



ST. ANTHONY'S COLLEGE

SHILLONG 793001

Phone : (0364) 222 3558, 222 2558

Fax: (0364) 222 9558

E-mail: principal@anthonys.ac.in

www.anthonys.ac.in

Principal

Ref. No: SAC/ALD/198/2023-33 Dated 21st December 2023

To,

Shri Conrad K Sangma
Honourable Chief Minister,
Govt. of Meghalaya – 793 001

Subject: Request for financial assistance for 'Intervention towards prevention of Substance Abuse and Drug Addiction among the School and College youth of Meghalaya'.

Dear Sir/Madam,

As per the subject cited above, please find enclosed herewith a proposal for financial assistance for a programme towards '**Prevention of Substance Abuse and Drug Addiction among the *the School and College youth of Meghalaya***'. The Department of Value Education of St. Anthony's College in collaboration with **The Fourthwave Foundation (Bangalore, Cochin)** would like to reach out to as many youth of the State as possible. This foundation, through their project *VENDA*, educated and empowered over 4,00,000 children in Kerala to say a firm "NO" to drugs and helped them make responsible choices using a range of well-planned initiatives, which have been recognised by the United Nations Office on Drugs and Crime (UNODC) as the best practice for evidence-based intervention.

We present this proposal to you in goodwill and faith that our collaborative effort will go a long way in mitigating the plight, suffering and distress of our people, especially the younger lot. We are confident that you will support us in this venture or advise us towards other ways and means to achieve this end.

Thanking you and expecting a positive response to our request for the common good,

Yours sincerely,



Rev. Br. Albert L Dkhar sdb PhD

Principal

Intervention towards prevention of Substance Abuse and Drug Addiction among the School and College youth of Meghalaya'

1. Background:

Drug addiction has become one of the major problems of modern-day society and the state of Meghalaya is no exception to this menace. It is a proven fact that addiction to drugs and other harmful substances has brought about untold sufferings and distress to individuals, families and the society as a whole. A sizeable chunk of the population our state is under the grips of this destructive habit and the situation is becoming more alarming day by day. As per recent report, over 7 percent of the state's population is under some form of addiction or another.

Taking cognizance of the gravity of the situation and the toll that it is taking, especially on the younger generation, St. Anthony's College, through the department of Value Education, intends to contribute its bit to bring about a positive and lasting change for the better.

2. Collaboration:

In this endeavour, St. Anthony's College will collaborate with **The Fourth Wave Foundation**, an internally acclaimed Non-Governmental Organization based in Ernakulam, Kerela. This organization, through its Project VENDA – 'Saying No' has touched the lives of over 4,00,000 children and young adults by empowering them to say NO to drugs and stay away from dangers of alcohol and other harmful and addictive substances. This Project has been recognized by the United Nations Office on Drugs and Crime (UNODC) as one of the best practices with respect to working with children and young adults.

3. Components:

The programme will have two main components:

- i. Awareness and Empowerment
- ii. Capacity building and Training of Trainers (TOT).

4. Objectives:

The intervention envisages to achieve the following objectives:

- i. To create awareness and sensitization of the young people on the science of addiction and the dangers thereof.
- ii. To empower the young people to say 'No' to drugs and stay clear of other harmful substances and habit.

- iii. To equip the stakeholders with necessary skills and knowledge for preventing abuses and addiction.

5. Outcome:

The intervention intends bring about the following outcome:

- i. The young people are empowered to make informed decisions of staying away from harmful addiction.
- ii. All stakeholders will assume their roles and responsibilities to create a Substance Abuse Free Environment for peers in schools, colleges and community.

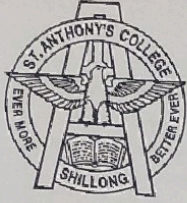
6. Strategy:

The intervention will initially be carried out within the city of Shillong. The target group includes school and college students of at least five (5) institutions, with a total target population of about 3,000 students. The programmes will be of one (1) week duration and is tentatively scheduled for the month of February 2024. At least six (6) resource persons from the Fourth Wave Foundation will be engaged in facilitating the sessions, assisted by three (3) staff from St. Anthony’s College, Shillong, who will be carrying out monitoring and follow-up interventions at a later stage.

Depending on the success of this pilot intervention within the Shillong city, the programme will be replicated in other parts of the state as well, under the aegis of the Department of Value Education of St. Anthony’s College

Budget:

Sl. No	Particulars	Days	Unit	Rate (Rs.)	Amount (Rs.)
1	Travel for resource team	1	6	10000	60,000.00
2	Food and lodging for resource team	7	6	3500	1,47,000.00
3	Remuneration for resource team	5	6	2500	75,000.00
4	Refreshments for participants		3000	40	1,20,000.00
5	Stationery and resource materials		3000	25	75,000.00
6	Local travel	5	1	1000	5,000.00
7	Monitoring and follow-up		5	3000	15,000.00
8	Miscellaneous		1	3000	3,000.00
10	TOTAL (Rs.)				5,00,000.00



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Principal

Ref. No: SAC/ALD/198/2024- 02 Dated 8th March 2024

To,

Smti S B Marak MCS
Joint Secretary to the Govt. of Meghalaya
Social Welfare Department

Ref: SW(S)77/90/Pt II(B)/6 dated Shillong the 27th February 2024.

Dear Madam,

Greetings and wishes from St. Anthony's College, Shillong.

This is to acknowledge the approval of amount of **Rs. 5,00,00/ (Rupees five lakh only)** for financial assistance for '*Intervention towards prevention of Substance Abuse and Drug Addiction among the School and College Youth of Meghalaya*' under the Drug Reeducation Elimination & Action Mission (DREAM).

On behalf of the college, I would like to express our gratitude to you and to the Social Welfare Department of the Govt. of Meghalaya for this financial assistance and we promise the best reach out.

The first phase of this project will be carried out by the Department of Value Education of the college in collaboration with **The Fourth Wave Foundation**, an internally acclaimed Non-Governmental Organization based in Ernakulam, Kerala. In this first phase of the project, we plan to cover 11 institutions (Schools and Colleges) covering a total strength of 6400+ young students. The schedule for the first phase is attached.

The team from the fourth wave foundation will also train our local resource who accompany them during the sessions and we plan to replicate this model by our local resource to cover many more institutions of East Khasi Hills District of our State in the next phases.

As we thank you for the sanction of Rs. 5,00,000.00 for the first phase of the project, we would like to also request a similar amount for the remaining 4 more phases each needing an amount of Rs. 1.00 lakh totaling to Rs. 5.00 Lakhs.

Thanking you,

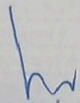
Yours Sincerely,

Rev. Br Albert L Dkhar sdb Ph D
Principal

Principal
St. Anthony's College
Shillong - 793001
Meghalaya-India



Break up of Proposed Expense for the First Phase of Rs. 5.00 Lakhs					
(Institutions to be Covered: 11)					
Sl No	Details	Numbers	Unit Price	No. of Days	Amount
1	Travel - Resource Persons (COCHIN-GUWAHATI-COCHIN)	5			90,000.00
	Taxi Fare (Gauhati-Shillong-Gauhati)	1	6000	2	12,000.00
2	Lodging for Resource Persons	5	1500	8	60,000.00
3	Food (for 8 days Breakfast, Lunch, Tea, Dinner)	5	650	8	26,000.00
	Additional Staff from College to assist the Resource Persons	4			
4	Honorarium for resource persons	5	5000	8	2,00,000.00
5	Honorarium additional staff	4	2000	8	64,000.00
6	Posters and Print Materials	1	600	12	7,200.00
7	Local Travel for Programmes (To and Fro)	2	1000	8	16,000.00
8	Contingency				5,000.00
9	Banners and Standies for Institutions	2	2000	1	4,000.00
10	Institutional Overhead	1	4000	8	15,800.00
					5,00,000.00


