



पश्चिमबङ्ग पश्चिम बंगाल WEST BENGAL

AD 290960

### MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT is made on this 3rd day of February. Two thousand and twenty BY AND BETWEEN President of India, acting through **The Secretary**, Department of Biotechnology, Ministry of Science and Technology, Government of India, New Delhi, hereinafter referred to as the 'DBT' (which expression unless excluded by or repugnant to the subject shall mean and include its successor-in-office and assigns) of the ONE PART;

AND

*Sanjukta Mondal (Pam)* 3.2.20

*Sujata Sinha*, 3.2.20

**Course Coordinator**

**(With Seal)**

Programme Co-ordinators  
DBT Star College Scheme  
Lady Brabourne College  
Kolkata-700017, West Bengal

*S. S. Kar*  
3.2.2020

**Head of the Institution**  
**(With Seal)**

Principal  
Lady Brabourne College  
Kolkata

1. **LADY BRABOURNE COLLEGE** a college, having its registered office at P1/2 Suhrawardy Avenue, Kolkata - 700017 hereinafter referred to as **LADY BRABOURNE COLLEGE** (which expression shall where the context so admits include its successors and permitted assigns) of the OTHER PART;

WHEREAS DBT being desirous of capacity building in the area of Biotechnology teaching decided to support a **DBT STAR COLLEGE PROGRAM** submitted by **LADY BRABOURNE COLLEGE**

This Memorandum of Agreement (MoA) defines the role and responsibilities of the participating agencies, monitoring and other matters related to the **DBT STAR COLLEGE PROGRAM**.

NOW THE PARTIES HERETO AGREE AS FOLLOWS:-

#### 1.0 ROLE OF DEPARTMENT OF BIOTECHNOLOGY, NEW DELHI

To provide funds to the extent of Rs. **1,04,00,000/- (Rupees one hundred and four lakhs)** over a period of **three** years from the date of sanction of the project, (**26.02.2018**), for conducting **DBT STAR COLLEGE PROGRAM** Scheme. Details of the funds to be provided are given in Annexure II.

18  
5.3.2020

#### 2.0. ROLE OF LADY BRABOURNE COLLEGE

- 2.1. To provide existing facilities as mentioned in the project document.
- 2.2. To accomplish and fulfil the terms and conditions listed at Annexure I. / To be responsible for accomplishing objectives identified and activities listed as per terms and conditions listed at Annexure I.
- 2.3. To submit an annual audited statement of expenditure incurred under the programme.
- 2.4. To ensure effective utilization of the grant given by DBT for the purpose for which it was granted and to ensure timely completion of course work/ examination.

*Sanjukta Mondal (Pam)* 3.2.20

*Suchita Sinha* 3.2.20

Course Coordinator  
(With Seal)

DBT Star College Scheme  
Lady Brabourne College  
Kolkata-700017, West Bengal

*S. Sarkar* 3.2.2020

Head of the Institution  
(With Seal)

Principal  
Lady Brabourne College  
Kolkata

2.5. **LADY BRABOURNE COLLEGE** will take up all the liabilities of the teaching programme including Manpower (**if any**), after completion of the sanction period specified in the sanction order.

### 3.0 DURATION OF PROJECT

3.1 Duration of project shall be **three years (as per the order)** from the date the Programme has been sanctioned by DBT.

### 4.0 RIGHTS OF OWNERSHIP/TECHNOLOGY TRANSFER AND UTILIZATION

4.1 All the assets including the equipment and produce acquired will be the property of DBT and shall not be utilized for purposes other than teaching/capacity building at **LADY BRABOURNE COLLEGE**. The rights of DBT under this MoA shall not be transferred to any other party without prior approval in writing of DBT.

4.2 It shall be the responsibility of **LADY BRABOURNE COLLEGE** to ensure that support of DBT is suitably acknowledged in the publications (papers, reports, etc.) arising out of the programme.

