College (NMREC); VES Institute of Management Studies and Research (VESIM); Indubhai Parekh School of Architecture (IPSA); Shantaben Manubhai Patel School of Studies & Research in Architecture and Interior Design (SMAID). • From Nepal: Nepal Engineering College (NEC) and Sagarmatha Engineering College (SEC).
Main objective	To support the internationalization process of higher education institutions (HEIs) in India and Nepal, in order to improve quality of higher education (HE) and to promote regional and international cooperation.
Specific objectives	SO1- To collect best practices for internationalization of HE in India and Nepal in order to serve as a basis for the internationalization processes of InterNepInd partners. SO2- To design internationalization strategies for Indian and Nepalese partners. SO3- To train the appointed staff for the successful implementation and management of the internationalization strategy. SO4- To create an International Office in each of the Indian (SCET, VESIM, NMREC, SMAID, IPSA) and Nepalese (NEC, SEC) HEI as a way to support the implementation of the internationalization strategy, to promote it and to give support to all the target groups participating in the process. SO5- To create a network of Asian and European partners as a way to promote regional and international cooperation.
Work packages	WP1 – Learning from best practices in internationalization of HEIs in India and Nepal (from 15/11/2019 to 15/05/2020; leaders: SCET for India and NEC for Nepal): Compilation of best practices in internationalization of Indian and Nepalese universities + reporting and analysis of the data gathered + presentation of the results to the Consortium. • Trip: 3 day event in Surat (SCET, India) between 15 April and 15 May 2020, to present the results of the WP + workshop about challenges for internationalization of Indian and Nepalese HEIs. 2 participants per institution. WP2- Building a strategy for internationalization (from 15/04/2020 to 15/11/2020; leader: UPCT): Development of internationalization strategies of the Indian and Nepalese partners + institutional approval and launch of the strategies. • Trip: 5 + 3 day event in Cartagena (UPCT, Spain) between 15 May and 15 June 2020: participation in UPCT International Staff Training Week (5 day event) + workshop to start drafting internationalization strategies (3 day event). 2 participants per institution. WP3- Capacity building for internationalization of Indian and Nepalese partners (from 15/12/2020 to 15/08/2021; leader: Universidade de Aveiro): Training of the staff who is going to work in the International Offices (1 month internship in UPCT international office and 1 month traineeship in Universidade de Aveiro international office + practical training in home institutions) + creation and equipment of international offices in Indian and Nepalese HEIs. • Trip 1: 1 month training in Cartagena (UPCT, Spain) and 1 month training in Aveiro (UAve, Portugal) from 15/12/2020 to 15/02/2021, half of the trainees starting the period in Cartagena and the other half starting in Aveiro: training of the selected staff of the Indian and Nepalese HEIs about internationalization promotion and management. 1 participant per institution. • Trip 2: 2 weeks visit to all the international offices of the Indian partners between 15/05/2021 and 15/06/2021 by 2 representatives from UPCT + 1 week visit to the international offices of the Nepalese partners between 15/05/2021 and 15/06/2021 by 2 representatives from UAve. WP4- Quality plan (from 15/11/2019 to 15/11/2021); leader: UPCT): Preparation of a consortium internal quality assurance plan + external quality evaluation by Universidad de Alicante (Spain). WP5- Dissemination & exploitation plans (from 15/11/2019 to 14/11/2021; leader: VESIM for India and NEC for Nepal): Preparation of the dissemination plan and of the exploitation plan and implementation of both plans. • Trip 1: 4 day event in Barcelona (Spain) to attend the annual conference of the European Association for International Education (EAIE) Conference and Fair from 15 to 18 September 2020: https://www.eaie.org/barcelona.html . 1 representative per institution.

- Trip 2: 6 day event in Mumbai (VESIM, India) to launch the project publication *Best Practices in Internationalization of HEIs in India and Nepal* + final project meeting (WP6) between 15/09/2021 and 15/10/2021. 6 participants per institution (1 manager, 1 technical staff, 1 teacher/researcher, 1 administrative staff and 2 students).

WP6- Management (from 15/11/2019 to 15/11/2021; leader: UPCT):

Technical and financial management of the project.

- Trip 1: 4 day event in Changunarayan (NEC, Nepal) for the kick off meeting. Proposed date: from 10 to 13 December 2019. 3 participants for UPCT and UAver and 4 participants for each Indian and Nepalese partner.
- Trip 2- 4 day event in Hyderabad (NMREC, India) for the mid-term meeting between 15/10/2020 and 15/12/2020.
- Trip 3: included in WP5. 6 day event in Mumbai (VESIM, India) to launch the project publication *Best Practices in Internationalization of HEIs in India and Nepal* + final project meeting (WP6) between 15/09/2021 and 15/10/2021. 6 participants per institution (1 manager, 1 technical staff, 1 teacher/researcher, 1 administrative staff and 2 students).