 Principal
 St. Anthony's College
 Shillong - 793001
 Meghalaya-India



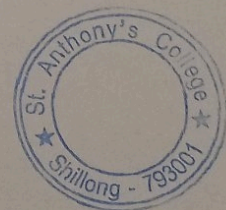
PHASE 2					
(Institutions Covered: 10)					
1	Honorarium for Resource Persons	4	2500	5	50,000.00
2	Posters and Print Materials	1	600	10	6,000.00
3	Local Travel for Programes(To and Fro)	2	500	10	10,000.00
4	Contigency				5,000.00
5	Banners and Standies for Institutions	2	2000	1	4,000.00
6	Institutional Overhead Expense	1	1200	10	12,000.00
7	Food for Resource Persons	4	650	5	13,000.00
					1,00,000.00

PHASE 3					
(Institutions Covered: 10)					
1	Honorarium for Resource Persons	4	2500	5	50,000.00
2	Posters and Print Materials	1	600	10	6,000.00
3	Local Travel for Programes(To and Fro)	2	500	10	10,000.00
4	Contigency				5,000.00
5	Banners and Standies for Institutions	2	2000	1	4,000.00
6	Institutional Overhead Expense	1	1200	10	12,000.00
7	Food for Resource Persons	4	650	5	13,000.00
					1,00,000.00

PHASE 4					
(Institutions Covered: 10)					
1	Honorarium for Resource Persons	4	2500	5	50,000.00
2	Posters and Print Materials	1	600	10	6,000.00
3	Local Travel for Programes(To and Fro)	2	500	10	10,000.00
4	Contigency				5,000.00
5	Banners and Standies for Institutions	2	2000	1	4,000.00
6	Institutional Overhead Expense	1	1200	10	12,000.00
7	Food for Resource Persons	4	650	5	13,000.00
					1,00,000.00

PHASE 5					
(Institutions Covered: 10)					
1	Honorarium for Resource Persons	4	2500	5	50,000.00
2	Posters and Print Materials	1	600	10	6,000.00
3	Local Travel for Programes(To and Fro)	2	500	10	10,000.00
4	Contigency				5,000.00
5	Banners and Standies for Institutions	2	2000	1	4,000.00
6	Institutional Overhead Expense	1	1200	10	12,000.00
7	Food for Resource Persons	4	650	5	13,000.00
					1,00,000.00

Principal
St. Anthony's College
Shillong - 793001
Meghalaya-India



The Fourth Wave Foundation exists to catalyse social change by piloting innovative model solutions that governments and civil society agencies can replicate. Fourth Wave Foundation projects are specifically focused on children's issues of inclusion, equality, disability, wellness, addiction and creating safe environments. Fourth Wave Foundation works with communities to help them reach self-reliance with an approach that involves taking up social issues and turning them into innovation challenges while working with multi-stakeholders through education, empowerment, ethics, and inclusion.

Project VENDA is a project of Fourth Wave Foundation dedicated to preventing substance use among young people. Through evidence based education, we empower children and young adults to say NO to drugs and stay away from dangers like alcohol, social network misuse, pornography, sexual abuse, and technology addiction, by helping them channel their energies into creative pursuits, creating awareness on substance abuse, counselling and facilitating rehabilitation. We equip parents, teachers, doctors, heads of institutions and other stakeholders to create a safe, drug-free environment for children and empower them to live purposefully. The model created and implemented by Project VENDA, which has already touched the lives of over 4,00,000 children, has been recognised by the United Nations Office on Drugs and Crime (UNODC) as one of the best practices with respect to working with children and young adults.

The proposed Intervention program to be conducted in Shillong has 2 main components.

1. Student Empowerment Program
2. Capacity Building of youth leaders

Objectives to be achieved during the Intervention -

1. To provide a youth-led evidence based awareness session for children of ages 11- 22 (since they are the most vulnerable to substance abuse) of 5 schools in Shillong, where we make them realise their inherent strengths, teach them science of addiction and empower them to say "No" to drugs and steer clear of other harmful abuses that target them.
2. To equip the youth and stakeholders with the necessary skills and knowledge of prevention practices and child-centric approaches that will enable them to better understand and handle behavioural and developmental changes in children.

Outcomes -

1. Children are empowered to make informed decisions that will help them steer clear of harmful addictions and thereby create socially responsible citizens of tomorrow.
2. Youth and stakeholders are equipped and made aware of their role to nurture and create a Substance Abuse Free Environment (S.A.F.E.) for children in their communities.

This is a pilot model program that can be replicated by the team at Don Bosco for long term interventions to ensure sustainability.

A dark background featuring a yellow rectangular sign with a black border. The sign contains the text 'ARE THEY SAFE?' in large, bold, black, sans-serif capital letters. Below the sign, the faint white line-drawings of a classroom are visible, including several rows of desks and a chalkboard on the left side.

**ARE
THEY
SAFE?**

Project VENDA™

KERALA CONTEXT

As per reports of the Narcotics Department, 2018 has seen a 288% increase in drug usage and the most vulnerable have been proved to be the children of the state. The average age of initial exposure to gateway substances and illicit drugs is around 11- 14 years. All children irrespective of their socio-economic backgrounds are at risk and are equally affected by this debilitating menace often leading to serious addictions, behavioural dysfunction and physical and mental ill health.

Peer influences, high stimulant social networking and the peculiar stress of growing up in this day and age are much higher than it ever used to be. Campuses and schools today have to work doubly hard towards creating safe environments. UNODC (United Nations Office on Drugs and Crime) recommends prevention and awareness education as the best way forward in the fight against substance abuse of any or all kinds.

We, as a community, We, as a school and We, as parents need to acknowledge the need for honest conversations around this issue of abuse of substances. We are to be held accountable if our children are incapable of making responsible choices. Our environments need to be a secure haven of understanding, acceptance and a place where children inculcate a strong value system that awakens their own internal filters to keep themselves safe. So let us consciously work towards weeding out the drug menace from our community – and make it S.A.F.E. (Substance Abuse Free Environment).



S.A.F.E. SCHOOL PROGRAM

Project VENDA works with schools in making them S.A.F.E. (Substance Abuse Free Environment). Training modules are designed as per international guidelines of UNODC (United Nations Office on Drugs and Crime) on school based education for abuse prevention. This education oriented approach helps connect behaviour change back to the development, structure, and functioning of our society.

AN OVERVIEW OF S.A.F.E. SCHOOL TRAININGS

Student Empowerment Trainings: School trainings based on thorough examination of addiction and brain science. Motivational sessions that help students understand their uniqueness and inherent strengths, whereby empowering them to make responsible choices.

Teachers Sensitization Trainings: Equipping teachers with skills and knowledge to broach and discuss the topic of substance abuse and other addictions.

Positive Parenting Workshops: To develop safe nurturing environments, caring family relationships and strategies for dealing with common behavioural and developmental issues.

S.A.F.E. School Audits: Conduct Substance Abuse Free Environment audits within schools and neighbourhoods to create roadmaps for making schools and institutions substance free zones.

COUNSELLING AND CARE NETWORK

Project VENDA partners with institutions, hospitals, rehabilitation centers/reform homes for counselling as well as rehabilitating affected and addicted children as well as young adults. We also have in-house psychiatrists and psychologists who provide counselling and psychotherapy to help children cope and walk back to a normal life.



A Project of the Fourth Wave Foundation, Project VENDA works primarily in Kerala to effectively contain and manage the issue of substance abuse among children and teenagers by helping them say “NO” to drugs. Project VENDA achieves this end using a range of focused activities which include specially designed, age appropriate trainings that disseminate relevant information, psychotherapy and counselling if found necessary and facilitating rehab.

Project VENDA's mainstay is the S.A.F.E. Program (Substance Abuse Free Environment Program). Implemented in schools, the program involves student empowerment, teacher sensitization, positive parenting workshops and community participation.



fourthwavefoundation.org

A PROJECT *of*
**FOURTH WAVE
FOUNDATION**



fourthwavefoundation.org

SCHOOL INTERVENTION

- School S.A.F.E. Assessment
- Class-wise SEP (Student Empowerment Program) for classes 6 to 12 students.
- Counselling and Care Support for student care related to substance abuse.