*Sanjukta Mondal (Pam) 3.2.20*  
*Suchita Sinha 3.2.20*

Course Coordinator  
(With Seal)

Programme Co-ordinators  
DBT Star College Scheme  
Lady Brabourne College  
Kolkata-700017, West Bengal

*SS arkar*  
*3.2.2020*

Head of the Institution  
(With Seal)

Principal  
- Lady Brabourne College  
Kolkata

## 5. MONITORING

5.1 The progress of implementation of the programme and proper utilization of grant shall be reviewed by the DBT and by the Advisory Committee set up by **LADY BRABOURNE COLLEGE**.

5.2 The periodic progress of physical achievements and the utilization of funds, statement of expenditure shall be evaluated by the Advisory Committee & DBT-UGC Task Force on HRD.

5.3 The Comptroller and Auditor General of India, at his discretion shall have the right of access to the books and accounts of **LADY BRABOURNE COLLEGE** for the grants received from DBT for this programme.

5.4 The DBT may terminate the grant at any stage if it is convinced that the grant has not been properly utilized or appropriate progress has not been made. In the event, DBT terminates the grant, **LADY BRABOURNE COLLEGE** shall hand over all documents including technical details and equipment purchased related to the programme.

## 6.0 DURATION OF MEMORANDUM OF AGREEMENT

This MoA will remain in force for the duration of the programme.

## 7.0 ARBITRATION

In the event of any question, dispute or difference whatsoever arising between the parties to this Agreement out of or relating to the construction, meaning, scope, operation or effect of this Agreement or the validity of the breach thereof shall be referred to an Arbitrator to be appointed by mutual consent of both the parties herein. If the parties cannot agree on the appointment of the Arbitrator within a period of one month from the notification by one party to the other of existence of such dispute, then

*Sanjukta Mondal (Pamu) 3.2.20*  
*Suchita Sinha 3.2.20*  
Course Coordinator  
(With Seal)  
Programme Co-ordinators  
DBT Star College Scheme  
Lady Brabourne College  
Kolkata-700017, West Bengal

*S. S. arkar*  
*3.2.2020*  
Head of the Institution  
(With Seal)  
Principal  
Lady Brabourne College  
Kolkata

the Arbitrator shall be nominated by the Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. The provisions of the Arbitration and Conciliation Act, 1996 will be applicable and the award made there under shall be final and binding upon the parties hereto, subject to legal remedies available under the law. Such differences shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or reenactments thereof.

### 8.0 GOVERNING LAW

This Contract shall be governed by the Law of India for the time being in force.

IN WITNESS WHEREOF the parties hereto have signed, sealed and delivered this Agreement on the day, month and year first above written in presence of:

Witnesses:

1.

2.

Signed by -----

-----  
(Designation)

For and on behalf of  
The President of India

Witnesses:

1. *Indrani Choudhury Datta*; Co-ordinator, IQAC.  
*Lady Brabourne College*  
*Kolkata.*

2. *Parna Ghose*; Teachers' Council  
*Secretary, Lady*  
*Brabourne College*

Signed by *SS arkar* -----

*PRINCIPAL 3.2.2020*

-----  
(Designation)

For and on behalf of  
**LADY BRABOURNE COLLEGE**  
Kolkata  
Lady Brabourne College  
Principal

Principal  
Lady Brabourne College  
Kolkata

Objectives of Star College Scheme:

- To strengthen the academic and physical infrastructure for achieving excellence in teaching and training.
- To enhance the quality of the learning and teaching process to stimulate original thinking through 'hands-on' exposure to experimental work and participation in summer schools.
- To promote networking and strengthen ties with neighboring institutions and other laboratories.
- To conduct specialized training programmes for faculty improvement for optimizing technical capabilities.

