

No.I-19011/63/2023-DMEO /1377
Government of India
NITI Aayog
Development Monitoring and Evaluation Office
(Administration Division)

Dated: 18th July 2024

Subject: Letter of Award (LOA) for "Monitoring and Evaluation Capacity Building of Universities" in the State of Gujarat-reg.

Sir/Madam.

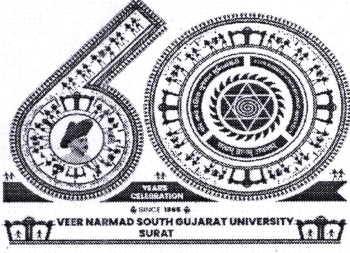
This is in response to your "Expression of Interest " received, vide letter dated **27/09/2023**, confirming participation in **"Monitoring and Evaluation Capacity Building of Universities" in the State of Gujarat**. After evaluating your proposal, DMEO is pleased to inform you that your university has been selected for the study in the state of **Gujarat**. The total cost of the project shall be **Rs.3,76,001 (Rupees Three lakh seventy-six thousand one)**.

2. The scope of work is given at **Annexure A** and the terms and conditions for the study is given at **Annexure B**. You are requested to kindly sign and return two sets of **Letter of Award (LOA)** to DMEO. NITI Aayog in **acknowledgment and acceptance** of the LOA, within 7 (seven) days of receipt.

3. The study shall commence from the date of the receipt of acceptance of LoA by DMEO.


(Yash Laddha)
Research Officer (Admin)/HoO
011-23042471

To
Dr. Gaurang D. Rami, Professor and Head
Department of Economics
Veer Narmad South Gujarat University,
Udhana - Magdalla Rd, Surat, Gujarat 395007
Email: grami@vnsgu.ac.in



Re-Accredited 'B++' 2.86 CGPA by NAAC

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

Tel : +91 - 261 - 2227141 to 2227146, Toll Free : 1800 2333 011, Digital Helpline No.- 0261 2388888

E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

NO.: UGC/16151/2024

Date: 25/07/2024

To,
Economic Officer (Admin),
Development Monitoring and Evaluation Office (DMEO),
NITI Aayog,
New Delhi – 110001.

Subject: Forwarding Two Signed Copies of Letter of Award (LOA) for Monitoring and Evaluation Capacity Building Program

Reference: Your email dated: 19 July, 2024.

Respected Sir/Ma'am,

We are pleased to forward two signed copies of the Letter of Award (LOA) issued to Veer Narmad South Gujarat University, Surat, for the selection in the Monitoring and Evaluation Capacity Building program for universities in Gujarat State.

The enclosed LOA, signed by the authorized representative of Veer Narmad South Gujarat University, outlines the terms and conditions of the grant, including the scope of work, deliverables, timelines, and disbursement schedule.

We trust that this communication fulfills the necessary requirements for initiating the project implementation.

Thank you for your continued support.

Yours Sincerely,

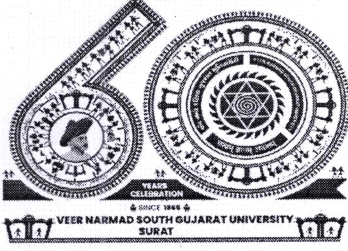
Dr. R. C. Gadhvi

Registrar, VNSGU, Surat

Registrar

Veer Narmad South Gujarat University
SURAT

Enclosure: 1) Two signed copies of Letter of Award (LOA)
2) Appreciation Letter



Re-Accredited 'B++' 2.86 CGPA by NAAC

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

NO.: UGC/16152/2024

Date: 25/07/2024

To,
Economic Officer (Admin),
Development Monitoring and Evaluation Office (DMEO),
NITI Aayog,
New Delhi – 110001.

Subject: Appreciation for Approval in Monitoring and Evaluation Capacity Building Program

Respected Sir/Ma'am,

We, at Veer Narmad South Gujarat University, Surat, would like to express our sincere gratitude for the approval and the sanctioned grant of Rs. 3,76,001/- for the Monitoring and Evaluation Capacity Building program.

We have received the Letter of Award (LOA) and signed and returned two copies to your office as per the required procedure.

We are excited to commence the implementation of the capacity building program and are confident that it will significantly enhance our university's monitoring and evaluation capabilities.

Thank you once again for your support and encouragement.