1 Year - INR 100000 + GST

ADD ON SERVICES

**Positive Parenting Workshop through
P.T.A.(Parent Teachers Association)**

3 Hours - INR 20000 + GST

Teacher Sensitisation Program

3 Hours - INR 20000 + GST

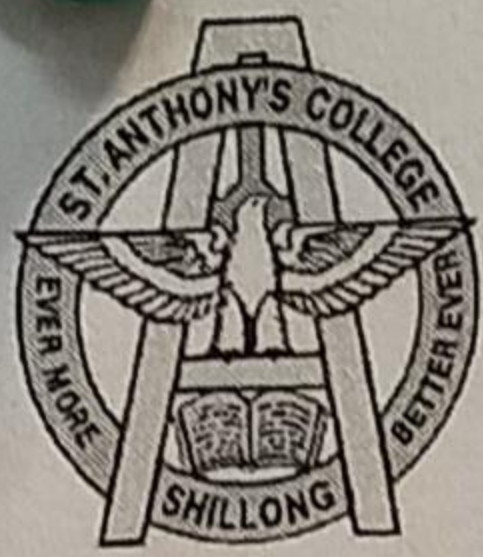


Fourth Wave is a response to a call for social change. Our mission is to encourage all sections of society attain self-reliance with focus on marginalised / unrecognised / ignored segments through multi-stakeholder participation for sustainable change. Our key areas of focus include education, empowerment and inclusion.

A black and white line drawing illustration of utility poles and power lines. Several birds are perched on the cross-arms of the poles. The background is filled with faint, overlapping speech bubble outlines.

Project VENDA
Fourth Wave Foundation
Panthapalakkal House, Cheriyaumaroth lane,
Mamangalam, Ernakulam,
Kerala 682025
Ph: +91 484 234 2975

Fourth Wave Foundation
Indian Social Institute, Old Heritage Building,
24 Benson Town, Bangalore,
Karnataka 560046



SEP AGAINST SUBSTANCE ABUSE

(Student Empowerment Programme)

(Phase 1: April 2023)



Sl. No.	Institution	Dates	Details
1.	St. Mary's HS School, Shillong	3-5 April, 2024	Class 9-12 Girls only (Each class has two sections)
2.	Child Friendly Shillong (Children and teens at BIDS, Nongthymmai)	6 April, 2024	Mixed Category (100+ nos.)
3.	Pynthorumkhras Basic School	8 th April 2024	Classes 6-12, 120+ students
4.	Vilco School, Pynthorumkhras	9 th April, 2024	Classes 6-12, 120+ students
5.	Banu Bakta School, Pynthorumkhras	10 th April, 2024	Classes 6-12, 120+ students
6.	Sacred Heart Boy's HS School, Mawlai	11-12 April, 2024	Classes: 6-12 Boys and Girls
7.	Loreto Convent School, Shillong	15-17 April, 2024	Classes: 6-12 Girls only
8.	Gandhi School Pynthorumkhras	15 th April, 2024	Classes: 6-10 – 80+ Students
9.	Parallel Sessions (At St. Anthony's College, Shillong)	8-12 April, 2024	All Graduate and Post Graduate Students of the college
10.	Reserve: St Jerome School, Nongmynsong	8 th April, 2024	Boys and Girls – Class 6 -12
11.	Reserve: St Claret School, Nongmynsong	10 th April, 2024	Boys and Girls- Class 6-12

A Social Reach out by:

Dept. of Value Education, Counselling Cell, Substance Abuse Prevention Cell of St. Anthony's College in collaboration with Fourth Wave Foundation, Bangalore, Supported by Govt. of Meghalaya



fourthwavefoundation.org

Acknowledgement Letter

To,
The Principal
St. Mary's Higher Secondary School

03/04/2024
Wednesday

Respected Sir/Ma'am,

We thank you for inviting FWF- 'Project VENDA' to create awareness on the ill effects of Drug abuse. We sincerely appreciate the efforts taken to arrange this workshop.



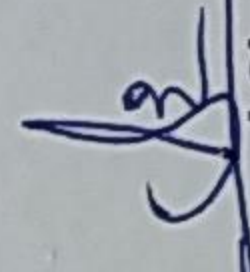
For
Director
Fourth Wave Foundation

Remarks: -


Thank you FWF - 'Project Venda' for empowering our students to make informed choices regarding their health and well-being. Your commitment is greatly appreciated for creating a safer and healthier community.


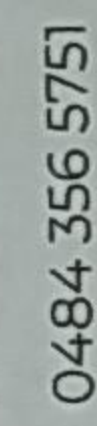
Awareness Workshop was arranged for the following class and sections in our school:



Classes 9 A, B, C, D 10 A, B, C, D. 12 Arts A, B, C, D
12 Science A, B, 12 com.


Seal and Signature
PRINCIPAL
ST. MARY'S HR. SEC. SCHOOL
SHILLONG - 793 003

All services of Project VENDA towards counselling, care, rehabilitation networking are free for students.
Project VENDA hereby declares complete confidentiality related to students who make use of the above services.

 Fourth Wave Foundation - Project VENDA
34/2277, Panthaplackal, Cherukumaroth Rd,
Mamangalam, Edappally, Ernakulam - 682 024

 91 628 256 9231
 0484 356 5751

 venda@fourthwavefoundation.org
 www.fourthwavefoundation.org

FORM OF UTILIZATION CERTIFICATE

Name of the Programme: Intervention towards prevention of Substance Abuse and Drug Addiction among the school and college youth of Meghalaya

Date: 3rd April 2024- 10th April 2024, 19th June 2024 - 25th June 2024

Venue: Respective Schools and Colleges

Sl.No	Letter No. & Date	Amount in Rupees	
1	₹ Five Lakhs Rupees only was sanctioned vide sanction order No. sw(s)77/90/pt(B)4 Dated 18th January 2024 Total: ₹5,00000 only	₹Five Lakhs was sanctioned and ₹ five lakhs was released as grant for the project on “Intervention towards prevention of Substance Abuse and Drug Addiction among the school and college youth of Meghalaya”	Certified that out of ₹5,00000 of grants sanctioned and released, during the year 2024 in favor of St Anthony’s College under the Department letter No. given in the margin and a sum of ₹ has been organized for the purpose of organizing - Students Empowerment Programme against Substance Abuse held from 3rd April 2024- 10th April 2024 and 19th June 2024 to 25th June 2024 at their respective Schools and Colleges for which it was sanctioned and that the balance of ₹ remains unutilized and an amount of ₹ remains to be funded to.... To be released by the Directorate of Social Welfare for the settlement of Accounts on NIL basis

2. Certified that i have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised

1. TA/DA of participants
2. Report of the program
3. Boarding and lodging the participants
4. Vouchers and bills
5. Cash book
6. Others

Signature
Designation

Date

Student Empowerment Programme

against

SUBSTANCE ABUSE

A Social Reach out by

Dept. of Value Education, Counselling Cell,
Substance Abuse Prevention Cell of St. Anthony's College
in collaboration with

Fourth Wave Foundation, Bangalore,
Child Friendly Shillong

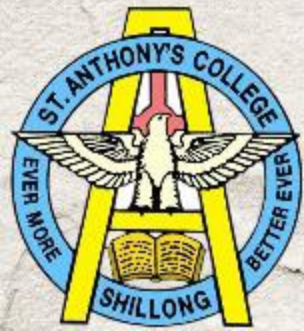
Dates: 3 - 17 April 2024

Covering 10 Institutes in Phase 1

Supported by
Social Welfare Department, Govt. of Meghalaya
under

Project DREAM

(Drug Reduction Elimination & Action Mission)



Student Empowerment Programme
against
SUBSTANCE ABUSE

A Social Reach out by
Dept. of Value Education, Counselling Cell,
Substance Abuse Prevention Cell of St. Anthony's College

in collaboration with
Fourth Wave Foundation, Bangalore

Supported by
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Student Empowerment Programme
against
SUBSTANCE ABUSE


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Student Empowerment Programme
against
SUBSTANCE ABUSE
A Social Reach out by
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FOURTH WAVE
FOUNDATION




Student Empowerment Programme
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FOURTH WAVE
FOUNDATION



Student Empowerment Programme
against
SUBSTANCE ABUSE

A Social Reach out by

Dept. of Value Education, Counselling Cell,
Substance Abuse Prevention Cell of St. Anthony's College

in collaboration with
Fourth Wave Foundation, Bangalore

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Student Empowerment Programme
against
SUBSTANCE ABUSE

A Social Reach out by

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Student Empowerment Programme
 against
SUBSTANCE ABUSE