Sanjukta Mondal (Pam) 3.2.20

Suchita Sinha 3.2.20

Course Coordinator  
(With Seal)

Programme Coordinators  
DBT Star College Scheme  
Lady Brabourne College  
Kolkata-700017, West Bengal

SS arkar 3.2.2020

Head of the Institution  
(With Seal)  
Principal  
Lady Brabourne College  
Kolkata

- To increase capabilities of core instrumentation resources by procuring new equipment and upgrading of existing facilities.
- To provide access and exposure to students to research laboratories and industries in the country.
- To help in devising standard curricula and Standard Operating Procedures (SOP's) / kits for practicals.
- To provide better library facility to students and teachers.

*Arjuna Mondal (Pan)* 3.2.20  
*Archita Sinha* 3.2.20

Course Coordinator  
(With Seal)  
Programme Co-ordinators  
DBT Star College Scheme  
Lady Brabourne College  
Kolkata-700017, West Bengal

*S. S. arkan*  
3.2.2020  
Head of the Institution  
(With Seal)  
Principal  
Lady Brabourne College  
Kolkata

**Terms & Conditions for the DBT Support For strengthening of Life Science and biotechnology education and training at undergraduate level to colleges under star college scheme of DBT.**

1. The programme will receive financial support initially for a period of 3 years. Further continuation of support will be based on evaluation of the programme. After a period of 3 years, the colleges would be eligible for consideration of Star College status based on evaluation by the expert committee. Decision of expert committee will be final. DBT will measure progress by following parameters.
  - Substantial increase in proportion of 'hands on' experimental work by students.
  - Increased access of undergraduate students to laboratory and bioinformatics infrastructure.
  - Improvement in access to life sciences related journals.
  - Summer schools.
  - Percentage of students pursuing life science as a career.
  - Measure effectiveness on the basis of feedback from students, faculty.
2. The Department does not encourage starting of biotechnology teaching programme at undergraduate level. The programme should lay emphasis on strengthening biotechnology component in existing life sciences courses and practical training, industry exposure to students, upgradation of faculty skills by organizing training for faculty.
3. The grant for equipment provided by DBT will be used for purchase of minor equipment (cost not exceeding ~ 1.00 lakh) routinely used for classroom teaching for students. In case of equipment costing more than ~ 1.00 lakh and within a ceiling of ~ 3.00 lakhs, grantee institutions shall seek prior approval from DBT.
4. The college shall take all steps to ensure:
  - Timely acquisition of equipment.
  - Proper provision of dedicated laboratory, teaching space and hostel facility for outstation candidates.
  - Timely and sufficient procurement of glassware and chemicals for practical work.
  - Spare faculty improvement programme.
  - Arrange summer training / industrial visits for students.
  - Independent feedback by students.

*Sanjukta Mondal (Pam) 3.2.20*  
*Uchita Sinha 3.2.20.*  
Course Coordinator  
(With Seal)

Programme Co-ordinators  
DBT Star College Scheme  
Lady Brabourne College  
Kolkata-700017, West Bengal

*Sh arkar 3.2.2020*  
Head of the Institution  
(With Seal)  
Principal  
Lady Brabourne College  
Kolkata



5. The Coordinator for the Star College Scheme shall be responsible for the coordination between the Colleges and DBT; thus the change of coordinator shall not be entertained during the entire duration of the support unless there is some personal issue due to which the coordinator is not available, for duration of more than six months at a stretch.
6. The teaching resources generated by the colleges should be shared among them through a system duly constituted by the mutual consensus under the Star College Scheme.
7. The use of kits for UG practicals should be avoided and restricted to only those cases where it is absolutely essential.
8. A mechanism should be devised by the colleges where it is ensured that at least 60% of recurring grant should be spent for consumables for UG labs and rest may be utilized for the lab visits, guest lectures, workshops etc & no equipment should be purchased through recurring grant.
9. Studentship should not be paid from DBT Star College Scheme grant and only reimbursement should be allowed for this expenditure incurred in carrying out projects.
10. Equipment purchased under scheme should be translated into experiments & utilized for UG students projects/ practicals.
11. Projects given to students should have scientific components.
12. Faculty members should deliberate proceedings after attending workshop and share information.
13. An Advisory Committee with the following composition will be constituted by the college.

