

## AGREEMENT

### BETWEEN THE UNDERSIGNED

Name of the organization: **INSTITUT FRANÇAIS INDIA**  
Address of the organization: **Embassy of France in India,  
No. 2, Dr. A.P.J. Abdul Kalam Road, New Delhi - 110011**  
Represented by: **Emmanuel Lebrun-Damiens, Director**  
Hereinafter designated as: **"IFI"**

### ON ONE HAND

### AND

Name of the organization: **UNIVERSITY OF RAJASTHAN**  
Address of the organization: **Jawahar Lal Nehru Marg, Talvandi, Jaipur, Rajasthan 302004**  
Represented by: **Prof. Alpana Kateja, Director,  
Human Resource Department Center (HRDC)**  
Hereinafter designated as: **"UR"**

### ON THE OTHER HAND

It is agreed as follows:

#### Article 1 – Purpose

- 1) Organization of the Teachers' Training of French language teachers in India and South Asia – *Regional Autumn University/ Université régionale d'automne* by the French Institute in India in collaboration with University of Rajasthan.
- 2) In the framework of its mission of linguistic cooperation and promotion of French language, IFI organizes a training programme for French Language Teachers, entitled "**Université régionale d'automne Inde 2022**" under the responsibility of its Director.
- 3) This training programme will be held from 07 to 11 November 2022 from 9 AM to 8 PM, in collaboration with University of Rajasthan.
- 4) This training programme is organized by *Institut Français India*, New Delhi.
- 5) IFI seeks to use the lecture/class rooms, auditorium, canteen and other infrastructure in the HRDC premises of the University.
- 6) Approximately 150 trainee teachers from India and the neighbouring countries are expected to attend this training programme.

#### Article 2 – Role & responsibilities of IFI

##### 1) Organization of Training Programme

- a) A Coordination Committee consisting of representatives from both IFI and UR will be constituted to ensure smooth conduct of the event.
- b) IFI will be responsible for all modalities related to call of application and selection of candidates.

- c) A detailed programme of sessions & details for the entire period shall be made available to the office of Head of Department, Department of French, University of Rajasthan, to facilitate arrangements.

## **2) Invitation and publicity**

- a) IFI shall be responsible for preparation and expenses of all publicity and advertisement material regarding this programme at UR.
- b) All drafts of any Printed material in the public domain for distribution or publicity related to the event (Banners, Power-point slides on stage, brochures etc.) will duly have the UR logo on them. These shall be prepared in consultation with the office of HoD, Department of French, UR before circulation.
- c) IFI shall prepare a press release to be circulated in the media (printed as well as electronic). UR may also issue a press release for circulation.
- d) IFI shall get the banners printed and mounted inside the UR campus as per the size specifications received from UR.
- i) At the main gate of HRDC.
  - ii) At the HRDC auditorium
  - iii) HRDC entrance.
- e) Opening ceremony:
- i) IFI is responsible for creating the invitation card for the opening ceremony of the event.
  - ii) IFI will send the invitation card to the office of HoD, Department of French, UR, one week in advance of the event to be circulated among UR authorities.
- f) IFI shall invite publishers specializing in books in French language to display and promote their French language books. UR may also invite publishers that it may deem appropriate.

## **3) Certification**

Signatories in the certificates issued to the participant trainees at the end of the training programme will be based as per the following details:

- IFI and UR will issue a joint attestation.
- All the parties will be signatories of this attestation.
- This attestation will have the logos of UR and IFI and will be duly approved by the office of HoD, Department of French, University of Rajasthan before printing.

## **4) Payments**

- a) IFI shall be responsible for the organisation of the training programme and will bear the following expenses for the participants and expert trainers for the entire duration of this of this Regional Autumn University:
- i) Remuneration to expert trainers,
  - ii) Accommodation,
  - iii) Catering and Food,
  - iv) Welcome kit (bag and stationary),
  - v) Local transport (buses, taxis),
  - vi) Renting of tables and chairs, fans, sound system and other material,
  - vii) Receptions for different ceremonies organised in this framework.
- b) IFI is responsible for the arrangements for break-fast, lunch, tea & snacks for its participants, UR faculty, volunteers, and all secretarial/technical staff with the assistance of UR during the entire duration of the programme.
- c) Payment for food for all the participants and experts and of other guests will be made by IFI as per the corresponding bills at the end of the programme directly to the service provider(s).