A Social Reach out by

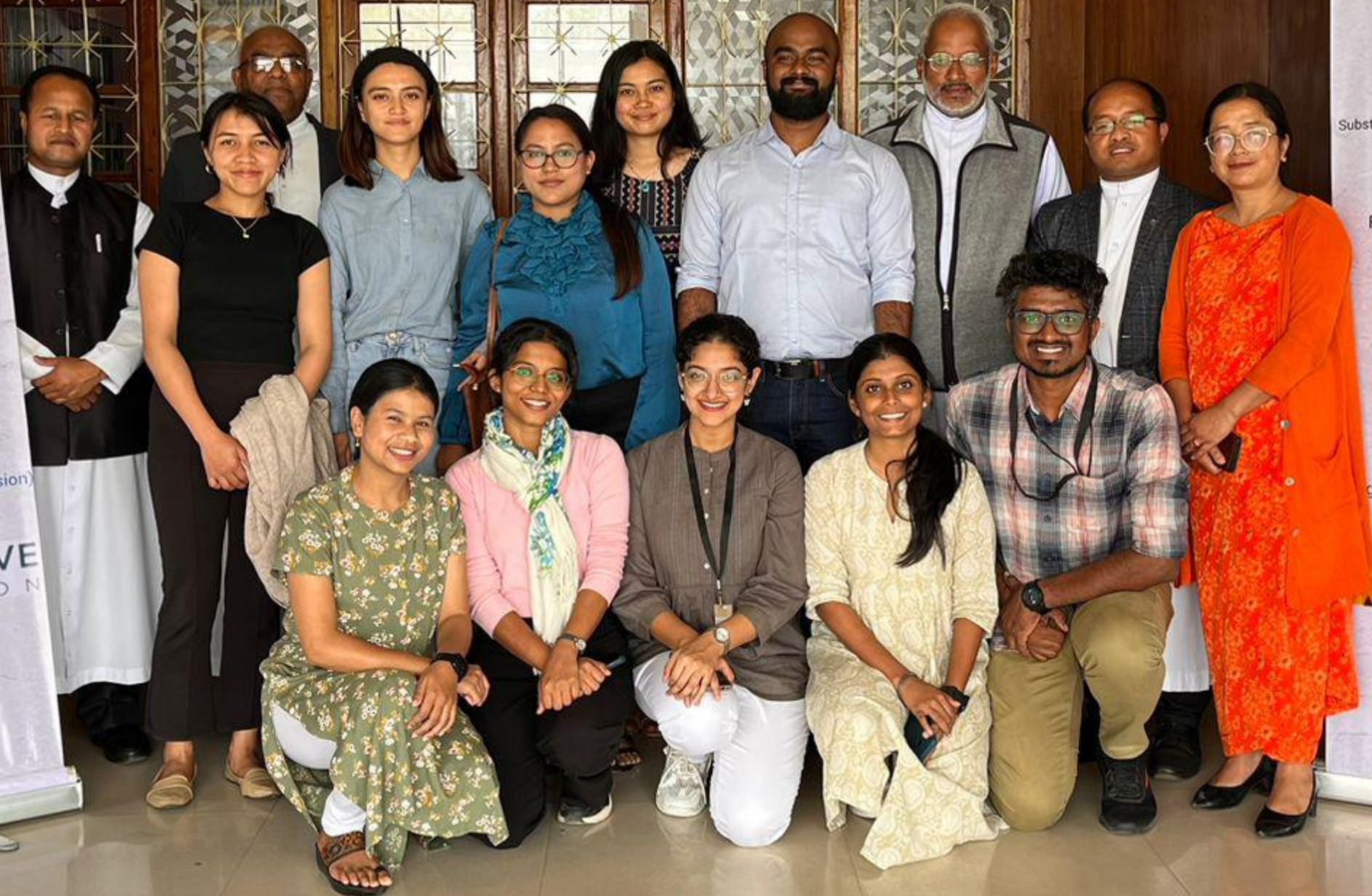
Dept. of Value Education, Counselling Cell,
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FOURTH WAVE
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 (Drug Reduction Elimination & Action Mission)

FOURTH WAVE
 FOUNDATION





901 878
LEADING TO ADDICTION



Shillong, ML, India
Hopkinson Road La Chaumiere, East Khasi Hills,
793001, ML, India
Lat: 25.569641, Long: 91.888819
06/04/24 10:51 AM GMT+05:30





A Don Bosco Institution (Estd. 1934)
NAAC Re-Accredited Grade
College with Potential for Excellence (awarded by UGC)
Affiliated to NEHU (A Central University)
UGC Recognised & AICTE Approved

ST. ANTHONY'S COLLEGE

SHILLONG 793 001

MEGHALAYA - INDIA

Phones: (0364) 2222558 2223558

Fax: 2229558

E-mail: principal@anthonys.ac.in

albertlongly@gmail.com

website: www.anthonys.ac.in

Principal

Ref.No.SAC/ALD/165/ARG/2024-06

Date: 13th March 2024

Anthonian Research Grant Award


RELEASE ORDER

Subject: Financial sanction of the research project titled "*Theoretical Studies on Atmospheric Chemistry of Some Selected Nitriles: Kinetics, Thermochemistry, and Reactivity*" under Dr. Shemphang Hynniewta and Farlando Diengdoh of Department of Chemistry.


Sanction of Research and Development Cell, St. Anthony's College, Shillong (RDC-SAC) to the above-mentioned project at a total cost of Rs. 50,000/- (Rs. Fifty Thousand Only) with the total break-up of Rs. 50,000/- under Fieldwork/Consumables for 24 months.

Important Information

- **The PI and Co-PI are to note that the first installment will not be disbursed; instead, the entire amount will be released in one full payment.**
- **It is still required for the PI and Co-PI to submit the Annexure 3 at the end of the first year from the date of sanction of the grant.**
- **The PI and Co-PI are instructed to collect the cheque from the accountant's office.**
- **The PI and Co-PI are to read the ARG guidelines, fill up the attached Annexures, and follow the steps accordingly.**


Rev. Br. (Dr.) Albert L. Dkhar, SDB
Principal.

Principal
St. Anthony's College
Shillong - 793001
Meghalaya, India


Dr. Damanbha Lyngdoh
Coordinator, RDC.

SERVICES AGREEMENT

between

THE SASAKAWA PEACE FOUNDATION

and

St. Anthony's College

THIS AGREEMENT (“this Agreement”) is made by and between **the Sasakawa Peace Foundation** (“Foundation”), having its principal office at 1-15-16 Toranomon, Minato-ku, Tokyo 105-8524, Japan, and **St. Anthony's College** (“Contractor”)(collectively, Foundation and Contractor are referred to as “Parties” and, individually, as “Party”), having its office at Bomfyle Road, Lachumiere, Shillong, Meghalaya, 793001, INDIA.

The Parties agree as follows:

1. Engagement

Foundation hereby engages Contractor to provide services (the “Services”) described in the Appendix, subject to the terms and conditions set forth below. Contractor agrees to provide these Services in compliance with applicable laws and regulations.

2. Performance of Services

2.1 The Contractor shall perform the Services in accordance with the implementation plan described in Item 1 of Appendix (“Implementation Plan”) and submit the work results provided in Item 2 of the Appendix (“Work Results”) within the period provided in Item 3 of the Appendix (“Service Period”).

2.2 Upon request of Foundation, Contractor shall submit to Foundation a written report on the progress or details of the performance of the Services during the Service Period and within 10 years from the end of the Service Period without limitation of number of occurrences.

2.3 Upon the request of Foundation, Contractor shall allow Foundation including personnel appointed by Foundation to enter and inspect Contractor's office or facility relating to the performance of the Services physically and/or by online and inspect the materials, documents, books and records relating to the performance of the Services, during the Service Period and within 10 years from the end of the Service Period without limitation of number of occurrences.

2.4 Foundation may, in its sole discretion, order improvement in the performance of the Services and/or the management of the confidential information and/or Personal Data.

3. Completion Report and Work Results

3.1 Within fourteen (14) days after completion of the Services, Contractor shall submit to Foundation Work Results and a written report on the completion of the Services (the “Completion Report”) in the form provided or approved by Foundation. Such report shall include a statement of expenditures with all relevant vouchers and receipts attached.

