

SUPPORTED BY



MEMORANDUM OF UNDERSTANDING

This MOU is made on this 23rd of March, 2022 (hereinafter referred to as Effective Date) by and between **SAKSHAM TRUST**, a Charitable Trust registered under the Indian Trusts Act, 1882, having its principal office at #486, Double Storey, New Rajinder Nagar, New Delhi-110060 (hereinafter referred to as “**SAKSHAM**”)

AND

Vasanta College for Women (affiliated to Banaras Hindu University), located in Rajghat, Varanasi, 221001 (hereafter called as VCW).

NOW this Agreement will be witnessed as follows:

1. SAKSHAM and VCW will join hands for digital empowerment of students of VCW and Banaras Hindu University with blindness and low vision. This agreement will be valid for a period of one year from March 2022 to February 2023.

- 1.1 The digitisation work shall be in relation to production of books and reading materials required by current and future visually impaired students of Banaras Hindu University in general and of VCW in particular in accessible formats through a process of scanning, OCR conversion, proof reading, validation and compilation.

1.2 VCW, in collaboration with Saksham, will organize separate one day programmes for the teachers and students of VCW, sensitizing them about the special needs of students with disabilities in general and need of accessible books in particular. Saksham will provide resource person/s who will briefly outline the process of production of accessible books to the participants.

1.3 Since the books are useful to a large community of the students studying in different colleges/departments of Banaras Hindu University, VCW will provide Saksham with e books required for various courses.

1.4 VCW will provide list of volunteers who will be committed to be involved in proofreading, validation and compilation work

1.5 Saksham will take responsibility of scanning and OCR for the books given by VCW

1.6 VCW will appoint one person as point of contact(POC) for this project who will act as mediator between Saksham and VCW.

1.7 Saksham will train POC for using Accessital platform for creating projects and assigning it to volunteers.

1.8 POC will create projects for books in the accessital portal, Register volunteers selected by VCW and assign them the work. Saksham will be available anytime for assisting POC in this process

1.9 Saksham will take responsibility of training all volunteers of VCW for proofreading work. The training will be done in online mode

1.10 Saksham will be coordinating with the POC for ongoing support and finishing the work

1.11 Volunteers should be committed to finish the work in the given time

1.12 saksham will upload the converted books to sugamya pustakalaya

1.13 Associated volunteers of VCW will be acknowledged by Saksham by providing them with certificates of appreciation.

1. The obligations of VCW are as follows:

- 1.1. The Students With Disability Committee of VCW will organize sensitization programmes (for teachers and students of VCW separately), introducing the need and process of the volunteer project
- 1.2. VCW should provide enough list of volunteers who are committed and can finish the work on time
- 1.3. POC appointed by VCW should act as mediator between Saksham and volunteers
- 1.4. Timely arrangement of e books should be provided to saksham as and when required

2. The obligations of SAKSHAM are as follows:

- 2.1. Saksham will provide resource person from its organization who will be present in the sensitization programmes, organized by VCW, to briefly explain the procedure of accessible book production and answer any queries of the teachers and students regarding the volunteer project.
- 2.2. Saksham will take responsibility of training volunteers of VCW for proofreading, validation and compilation for converting books into accessible format and training POC for using Accessital portal
- 2.3. Saksham will take the responsibility of scanning, OCR and POC will do project creation and assigning in Accessital platform
- 2.4. Saksham will take the responsibility of overall project management
- 2.5. saksham will upload all converted books to Sugamya Pustakalaya

3. This Agreement may be renewed on the expiry of one year, for a further period and on such terms as may be mutually agreed between SAKSHAM and VCW

4. In the event of non-performance of any of the terms and conditions of this Agreement by VCW or SAKSHAM, as the case may be, this Agreement can be terminated by SAKSHAM or VCW, by giving a prior notice of 30 days to the other party. *Force majeure* excepted.

5. This Agreement shall be governed by and in accordance with the laws of India.

IN WITNESS WHEREOF, this Agreement is executed:

Executed by the within named
SAKSHAM TRUST



(Signature and Seal)

Witness:

Name:
Sreeja Parameswaran

(Signature)

Designation
Project manager
(Authorised Signatory)

Name and address

Date: 23rd March, 2022

Executed by the within named

VCW

Witness:



(Signature and Seal)
PRINCIPAL

(Signature)

VASANTA COLLEGE FOR WOMEN
RAIGHAT FORT, VARANASI

Name:
PROF. ALKA SINGH
Designation
Principal, Vasanta college
for women, Raighat, Varanasi.
(Authorised Signatory)

Name and address

Date: 25 March, 2022.