## 5) Payment Waiver by IFI

In view of academic collaboration between IFI, HRDC and Department of French, UR, as a goodwill gesture, the office of Honourable Director of IFI has kindly agreed to waive off enrolment charges of the French language faculty of University of Rajasthan for this programme. UR shall provide a list of the faculty members to IFI for this purpose.

## Article 3 – Role & responsibilities of the University

### 1) Stationery, Accommodation, Food and Logistics

- a) UR has agreed to provide the mentioned logistical requirements put forward by IFI in the enclosed *Annexe (infrastructural facilities required)*, namely:
  - i) 1 conference hall/ auditorium,
  - ii) 7 lecture rooms,
  - iii) The main conference hall/auditorium and two lecture rooms for cultural activities/lecture sessions/projections as per the requirements of the programme.
  - iv) Eventually, open space near the training area may be required for cultural programmes, as per the final programme of the cultural activities.
- b) Stationery in the lecture rooms during the training programme will be arranged by Department of French, UR, namely:
  - i) Tables, chairs, whiteboard, white board markers, video projector, projection screen, WIFI, Air Conditioning.
- c) Filtered drinking water for experts as well as participants will be offered by UR during the period of the training programme.
- d) In case, photocopies are required by IFI during the programme at UR, IFI will pay for the same on issuance of a bill.
- e) UR shall provide space for the publishers specializing in books on French language learning for the display of books during the programme.
- f) UR will provide the list of academic, secretarial and technical staff which will benefit from the lunch during the event.
- g) Department of French, UR shall select a few student volunteers for the event. These volunteers shall be present everyday of the programme and will coordinate with the administrative staff of IFI and UR.
- h) In case any payment has to be made by IFI to UR, UR will submit a formal bill in the name of "Institut Français India, New Delhi" (IFI) and will provide the UR bank details to IFI for making the bank transfer to UR.
- i) In case the payment for food and any other service has to be made directly to the service provider, UR will put IFI in contact with the service provider(s) in order to obtain formal quotations and other related details from the service provider(s).

### 2) Accessibility

University of Rajasthan shall provide access to all spaces/ rooms linked to the programme, to all the persons implicated in the programme:

- a) Officers of the Embassy of France and of IFI
- b) Expert trainers
- c) Participants
- d) Persons invited by IFI
- e) Vendors and service providers

### 3) Payment Waivers by University of Rajasthan

In view of academic collaboration between IFI, HRDC and Department of French, UR and fulfilling mandate of university, as a goodwill gesture, the office of Director, HRDC has agreed kindly to waive off charges of the infrastructure /logistics of the Conference Hall, the lecture rooms (centrally air-conditioned with all requisite infrastructural installations), Foyer/Garden for Tea & Lunch, and place for display of books, and these are being offered free of cost by HRDC, UR to IFI to organize this training programme.

### Article 4 – Miscellaneous

- 1) IFI will prepare a kit (bag and stationary) to be given to the participants.
- 2) On some days, IFI shall organize from 5PM to 8PM, cultural activities/presentations/projections for the participants (also open to the staff of UR).
- 3) Useful information:
  - a) UR shall provide a comprehensive list of important telephone numbers and other useful information which may be distributed among the participants, namely:
    - i) UR Health Centre
    - ii) UR shuttle service time-table (if any)
    - iii) Any other information that UR may deem appropriate
- 4) Volunteers will be at the Welcome/Helpdesk for any query during the event, especially on the opening day.

### Article 5 – Forfeit, abandonment or cancellation

1. In case of withdrawal or abandonment due to force majeure, no party may require any financial compensation of any kind whatsoever.
2. The non-observance of the above items by either of the parties is a case of ground breaking of this agreement.
3. Any modification in the clauses of this agreement will lead to a new Amendment Agreement.

### Article 6 – Litigation

For any dispute concerning this agreement, this agreement will be submitted to the competent jurisdiction.

**Agreement made in two copies provided to both parties.**

Date: August 30, 2022

Signatures:

  
**DIRECTOR**  
UGC-Human Resource Development Centre  
University of Rajasthan  
JAIPUR  
Prof. Alpana Kateja  
Director  
Human Resource Department Center (HRDC)  
University of Rajasthan

  
**Emmanuel LEBRUN-DAMIENS**  
Counsellor for Education, Science and Culture,  
Embassy of France in India  
Country Director, French Institute in India  
Emmanuel Lebrun-Damiens  
Director  
**Institut Français India**  
**French Institute in India**