3.2 Foundation shall, within thirty (30) days after receipt of both the

Completion Report and Work Results (if any), inspect such Work Results and shall give acceptance notice to Contractor (“Acceptance Notice”) if such Work Results are acceptable for Foundation. In case such Work Results are not acceptable, Foundation shall notify Contractor of the rectification required and the required date for submission of rectified Work Results.

3.3 In case the notice is given of the unacceptability of any Work Results pursuant to the preceding paragraph, Contractor shall submit rectified Work Results to Foundation at or before the required date for submission thereof. Foundation shall, within thirty (30) days after receipt of such rectified Work Results, inspect the same and shall give Acceptance Notice to Contractor if the rectified Work Results are acceptable for Foundation.

4. Service Fee

4.1 Foundation shall pay Contractor the Service Fee provided in Item 4 of Appendix as the consideration and cost and expenses including but not limited to the travel, transportation, correspondence, printing and binding, for the Services.

4.2 In the event that, upon inspection of the Completion Report, the actual amount incurred or paid by Contractor for each category of expenses is less than the amount provided in the budget in the Exhibit (“Budget”), Foundation shall reduce the amount of difference from the Service Fee provided in Item 4 of the Appendix.

4.3 Under no circumstances shall Foundation be obligated to bear any cost or expenses outside the categories or above the budgeted amounts set forth in the Budget except where and to the extent Foundation gives a prior approval in writing.

4.4 Foundation shall not be obligated to make any payment to Contractor other than the Service Fee in accordance with Section 4.1 in connection with the performance of the Services.

4.5 Contractor shall bear the taxes, customs duties, or any other charges incurred in connection with the performance of this Agreement.

5. Payment of the Service Fee

Foundation agrees, in accordance with the payment schedule provided under Item 4 of Appendix upon receipt of invoices from Contractor, to pay to Contractor the Service Fee after deduction of any required withholding tax, by wire transfer to the bank account provided in Item 4 of Appendix or to such other bank account as may be hereafter designated by Contractor in writing. Foundation shall bear the costs for wire transfer.

6. Confidentiality

6.1 Contractor shall not use the existence and contents of this Agreement, the results of Services, and any and all technical, business, and operational

information of Foundation, including ideas, know-how, and data disclosed by Foundation through execution and performance of this Agreement, whether orally or in writing (hereinafter referred to as “Confidential Information”), for any purpose other than the performance of the Services, and disclose or divulge to any third party any such information, without the prior written consent of Foundation.

6.2 Notwithstanding the preceding paragraph, the following items shall not be included in Confidential Information where Contractor can prove:

- (a) The information was already public knowledge at the time of disclosure, or became public knowledge after disclosure due to reasons not attributable to Contractor;
- (b) The information was already in Contractor's possession at the time of disclosure;
- (c) Contractor legally obtained the information from a third party without any obligation of confidentiality; or
- (d) The information was developed independently by Contractor.

6.3 If Contractor allows their own officers, employees, or third parties to access the Confidential Information, Contractor must ensure that they also agree to the same confidentiality obligations outlined in this Agreement. Additionally, Contractor must take all necessary steps to prevent these officers, employees (even after they retire or resign), or third parties from breaching these confidentiality obligations.

6.4 This Section 6 shall survive the termination of this Agreement.

7. Personal Data Protection

With respect to any information that can be used to identify, locate, or contact an individual, alone or when combined with other personal or identifying information in connection with the performance of the Services (the “Personal Data”), Contractor shall:

- (a) Be responsible for Contractor compliance with all applicable laws regarding the protection of personal data in relation to handling the Personal Data (the “Applicable Laws”);
- (b) Provide Foundation with information on the Applicable Laws, upon request by Foundation;
- (c) Not copy, reproduce, process, or falsify the Personal Data, in whole or in part, except as necessary for the performance of the Services;

(d) Use best efforts to prevent theft, loss, unauthorized access, removal of the Personal Data;

(e) Share the Personal Data with only the minimum necessary number of officers and employees of Contractor who are engaged in the Services and have them be informed of and comply with the obligations under Section 6 and this Section 7;

(f) Return to Foundation or destroy the materials pertaining to the Personal Data and any copies thereof immediately upon the termination of this Agreement;

(g) Upon receiving a request for disclosure, correction, suspension of use, or deletion of Personal Data from the data subject, immediately report such requests to Foundation;

(h) If Contractor is requested by Foundation to cooperate in responding to a request for disclosure, correction, suspension of use, or deletion of the Personal Data by the data subject, promptly cooperate with requests;

(i) If there is a leakage or potential leakage of Personal Data, Contractor must report it to Foundation immediately; and

(j) Be liable for any and all damages incurred by leakage of the Personal Data attributable to Contractor.

8. Copyright, etc.

8.1 Unless otherwise agreed, copyright to the Work Results and any other materials created in the course of the performance of the Services shall belong exclusively to Foundation. Contractor is required to take or ensure that third parties take all reasonable actions as requested by Foundation to ensure that Foundation becomes the sole holder of the copyright.

8.2 Contractor may, with the prior written approval of Foundation, use part of the Work Results and their reproductions free of charge in connection with its writing or publicity/advertising activities, such approval not to be unreasonably withheld by Foundation.

8.3 All ideas, concepts, expertise, etc. jointly developed by both parties in the course of performance of the Services may be freely used by either Party without charge and without consent of the other Party.

9. Suspension of Performance

Foundation may, in its sole discretion, temporarily suspend the performance of the Services upon a written notice to Contractor, in which

event Foundation shall, at the request of Contractor, consult with Contractor as to compensation for any damage, loss or expense incurred by Contractor because of such suspension or as to modification of the Implementation Plan or the Service Period.

10. Restriction on Subcontract

10.1 Contractor shall not subcontract all or part of the Services to a third party without the prior written consent of Foundation.

10.2 In the event that Contractor shall subcontract all or part of the Services pursuant to the preceding paragraph, Contractor shall impose on the subcontractor obligations equivalent to those in this Agreement and be jointly and severally liable for the acts of the subcontractor.

11. Force Majeure

Neither Party shall be liable or otherwise responsible for any default or delay in the performance of its obligations (other than payment obligations) hereunder attributable to any cause, circumstance or contingency beyond its reasonable control (“Force Majeure”). For this purpose, the term “Force Majeure” shall include, but not be limited to, acts of God, fires, storms, floods, wars, riots or civil commotions, strikes, lockouts or other labor problems, and governmental acts, decrees or restrictions.

12. Termination

12.1 Termination by Foundation. Foundation may terminate this Agreement at any time by giving written notice to Contractor with immediate effect if it has good cause for termination. The Parties agree, without limiting the applicable law, the following circumstances shall constitute good cause for termination by Foundation:

- (a) Contractor fails to begin performing the Services without justifiable reasons;
- (b) Contractor would likely fail to complete the Services in accordance with the Appendix and within the Service Period for any reasons for which Contractor is responsible;
- (c) Contractor has committed a breach of this Agreement and, where such breach is rectifiable, has failed to rectify within thirty (30) days after receiving written notice thereof from Foundation;
or
- (d) Contractor is subject to seizure order, provisional seizure order, provisional disposition order, auction order, disposition

order for tax delinquency, or other dispositions order by the exercise of public authority, becomes bankrupt or insolvent or any agreement or court proceeding is initiated relating to its financial instability.

(e) Contractor has suspended business or had its business license or registration revoked by the regulation authorities.

12.2 Termination by Contractor. Contractor may at any time terminate this Agreement by giving written notice to Foundation with immediate effect if it has good cause for termination. The Parties agree, without limiting the applicable law, the following circumstances shall constitute good cause for termination by Contractor:

(a) Foundation fails to pay the Service Fee without justifiable reasons; or

(b) Foundation has committed any other breach of this Agreement and, where such breach is rectifiable, has failed to rectify within thirty (30) days after receiving written notice thereof from Contractor.

12.3 Rights upon Termination. In case of any termination taking place after payment of all or part of the Service Fee, Contractor shall, in accordance with Foundation's instruction, either (a) refund the entire amount of the received Service Fee immediately upon the termination; or (b) with delivery of the Work Results and other results of the Services to Foundation, refund a part of the amount of the received Service Fee, which is the amount determined by Foundation, taking into account the progress of the Services and the Work Results.