Attached you can find the detailed description of all the WP. Please read it carefully as this part is the heart of the project, where all the activities, deliverables, deadlines, trips, are described. Please contact me in case you have any question or comment about it, ok?

Regarding the budget, the total budget is 513.459,20 € to cover staff costs, travel costs & costs of stay, equipment and subcontracting costs. For each partner:

Partner	Staff costs (€)	Travel costs (€)	Costs of stay (€)	Equipment costs (€)	Subcontracting costs (€)	Exceptional costs (€)	Total costs (€)
UPCT (Spain)	43.026	11.660	14.320	0	32.700	2.904	104.610,00
UAver (Portugal)	32.670	19.385	14.030	0	700	0	66.785,00
SCET (India)	18.187	6.835	19.680	4.305,60	700	0	49.707,60
NMREC (India)	16.634	6.855	18.000	4.305,60	700	0	46.494,60
VESIM (India)	18.878	6.115	15.920	4.305,60	1.000	0	46.218,60
IPSA (India)	16.634	7.195	20.640	4.305,60	700	0	49.474,60
SMAID (India)	16.634	7.195	20.640	4.305,60	700	0	49.474,60
NEC (Nepal)	20.431	6.855	18.000	4.305,60	700	0	50.291,60
SEC (Nepal)	16.902	7.615	20.880	4.305,60	700	0	50.402,60

UPCT as project coordinator will receive a first payment of 50% of the total amount, then the second 40% after the submission of the interim report and then the final 10% after the submission of all the documents. And we will transfer the money to the partner institutions in several installments subject to the economic justification of the previous installment and to the fulfillment of the work plan of the project and submission of deliverables. UPCT is responsible of the financial reporting of the project to the European Commission

e will centralize all your financial justifications. All this will be described in detail in the grant agreement. Attached you can find an act of the Erasmus+ rules with information about the funding rules but to sum up:

- **Staff costs:** unit-cost depending on the category of staff involved in the project and on the country. For the implementation of each activity it was defined the number of days needed per staff category being the unit costs for India and Nepal the following: 47 €/day per managers, 33 €/day per teacher/trainer/researcher, 22 €/day per technical staff and 17 €/day per administrative staff. The staff participating in the project must have a contractual relationship with the institution he/she is representing and must declare the workload completing the compulsory time sheets (specifying the tasks performed, outputs produced, number of days, etc).
- **Travel costs and costs of stay:** fixed contribution for travel cost (unit costs) based on the travel distance. Fixed contribution for costs of stay per day (120 €/day up to the 14th day of activity and 70 € per day per participant between the 15th and 60th day of activity. In case of students 55 €/day per day per participant). Each participant must complete an Individual Mobility Report with supporting documentation (travel tickets, boarding passes, invoices, receipts).
- **Equipment:** real costs. Each Indian and Nepalese HEI will be beneficiary of the following equipment for the international offices: 1 all in one PC, 1 laptop, 1 license Microsoft Office 365 Enterprise, 1 multifunction laser printer and 1 projector. All the equipment must be properly registered in the inventory of your institutions and recorded in your accounting systems. You will need to send the invoices of the purchased equipment to us.
- **Subcontracting:** real costs. Subcontracting for printing brochures, posters and final project publication. There must be proof of the existence of a formal contract, invoices and of the recording of the declared costs in your accounting systems.

After the signature of the grant agreement we will organize the **kick off meeting** during the first month of the project. It will be hosted by Nepal Engineering College (NEC, Nepal) and it will take place **from 10 to 13 December 2019**. So please save the date for this important meeting. 4 participants will be funded for each Indian and Nepalese institution, ideally:

- 1 manager: someone from the governing team with competences in internationalization or with interest in this topic.
- 1 technical staff: the person who will work as international relations officer in the International Office and that will be in charge of the technical implementation of the project and the responsible for the submission of the deliverables on time.
- 1 teacher: interested in the promotion of internationalization.
- 1 administrative staff: the person in charge of the administrative tasks related to this project, who is going to be in charge of the financial reporting of the project.

UPCT and UA vr should be represented by 1 manager, 1 technical staff (international relations officer) and 1 administrative staff (person in charge of the administrative management of the project and financial reporting).

Anyway, please read carefully the attached information and we can have a Skype or WhatsApp call next week, ok?

Thanks in advance for reading this long e-mail ☺ and we will be discussing shortly.

Kind regards from Cartagena!

Maite Sánchez Reparaz

International Office

Universidad Politécnica de Cartagena

(E MURCIA04)

ELDI – Edificio Este – 3ª Planta

C/ Ángel s/n

30202 CARTAGENA (Murcia, Spain)



Universidad
Politécnica
de Cartagena



CAMPUS MARE NOSTRUM