Yours Sincerely,

Dr. R. C. Gadhvi

Registrar, VNSGU, Surat

Registrar
Veer Narmad South Gujarat University
SURAT

1. Scope of Work: Veer Narmad South Gujarat University

1.1. Background

The sample size for the Round II of the entire study is **418 government/government aided schools, 42 private schools covering 84 blocks in 42 districts**. The universities would be conducting a field survey for the study in their respective States and write the State-level reports for the four schemes. DMEO will assist the Universities by sharing questionnaires including a CAPI tool, conducting training for data collection and any other support required by the universities. The time period for this study is 4 months.

1.2. Veer Narmad South Gujarat University, Gujarat is required to:

Conduct field surveys for four selected schemes (given in **Table 1** below) and prepare State-level reports for these four schemes for the Gujarat. The field survey would involve a survey of schools ranging from 6 to 77 schools by the university. The details of the number of districts and blocks and schools to be surveyed by the University in the State of Gujarat is given in **Table 2** below. The responsibilities of the University are given in **Table 3** below.

1.3. Schemes to be covered:

Table 1 List of Schemes to be covered in this study

SN	Schemes	Ministry
1	Rashtriya Bal Swasthya Karyakram (RBSK)	Ministry of Education & Ministry of Health and Family Welfare
2	Rashtriya Kishor Swasthya Karyakram (RKSK)	
3	Samagra Shiksha	Ministry of Education
4	PM Poshan Shakti Nirman	

1.4. Details of Primary Survey

Table 2 Sample for the State of Gujarat

SN	Sampling Level	Numbers to be covered	Remarks
Government/Government Aided Schools			
1	Districts	4	
2	Blocks	7	
3	Schools	39	
4	Principal	35	
5	Teacher	105	
6	SMC Members	35	
7	Cook Cum Helper	35	
8	BEO	7	

9	Parents	350	
Private School			
10	Principal	4	

Method of Selection of District, Blocks and Schools:

- DMEO will provide the university with the minimum sample size for Districts, Blocks and school to be covered.
- The university will choose the districts from the best performing and poor performing districts based on the list provided by DMEO. The selected district must have equal representation from best performing and poor performing districts. (The Performance Grading Index 2021 published by Department of School Education and Learning has been taken as the parameter for choosing best performing and poor performing districts)
- After the selection, the university will choose 2 blocks per district. The blocks will have equal distribution of urban and rural areas (wherever applicable).
- After the selection process for blocks, the university will create a list of 5 schools for each block. This compilation will prioritize diversity, ensuring a fair representation of both primary schools (serving classes 1st to 5th) and middle schools (serving classes 6th to 8th).

As per the process mentioned above, the university will prepare the plan of the districts, blocks and schools to be covered in the study and share the same with DMEO as a part of the inception report.

1.5. Responsibilities of the University

Table 3 Responsibility of the University

SN	Responsibility	Details of the Task
1	Rollout and execution of Field Survey	• The universities will be responsible for conducting school surveys for the four schemes in their respective states. • Plan all fieldwork activities and inform the fieldwork schedule to DMEO, along with details of the team movement plan. at least ten days in advance. Any change in the field plan must be conveyed to DMEO in advance.
2	Data collection and quality check	• Collecting school data using a CAPI tool • Spot and back checks to be done for at least 5% of the schools.
3	Training of field survey team	• Undergo training of trainers conducted by DMEO. These trainers would be responsible for training their survey teams-

4	Mid-term progress report	Submitted upon 50% completion of the fieldwork to the DMEO.
5	Draft data submission and analysis	- Cleaned, coded, and validated quantitative data in spreadsheet format (such as excel) to be shared with DMEO. - Preliminary scheme-wise data analysis and tabulation to be shared with DMEO.
6	Preparation and presentation of sub-reports	To present preliminary analysis and tabulation from the data collected, data quality checks are put in place. Best practices observed during fieldwork, etc., as and when requested by DMEO.
7	Submission of State reports	- Preparation of draft reports for the state as per the report structure shared by DMEO separately. - The findings and recommendations should flow from the data and evidence collected during the field survey. Both quantitative and qualitative.