12.4 Other Remedies. Nothing in this Section 12 shall affect or be construed as a waiver of the right of the Party aggrieved by any breach of this Agreement for recovery of any loss or damage relating to such breach, either before or after the effective date of termination of this Agreement. In no event, however, shall either Party be liable for any special, consequential or incidental loss, damage or expenses (including, but not limited to, business interruption, lost business, lost profit or lost savings), whether based on breach of contract, tort or otherwise, even if it has been advised of the possibility of such loss, damage or expenses.

13. Indemnification

Contractor agrees to indemnify, defend and hold harmless from and against any claims or demands for loss or damage to persons or property arising from willful misconduct or negligence of Contractor or its employees or

agents in connection with the performance of the Services hereunder.

14. Representation and Warranties

14.1 Foundation and Contractor represent and warrant that, as of the date of execution of this Agreement, neither it nor its officers, employees, or persons substantially involved in its management (“Officers”) are members of criminal organizations, associate members of criminal organizations, terrorists, or other persons equivalent thereto (“Anti-Social Forces”) and that none of the Officers:

- (a) Are controlled by, or substantially involved in the management by Anti-Social Forces;
- (b) Use the power of Anti-Social Forces etc. for unjust purposes;
- (c) Are supplying funds or providing favors to Anti-Social Forces;
or
- (d) Have any other socially unacceptable relationship with Anti-Social Forces.

14.2 Either Foundation or Contractor may immediately terminate this Agreement without any prior notice, in the event that the other party (“Breaching Party”) breaches any of the representations and warranties set forth in the preceding paragraph.

14.3 In case of termination of this Agreement in accordance with the preceding paragraph, Breaching Party may not seek compensation for the damages or loss incurred by the termination of this Agreement.

15. Independent Contractor

Contractor is acting as an independent contractor in performing the Services hereunder and shall have no right to enter any contract or assume or create any responsibility on behalf of or in the name of Foundation.

16. Disputes

16.1 This Agreement shall be governed by and construed in accordance with the laws of Japan.

16.2 Any dispute or controversy arising out of or relating to this Agreement shall be finally settled by arbitration conducted in Tokyo, Japan, in accordance with the commercial arbitration rules of the Japan Commercial Arbitration Association. Both Parties agree to be bound by any award rendered by the arbitrator(s) and further agree that the judgment upon such award may be enforced in any court having competent jurisdiction.

17. Notices

All notices and requests given or made by either Party to the other under this Agreement shall be in writing including email and shall be addressed to the Party's address first above set forth or at such other address as the Party shall hereafter designate to the other in accordance with this Section 17.

18. Special Clause

The Parties agree that special clause(s) stipulated under Item 5 of the Appendix (if any), shall be a part of this Agreement which supplement or amend the terms and conditions hereunder.

19. Miscellaneous Provisions

19.1 Assignment. This Agreement or any right or obligation hereunder may not be assigned or transferred by either Party without the prior written consent of the other Party.

19.2 Amendment. Neither this Agreement nor the Appendix may be modified or amended except by a writing signed by authorized representatives of both Parties.

19.3 No Waiver. Failure by either Party to enforce any provision of this Agreement or to exercise any right or option herein provided shall not be deemed a waiver of such provision nor the right thereafter to enforce such provision or to exercise such right or option.

19.4 Integration. This Agreement, including the Appendix shall constitute the entire agreement between the Parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and agreements.

19.5 Headings. The section headings herein are for convenience of reference only and shall in no way affect the interpretation of this Agreement or any part thereof.

19.6 Effective Date. This Agreement shall be effective on the date signed by Foundation and Contractor. However, if Foundation and Contractor sign after the start of the Service Period, it will be retroactively effective from the first day of the Service Period.

This Agreement may be executed in two counterparts, each of which shall be deemed an original, and both of which together shall constitute the same instrument. This Agreement may be executed electronically, including by electronic signatures. Signatures of the parties transmitted via facsimile or PDF shall be deemed to be their original signatures for all purposes.

IN WITNESS WHEREOF , the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

FOUNDATION:
The Sasakawa Peace Foundation

CONTRACTOR:
St. Anthony's College

By _____
Atsushi Sunami
President

By _____
Albert L. Dkhar
Principal

DATE:

DATE:

APPENDIX

1. Description of Services and Implementation Plan

As attached

2. Work Results and Submission

Narrative report

3. Service Period

From May 10, 2024 to March 15, 2025

4. Payment of the Service Fee

Service Fee: USD 62,285 (before tax)

Payment Schedule:

First Installment: USD 30,000 (before tax)

To be paid by the end of the month following the month in which Foundation receives an invoice from Contractor after the execution of this Agreement.

Second Installment: USD 15,000 (before tax)

To be paid by the end of the month following the month in which Foundation receives an invoice from Contractor after the Acceptance Notice.

Third Installment: USD 17,285 (before tax)

To be paid by the end of the month following the month in which Foundation receives an invoice from Contractor after the Acceptance Notice.

Bank account designated by Contractor:

Bank Name: State Bank of India

Address: FCRA Cell, 4th Floor, State Bank of India, New Delhi Main Branch, 11, Sansad Marg, New Delhi – 110 001

Account Name: ST ANTHONY'S COLLEGE

Account No.: 40257987142

SWIFT No.: SBININBB104

5. Special Clause

OFFICE OF THE EXECUTIVE COMMITTEE
KHASI HILLS AUTONOMOUS DISTRICT COUNCIL
SHILLONG
RESEARCH COMMITTEE

Order No. Memo No.DCVI/EDN/I/2023

Dated Shillong, the 31st October, 2023

The following Researchers are hereby selected to undertake Research Project under Education Department, Khasi Hills Autonomous District Council, Shillong for a period of four Months with effect from 1st November, 2023 to February 2024 with a financial sanctioned of Rs.1,00,000 (Rupees One-lakh) each as well as Rs.10,000 (Rupees Ten Thousand) as contingency only for those who undertaking laboratory work. They are instructed to start the work immediately and to abide by the rules and regulations of the Research Committee

SL No.	Name of Researchers	Topic of Research
1.	Dr. M. Khyndeit Dr. B. Bairo Dr. D. Diengdoh Dr. B. Khyriem	Ka jingbuh jingthoh halor ka ktien, litereshor bad kolshor Khasi
2.	Ruth Kharbamon	The Marriage rituals among the indigenous Khasi Tribes of Meghalaya
3.	Dr. Rymphang K. Rynjah (PI) & Dr.Saralin A. Lyngdoh (Co-I)	Exploring Language Variation in Khasi: A Comparative Analysis with War- Khasi
4.	Pynjanai Malai	Ka Shaw Bhoi: A study on the practise and belief of Ka Shaw Bhoi in Meghalaya
5.	Rev. Dr. G.M. Sohkhia	A Study on the Khasi Traditional Thought: A philosophical and cultural perspective
6.	Wandaia Syngkon	Unravelling Superstitious Beliefs among the Khasi: A Sociocultural Exploration in East Khasi Hills District of Meghalaya
7.	Prof. R.M. Shangpliang	The Kur system among the Khasi: Its functions and dynamics
8.	Prof. A. Kharmalki	Ka jinglum ia ki Khana Parom na ka Hima Nongstoin
9.	Dr. Jacqueline Thabah & Ribadapbiang Nengnong	Preserving Khasi Folk tales: A digital documentation journey
10.	Ferdinand Lyngdoh Marshellong	Ka shnong ba jar jar
11.	Dr. Daiahunlin Mawlong & Fredalin Kyndiah	Historical Heritage and Development: A Legal study in the state of Meghalaya with special reference to East Khasi Hills District
12.	Ms. Mildred Iawphniaw Dr. Wandaia Syngkon Ms. Aibakor Kharbuli	Preserving cultural heritage: A study on traditional inheritance among the Khasi in East Khasi Hills District of Meghalaya
13.	Dr. H. Kharbani	Traditional edible insects as potential medicinal significance of the indigenous Khasi tribes of Meghalaya, India
14.	Felix Pde	Traditional medicine and the contribution of traditional healers to the communities
15.	Banshaikupar Lyngdoh Mawlong	Traditional institutions and environmental governance: A study of the role of clanship in traditional environmental governance of the Khasis
16.	Dr. Umeshwari Dkhar & Dr. Basil Darlong Diengdoh	Administration of justice under the Syiemship of Myllem: A Legal study
17.	Phida-ri-ing Kharsyntiew	A study of the traditional beads of the Khasi Jaintia Community
18.	Markynti Kharlyngdoh & R Turnia	Ka bam ka dih tynrai u Maram: Ka mynnor bad ka mynta
19.	Damanbha Lyngdoh	Documenting Unique Culinary Traditions: The Khasi people and their unconventional use of parasites as a food source
20.	Shanborlang Chyne	The life of J.J.M. Nichols Roy: Hermeneutical Approach
21.	Rev.Dr. S. Hayong	Degradation of value system in present Khasi society
22.	E. Pyndapbor Khongjirem	A study on the essence of Ka Ksing Kynthei in the Khasi society
23.	Badapbiang T. Dkhar	Mapping of the tangible and intangible cultural heritage of the Khasi community: Proposing appropriate policy and regulatory framework for its protection

