

(2) Guidance, advice and coordination to the contractor.

The consultant shall examine the construction schedule, the construction plan, the construction machinery/materials procurement plan, the equipment procurement plan and the equipment installation plan, and give guidance and advice to the contractor.

(3) Examination and approval of the shop drawings and the manufacturing drawings.

The consultant shall examine and approve the shop drawings, the manufacturing drawings and other necessary documents submitted by the contractor.

(4) Confirmation and approval of the building materials and the equipment.

The consultant shall examine building materials and equipment proposed by the contractor and determine whether they satisfy the contract documents.

(5) Inspection at manufacturers' factories.

The consultant shall inspect the building materials and equipment at the manufacturers' factories in order to ascertain their quality and performance.

(6) Reporting on the progress of the construction work.

The consultant shall observe the actual progress conditions of the construction work, and report the conditions to both Indian side and Japanese side.

(7) Completion inspection and test operations.

The consultant shall inspect the completed facilities and the installed equipment by making a test run for each item of equipment in order to

confirm that all facilities and equipment are in compliance with the provisions of the contract documents. The consultant shall then submit inspection certificates to the Indian side.

(8) Training in operation of the completed facilities and the installed equipment.

Some equipment installed under the project will require basic knowledge of operation and maintenance. For this reason, it will be necessary for the personnel who are in charge of maintenance of facilities and equipment to receive on-site training in operation and maintenance techniques during the construction period. The consultant shall give guidance and advice concerning the training programmes for this purpose.

To carry out the engineering and supervision services noted above, judging from the scale of the project, the Japanese consultant firm will assign a resident engineer for supervision of the construction work who shall stay in India during the construction period. In addition, during various stages of the construction, the firm will dispatch additional engineers to the construction site for inspection, instruction and coordination as needed. Further, the firm will assign engineers-in-charge in Japan to keep close communication with, and back up the resident engineer in India. The firm will report to the competent agencies of the Japanese Government on necessary matters, such as the progress of the project, payment procedures and the completion and handing-over of the proposed building.

4-4-5 Material Procurement Plan

(1) Material procurement criteria

The following shall be noted for procurement of materials necessary for the project.

1) Local procurement

To facilitate the maintenance and repair of the building after it is completed, primarily local construction materials shall be selected. Before placing an order to local manufacturers and suppliers, their supply schedule must be thoroughly examined to ensure that the building construction schedule shall not be affected by a delay of material supply.

2) Imported materials

Regarding items of materials for which local products have poor quality or in short supply, these items will be imported from Japan. In this case, the consortium of contractors will need to keep close communication with the executing agency of the Indian side so as to go through the import formalities smoothly.

3) Unit prices of materials

Comparing unit prices of materials between the local products and imports, including their packing cost, freight and insurance premiums involved, so long as their quality is equal in meeting the requirements of this project, if the local products are found either cheaper or marginally higher than the imports, the local products shall be procured.

(2) Material procurement plan

Based on the procurement criteria noted above, the procurement is planned as follows:

1) Major construction materials to be procured in India

- | | | | |
|------------------------------------|---------------------------------|---------------------|--|
| 1. Cement | 2. Aggregate (sand, gravel) | 3. Reinforcing bars | 4. Plywood for forms |
| 5. Brick | 6. Concrete block | 7. Ceramic tiles | 8. Terrazzo tile |
| 9. Lumber | 10. Plate glass | 11. Door and window | 12. Paint |
| 13. Lighting fixture | 14. Emergency generator | 15. Electric cable | 16. PVC pipe; pipe fittings and valves |
| 17. Low-tension distribution board | 18. Panelboards for general use | 19. Pump | 20. A/C unit |

2) Major construction materials to be procured in Japan

- | | | | |
|--|-------------------------------------|---------------------------------|---|
| 1. Soundproof doors, soundproof windows, soundproof rolling shutters | 2. Vibration proof glass-wool board | 3. Vibration proof rubber block | 4. IVR (Induction type automatic voltage regulator) |
| 5. Power control panel, panels for audio-visual equipment | | | |

(3) Audio-visual equipment procurement plan

It is difficult to procure most items of the audio-visual equipment in India. Thus, they will be imported from Japan. Regarding equipment that needs technical expertise and expendable materials for maintenance, they need to be procured from the manufacturers that have agents as well as technical support systems in India. Procurement of specific items of equipment in India is also considered if these items have competitive quality and they are found more advantageous over imports with respect to

the local availability of expendable parts and expendable materials as well as the local technical support for maintenance.

Some items of equipment are likely to suffer from shock, moisture and high temperature. Therefore, packing and transport must be done with the utmost care in moisture-proof packing to withstand transport in the tropical zone.

4-4-6 Project Implementation Schedule

After the Exchange of Notes is concluded between the Governments of Japan and India, the project will be implemented in three stages, namely, Detail design, Tender and Construction, as follows:

(1) Detail design

After the conclusion of a consultant contract with the competent agency of the Government of India, the consultant firm, subject to its verification by the Government of Japan, shall start the detail design work. Detail design includes the preparation of design documents such as detailed drawings, specifications, and tender documents on the basis of the contents of this basic design study report. The consultant shall discuss the contents of the facilities and equipment with the Indian side upon preparation of design documents, and shall gain approval from the Indian side. The time required to complete this procedure is estimated at five months, for both Phase 1 and Phase 2.

(2) Tender

The contractor, a consortium of a building contractor and a equipment contractor, to take charge of Phase 1 will be selected through a public tender. Tender procedure includes public announcement of the tender,

collection of applications, prequalification of participants, issue of tender documents, opening of tenders, evaluation of tenders, designation of the contractors, and conclusion of the construction contract. It will take about two and a half months to complete this procedure. The consortium to take charge of Phase 2 will be selected in accordance with the same procedure. It will also take about two and a half months to complete the procedure in Phase 2.