1.6. Timeline

Timeline	Deliverable of the University	Tentative Months
T	Acceptance of terms and conditions of LoA by the University.	Third week of July
T+20	Training of CAPI tool completed	First week of August
T+30	Inception report to be submitted by the University	Third week of August
T+50	Mid-term State-level report submission	First week of September
T+85	Draft State-level report submission and cleaned dataset to DMEO	Second week of October
T+100	Final State-level report Submission	Last week of October

Terms and Conditions

Confidentiality:

The University should treat all the documents and information provided by the Authority (DMEO, NITI Aayog) that are not in public domain as strictly confidential. Any information related to the study would not be shared without prior permission of DMEO, NITI Aayog.

Modifications in Scope of Work:

There shall generally be no change in the scope of work. However, the Authority (DMEO, NITI Aayog) may consider any such request on a case-to-case basis. The same shall be done with the approval of DG, DMEO.

3. Deliverables

The University is required to submit the following:

- a. Data collected as per the sample size given in the Scope of work (Annexure A).
- b. Draft State level Report: A Draft Report should be prepared by the University based on the field survey. The data collected through the field survey should be analyzed using statistical tools and appropriate data processing software. The University is expected to make a presentation on the draft report and shall ensure incorporation of all suggestions etc. within 15 days from the date of receipt of the communication of modifications/supplementary work and submit the revised draft report to DMEO.

4. Timelines:

- a. Any delay in completion of project or submission of report on the part of the University, except for reasons beyond its control, would render it liable for a penalty of 5% the total project cost.
- b. Extension of time, if any, should be communicated by the University to DMEO substantiating the reasons thereof before 15 days of expiry of study completion time period. DG, DMEO would be the final authority to grant any such extension.

5. Payment:

- a. DMEO agrees to pay **Rs.3,76,001 (Rupees Three lakh seventy-six thousand one)** towards the total evaluation fee payable for the task, including GST, after making tax deductions at source, which will be deposited to the account of the University (in case of delay in completion penalty amount would be adjusted). Further, if there is any revision of GST it will also be given to effect while making the payment.
- b. The funds would be released to the Universities in two tranches- 40% after the submission of Inception report and the second tranche of 60% will be released after the submission and approval of the final report to DMEO after incorporating its suggestions/comments on the draft report, and the expenditure statement duly certified by

the Finance Officer/ registrar office University is furnished. The amount is inclusive of the TADA incurred by students for the study.

6. In the event of any question, dispute or differences arising under or out of or in connection with the activities as above to the universities the same shall be referred to the DG, DME0 or to any person appointed by him. The decision of DG, DME0 in any such matter would be final and binding on the Universities.

Agreed and accepted.

(Signature)

Authorized Signatory




Participating University
Registrar
Veer Narmad South Gujarat University
SURAT

1. Scope of Work: Veer Narmad South Gujarat University

1.1. Background

The sample size for the Round II of the entire study is **418 government/government aided schools, 42 private schools covering 84 blocks in 42 districts**. The universities would be conducting a field survey for the study in their respective States and write the State-level reports for the four schemes. DMEO will assist the Universities by sharing questionnaires including a CAPI tool, conducting training for data collection and any other support required by the universities. The time period for this study is 4 months.

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Method of Selection of District, Blocks and Schools:

- DMEQ will provide the university with the minimum sample size for Districts, Blocks and school to be covered.
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Table 3 Responsibility of the University

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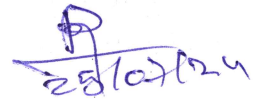
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Agreed and accepted.

(Signature)

Authorized Signatory





Participating University

Registrar
Weer Narmad South Gujarat University
SURAT

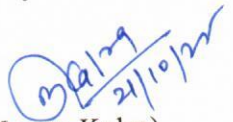
No. I-19011/63/2023-DMEQ/1929

Dated: 21st October, 2025

Work Completion Certificate

This is to certify that Veer Narmad South Gujarat University, Gujarat participated in Round II of the "**Monitoring and Evaluation (M&E) Capacity Building Initiative for Central or State Universities**" by Development Monitoring and Evaluation Office (DMEQ), NITI Aayog vide Letter of Award (LOA) No. I-19011/63/2023-DMEQ/1377 dated 18.07.2024 with a cost of Rs. 3,76,001/- only.

2. The above study has been completed successfully and the reports provided by the Veer Narmad South Gujarat University were found satisfactory.


(Mamta Kalra)

Deputy Director (Admn.)