24.	Yophika Grace Thabah & Hamarbabiang Wanshong	An analytical study on the customary laws of inheritance of property rights among the Khasis in the state of Meghalaya
25.	Darishisha Jyrwa	Strengthening intellectual property rights and traditional knowledge protection for Khasi traditional medicine
26.	Shashi Teibor Laloo	Ba ioh ngi klet: Stolen stories of India's neglected partition
27.	Marbiangdor Myrthong	Nongkseh: A place of historical importance
28.	Dr. Kampher Phawa	Ka jingsynshar ki phareng ha Ri Khasi bad Jaintia
29.	Dr. Sharalyne Khyriemujat	Marriage practises among the Khasis: An Over -view
30.	Emdorini Thankiew	Cultural custodians: Women's changing roles in Khasi Traditional institutes
31.	Yemame Lyndem	Unravelling the traditions and adaptations: A holistic study of Bhoi culinary heritage and food practises in Ri Bhoi District, Meghalaya
32.	Dr. Dahunlyne Shylla Dr. Grace M. Basanshrieh Dr. Jasmine Mary Lyngdoh & Larihun Syiemlieh	Exploration of mental health and well- being glossary terms and translating into the Khasi indigenous language
33.	Pynshngianlang Marwein	Origin of Khasi Clans and the Khasi lineage society
34.	Patrisha Lyngkhoi	Ethnobiological study of Khasi women traditional attire in Meghalaya
35.	Macdonald L.Ryntathiang	Ka Krud Ksing or Ka Krud Lyngkha
36.	Barikupar Paswett	A descriptive study on the endangered art forms of the Khasi with special reference to Selected artefacts
37.	Andrew Gardener Marwein	Documenting the Endangered Material Culture and Traditional Art Forms of the Lyngngam Community
38.	Dr.Badarishisha Kharwanlang	Enhancing Khasi traditional healing in Wellness Tourism: Myllem and Mawryngkneng Block, East Khasi Hills, Meghalaya
39.	Dr. E Shadap & Dr. W Thabah	Ka Niam Iap Niam Im.
40.	Dr.B Marwein	Ka History u Sngap Singh Syiemlieh
41.	Members Research Committee	Ka Nathi ia ka Teh- kha Teh- man u Khasi

sd/

(Shri. Carnes Sohshang)
EM i/c Education,
Khasi Hills Autonomous District Council,
Shillong.

Memo No.DCVI/EDN/I/2023

Dated Shillong, the 31st October, 2023

Copy to,

1. The Chief Executive Member, KHADC
2. The Dy.Chief Executive Member, KHADC
3. The Person Concern
4. The Accountant
5. The O.O.B

} For favour of information.

sd/

U/Secretary
i/c Education
Khasi Hills Autonomous District Council,
Shillong.

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Nelson Mandela Marg, Vasant Kunj,
New Delhi-110070

RPS - Sanction Letter

File No. 8-217/FDC/RPS-NER/POLICY-1/2020-21

Date: 29 March 2022

The Drawing and Disbursing Officer
All India Council for Technical Education
Nelson Mandela Marg,
Vasant Kunj, New Delhi-110070,

Sub: Release of a sum of Rs. 376541/- being the 1st installment of the total grant of Rs.430333/- for conduct of Project under Research Promotion Scheme for the North East Region (RPS-NER) during the financial year 2021-22.

Sir,

With reference to the proposal submitted by the institute, this is to convey the sanction of the Council for payment of **Rs.376541/- (Rupees Three Lakh SeventySix Thousand Five Hundred FortyOne Only)** as 1st installment out of a total approved grant-in-aid of **Rs.430333/-** for conduct of a Project under the Research Promotion Scheme (RPS), as per details given below:-

I.	Name and address of the Beneficiary Institution (University / College / Institution)	:	Registrar / Director / Principal, ST. ANTHONY'S COLLEGE, SHILLONG, BOMFYLE ROAD, SHILLONG 793001 MEGHALAYA
II.	Principal Investigator's Name & Dept.	:	Mrs. AIUSHA HUJON MASTERS IN COMPUTER APPLICATIONS
III.	Co-Principal Investigator's Name & Dept.	:	MEDARI THAM (MASTER OF COMPUTER APPLICATIONS)
IV.	Grant-in-aid Sanctioned	:	Rs.430333/- (Rs.322749/- for non-recurring and Rs.107584/- for recurring expenditure)
V.	Amount to be Released during the year 2021-22 (as 1 st installment)	:	Rs.376541/- (Rs.322749/- Full amount of non-recurring & Rs.53792/- 50 % of recurring sanctioned)
VI.	Project Duration	:	3 Years
VII.	Title of the Project	:	Building English to Khasi neural machine translation system

I. Release of funds:

1. The amount of the grant shall be drawn by the Drawing and Disbursing Officer (DDO), All India Council for Technical Education, New Delhi on the Grants-in-aid bill and shall be disbursed to and credited to the account of ST. ANTHONY'S COLLEGE, SHILLONG, BOMFYLE ROAD, SHILLONG 793001 MEGHALAYA through PFMS.
2. The sanctioned grant-in-aid is debitible to the Major Head "601.7.a (RPS Plan)" Gen. and is valid for payment during the financial year 2021-22.
3. The sanction issues in exercise of the powers delegated to the Council. It is also certified that grant-in-aid is being released in conformity with the rules and principles of the Scheme.
4. The grant-in-aid is being released in conformity with the Terms & Conditions as well as norms of the scheme as already communicated and also being communicated in this letter.

II. Maintenance of account by the Institute/PI:

1. Funds covered by this grant shall be kept separately and would not be mixed up with other funds so as to know the amount of interest accrued on the grant.
2. The grant is intended to cover items of expenditure/equipment approved by AICTE.
3. Acknowledgement of receipt of grant and letter of acceptance of terms and conditions is to be submitted to AICTE within 15 days from the receipt of the grant to the following address:

Director (Faculty Development Cell), AICTE, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

4. The accounts of the grantee will be opened for test check by the Council or Comptroller & Auditor General of India or by any officer designated by them.
5. The Principal and PI of the institute are requested to verify the correctness of the undermentioned bank account/RTGS/PFMS details submitted by them alongwith the Proposal, in which the grant is being released. In case of any omission, the same should be reported to AICTE immediately along with refund of entire grant: -

Institute Pan No.	Bank Name	Bank Branch	Bank Add.	Branch	Account Holder Name	Account Type	Account Number	IFSC Code
AAATS7601K	CENTRAL BANK OF INDIA	St. Anthony's College	St. Anthony's College, Bomfyle Road, Shillong		Principal	Saving Account	5164518510	CBIN0283935

6. The grantee Institution shall observe all financial norms and guidelines as prescribed by the AICTE/Government of India from time to time. Grantee institution must follow GFR guidelines in procuring the sanctioned items and maintain an audited record of assets acquired wholly or substantially out of the grant-in-aid and a register for assets shall be maintained by the Institute in the prescribed form i.e. GFR-19.
7. **Interest accrued on the sanctioned grant-in-aid will be reported and refunded to AICTE and not adjusted against the subsequent installment.**