- |   |   |   |
|---|---|---|
| a) Principal  | - | Chairman  |
| b) DBT Representatives (2)                              | - | 1. Adviser, DBT and 2. Programme Officer, Star College Scheme |
| c) External Experts (2)                                 | - | Members   |
| d) Faculty Members (from all participating departments) | - | Members   |
| e) Coordinator  | - | Member-Secretary  |

*Sanjukta Mondal (Pam) 3.2.20*

*Suchita Sinha 3.2.20*

Course Coordinator  
(With Seal)

Programme Co-ordinators  
DBT Star College Scheme  
Lady Brabourne College  
Kolkata-700017, West Bengal

*SS arkar 3.2.2020*

Head of the Institution  
(With Seal)

Principal  
Lady Brabourne College  
Kolkata

14. The college is expected to organize at least one Advisory Committee Meeting where the progress shall be evaluated onsite. The Advisory committee meetings should be held regularly, at least twice in the tenure of the project, one to be held in the early phase of its implementation so as to guide the college about the scheme and another towards the middle for mid-term course correction, if required. DBT may nominate the Task Force members for this purpose, if felt necessary. Colleges should ensure that external advisory members should be representing the domain expert area while trying to avoid the potential conflict of interests that might arise due to such nominations.
15. The college coordinators must ensure their presence for review meetings and any absence by the Institutions or coordinators shall be taken very seriously. Coordinators should include a page on budget utilization and another one describing the quantum of the committed objectives achieved while presenting their progress.
16. The College will be required to submit annual utilization certificate and expenditure statement duly signed by coordinator, financial authority and head of the institution along with their rubber stamps at the end of each financial year.
17. Annual recurring outlays as shown in the sanction order are indicative and by no means the college can take claim on it. Release will however be subject to utilization of previous grants. All recurring grants for the financial year shall be utilized in the same financial year. A carry forward of unspent grants will be done with prior approval of Department of Biotechnology.
18. The college will be required to submit annual technical progress report as per the proforma prescribed by DBT as well as details of equipment procured such as item, date of purchase, cost at the time of purchase and present the progress before the expert committee once every year. The Department may appoint site visit committee, as and when required for on the spot evaluation of the programme.
19. Star Colleges should be aware about the policy of involving the maximum number of students under the activities being done under this scheme and that in order to have maximum number of student beneficiaries, the colleges should stress upon procurement of low cost multiple copies of basic equipments required for conducting experiments in the undergraduate classes.

Sanjubha Mondal (Pan) 3.2.20  
Auchita Sinha 3.2.20

Course Coordinator  
(With Seal)

Programme Co-ordinators  
DBT Star College Scheme  
Lady Brabourne College  
Kolkata-700017, West Bengal

SS arkar  
3.2.2020

Head of the Institution  
(With Seal)

Principal  
Lady Brabourne College  
Kolkata

20. Colleges shall ensure that before uploading any content on website, they should get the documents or compilations etc pre-reviewed by two acknowledged experts in the area and their endorsements with their details should be attached with the contents.
21. All the Star Colleges are expected to strictly follow National Guidelines for Bio-safety, Ethics for humans, animals etc. Institutions shall be solely responsible for violation of this and are liable to be prosecuted at their cost, risk and consequences.

Sanjukta Mondal (Pam) 3.2.20  
Suchita Sinha 3.2.20  
Course Coordinator  
(With Seal)

Programme Co-ordinators  
DBT Star College Scheme  
Lady Brabourne College  
Kolkata-700017, West Bengal

SS arkar  
3.2.2020  
Head of the Institution  
(With Seal)  
Principal  
Lady Brabourne College  
Kolkata