III. General Instructions:

1. It should be ensured that no RPS project in favour of the same P.I. has been sanctioned during the last 03 years before utilizing this amount and the matter be brought to the notice of this Council immediately in case a faculty is sanctioned multiple RPS Projects.
2. The duration of Project is 03 years and the **date of release of the grant by AICTE shall be taken as the date of commencement of the project.** The Registrar/Director/Principal shall intimate about the receipt of the grant to AICTE. Any Expenditure, incurred prior to issuance of this Sanction Order, would not allowed to be adjusted in the grant and if the University/Institution do not take-up the project work **within 6 months** of the receipt of the grant, approval shall *ipso facto* lapse **and the Institute has to necessarily refund the entire grant to AICTE along with interest within a month. In case the grant is not refunded within said duration 18% interest will be levied on it.** The grant has to be refunded to AICTE, through RTGS as per details given below:

Account Number	55113199952
Name of the Account Holder	Member Secretary, AICTE, New Delhi
Bank Name	State Bank of India
Branch Name	Shashtri Bhawan, New Delhi
IFSC Code	SBIN0050203

3. The Institute may constitute a Project Monitoring Committee (PMC). The composition of the PMC shall be as under:
 - i. Principal/Director of the institution (Chairperson)
 - ii. Two HODs from institute (Members)
 - iii. In case of private institute one subject expert from government institute, not below the rank of Associate Professor (Member)
 - iv. Coordinator of the project (Member Secretary)
4. The grant shall be utilized strictly for the purpose as specified in the sanction letter. Re-appropriation of funds from one Head to another is strictly not permitted viz. Recurring and non-recurring Heads. Further, the equipment(s)/item(s) purchased should be as per the specifications and individual item-wise costs sanctioned by AICTE, and not taking the total grant sanctioned as one entity. Item-wise purchase cost shall be matched with the sanctioned cost, and the cost of item purchased below the sanction cost shall be restricted as actual cost. If the item purchase cost is higher than its sanctioned cost, the cost shall be restricted to the sanctioned cost and the additional amount shall be met by the Institute from its own resources.
5. Similarly, the recurring grant shall be used for the items sanctioned by the AICTE. No money be used for going abroad to attend Conference / seminars. However, for presenting a Paper in a Seminar / Conference **within the country**, the travel expenses may be met from the recurring grant.

6. No request for additional grant over and above the sanctioned grant shall be considered by the AICTE. The additional amount, if any, expended beyond the sanctioned grant shall be met by the Institute from its own resources.
7. The institute/University shall not charge any overheads on this Project and will provide all the administrative support and **timely release of grant to PI** for completion of the Project.
8. The grantee shall utilize grants only on approved items as per list of equipment attached. However, if the grantee wishes to recast the Project, approval of Council must be obtained for the revised item of expenditure and they will maintain proper accounts of the expenditure as per the norms/procedures of AICTE/Government of India. **The revised proposal should be within the total grant sanctioned and duly supported with reasons and recommendations of the Project Monitoring Committee (PMC).**
9. The assets acquired wholly or substantially out of All India Council for Technical Education's grant shall not be disposed or encumbered or utilized for the purpose other than those for which the Grant was given without proper sanction of the All India Council for Technical Education.
10. Each project sanctioned by AICTE is assigned a specific Reference Number, which is given on pre-page. All correspondence address to AICTE regarding the project must quote this number alongwith year of sanction of the project, otherwise correspondence may not be entertained.
11. The grantee shall follow the terms and conditions of Research Promotion Scheme (RPS) as laid down by the Council from time to time.

IV. Submission of documents by the institute/PI to AICTE:

A. Documents to be submitted within one month of completion of each financial year:

- i. Annual Progress Report, indicating therein the number of patents, publications or any other achievement.
- ii. Utilization Certificate, Audited Utilization Certificate, Receipt & Payments, Statement of Expenditure.
- iii. Audited record of assets acquired wholly or substantially out of the grant-in-aid and a register for assets in the prescribed form i.e. GFR-19.
- iv. Separate Bills/vouchers related to Non-recurring and recurring expenditures duly signed & stamped by the PI & Head of the institution.
- v. Stock entry register duly verified by the Store-in-charge and PI & counter signed by Head of institution.

B. Documents to be submitted within two month of completion of the Project:

- i. The consolidated Utilization Certificate (UC) and Receipt & Payment Account for the Project duration, duly audited.
- ii. Consolidated audited statement of expenditure, to the effect that the grant has been utilized for the purpose for which it has been sanctioned. It should contain the head-wise break up of expenditure made from the grant-in-aid provided by the Council.
- iii. Project Completion Report duly signed & stamped by the PI & Head of the institution and Project Evaluation Committee (PEC) Members.
- iv. Principal Investigator/institute to submit the Feed Back Form in AICTE format.
- v. The prescribed formats for submission of necessary mandatory documents and Terms & Conditions may please be downloaded from www.aicte-india.org/schemes/research-innovations-development-schemes.

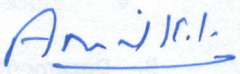
Note: Any deviation from the above said time schedule will cause serious action against the institute.

Approved List of Items under Non-recurring grant:

S. No.	Approved Items (As per proposal)	No. of Units	Amount recommended (in Rs.)
A	Non-recurring		
i)	Workstation with GPU	1	Rs.322749/-
ii)	External hard disk	1	
iii)	laptop	1	
B	Recurring i.e. 50% of total approved recurring grant) for Contingencies & Consumables only		Rs.53792/-
	Grand Total (A) + (B)		Rs.376541/-

Copy forwarded for information and necessary action to:

1. REGISTRAR / DIRECTOR / PRINCIPAL,
ST. ANTHONY'S COLLEGE, SHILLONG,
BOMFYLE ROAD, SHILLONG 793001 MEGHALAYA
2. NAME OF PRINCIPAL INVESTIGATOR,
Mrs. AIUSHA HUJON
(MASTERS IN COMPUTER APPLICATIONS)
ST. ANTHONY'S COLLEGE, SHILLONG,
BOMFYLE ROAD, SHILLONG 793001 MEGHALAYA
3. OFFICE OF DIRECTOR GENERAL OF AUDIT
GENERAL REVENUES, AGCR BUILDING
I.P. ESTATE, NEW DELHI-110002.
4. GUARD FILE


 (Dr. Amit Kumar Srivastava)
 Director (FDC)



A Don Bosco Institution (f. estd. 1934)
NAAC Re-Accredited Grade
College with Potential for Excellence (awarded by UGC)
Affiliated to NEHU (A Central University)
UGC Recognised & AICTE Approved

ST. ANTHONY'S COLLEGE

SHILLONG 793 001
MEGHALAYA - INDIA
Phones: (0364) 2222558, 2223558
Fax: 2229558
E-mail: principal@anthony's.ac.in
albertlongly@icloud.com
website: www.anthony's.ac.in

Principal

Ref.No.SAC/ALD/165/ARG/2024-07

Date: 13th March 2024

Anthonian Research Grant Award

RELEASE ORDER

Subject: Financial sanction of the research project titled "*Characterization of Hydrichium germplasm from Meghalaya*" under Dr. Judith Mary Lamo and Dr. Baphilinia Jones Myllicmngap of Department of Biotechnology.

Sanction of Research and Development Cell, St. Anthony's College, Shillong (RDC-SAC) to the above-mentioned project at a total cost of Rs. 50,000/- (Rs. Fifty Thousand Only) with the total break-up of Rs. 40,000/- under Fieldwork/Consumables and Rs. 10,000/- under Contingency for 24 months.

Important Information

- **The PI and Co-PI are to note that the first installment will not be disbursed; instead, the entire amount will be released in one full payment.**
- **It is still required for the PI and Co-PI to submit the Annexure 3 at the end of the first year from the date of sanction of the grant.**
- **The PI and Co-PI are instructed to collect the cheque from the accountant's office.**
- **The PI and Co-PI are to read the ARG guidelines, fill up the attached Annexures, and follow the steps accordingly.**

Rev. Br. (Dr.) Albert L. Dkhar, SDB

Principal, Principal
St. Anthony's College
Shillong - 793001
Meghalaya, India

Dr. Damabha Lyngdoh
Coordinator, RDC.