(3) Construction and equipment procurement/installation work

The construction and equipment procurement/installation work will begin after the construction contract is verified by the Government of Japan. Judging from the scale and contents of the proposed facility, and the situation of the local construction industry as well as the low efficiency of construction work during the rainy season, it will take about 12 months to complete Phase 1 on assumption that no accidents occur during this period of construction work. It will take about 8 months to complete Phase 2 assuming that construction work will proceed under similar conditions.

The overall implementation schedule, from signing the Exchange of Notes to the completion of the entire project, is shown in the following table.

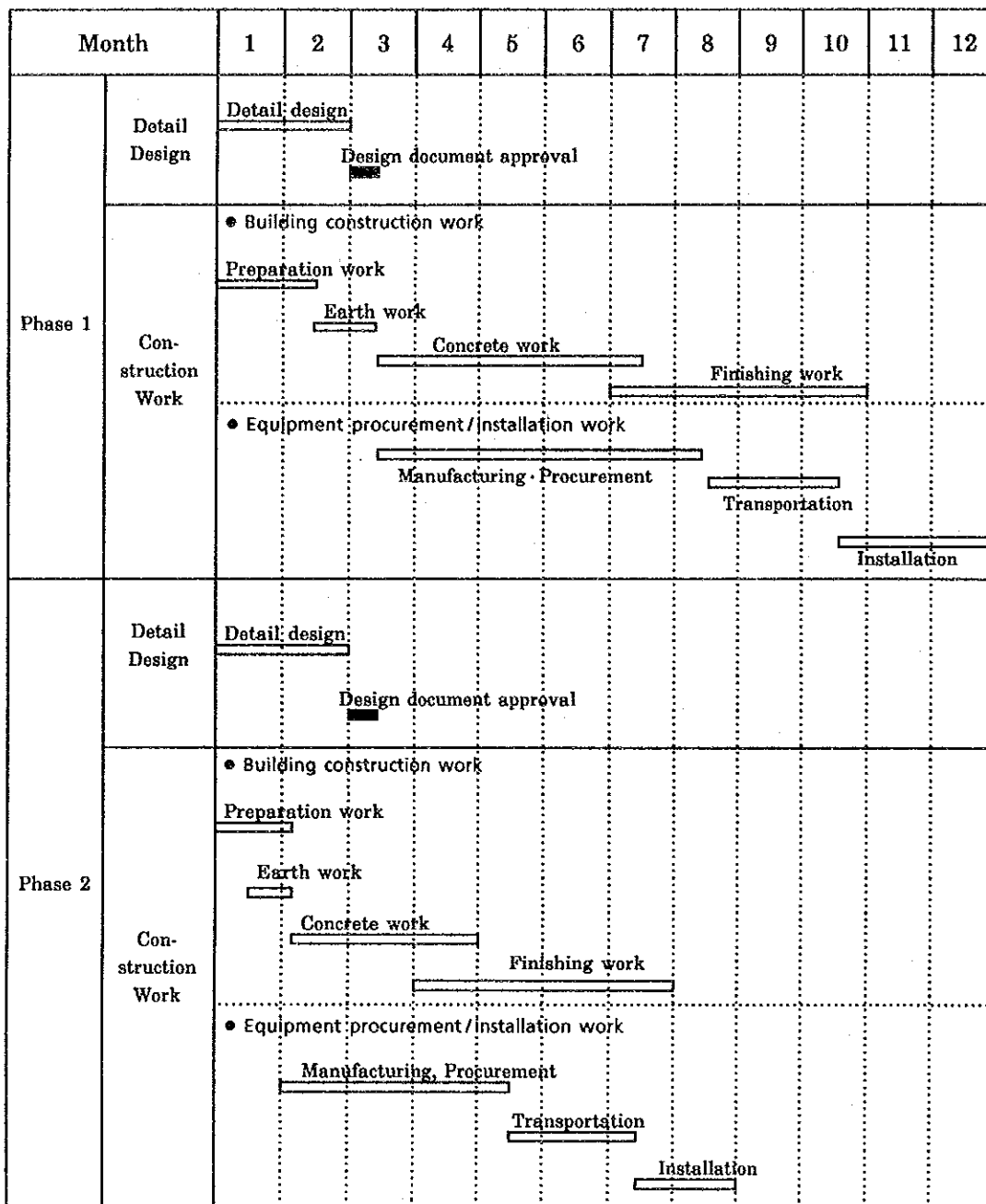


Fig. 4-11 Project Implementation Schedule

4-4-7 Scope of Work

(1) Scope of work

This project will be implemented through close collaboration between the Government of Japan and the Government of India within the framework of a

grant aid assistance of the Japanese Government. The scope of work to be undertaken by respective governments is listed below:

1) Scope of work to be undertaken by the Government of Japan

● Facilities

- The building construction to be undertaken by the Japanese side, as stated in this Basic Design Study Report
- Electrical, air conditioning and plumbing works related to the above proposed building

● Equipment

- Procurement of the equipment to be undertaken by the Japanese side, as stated in this Basic Design Study Report
- Installation of the above-mentioned equipment
- Packing, transport and re-installation of the existing equipment which is stated in this Basic Design Study Report for re-use. (Repair costs of these items in case of disorder shall be for the account of the Indian side.)

● Infrastructure

- Low-tension power line from the substation which will be constructed by the Indian side
- Plumbing work within the construction site.
- MDF and telephone facilities within the proposed facility constructed by the Japanese side excluding central office line.

● Exterior Work

- Courtyard
- Outdoor lightings

- Transportation and other related works
 - Packing, insurance, loading, shipment, ocean transport, unloading and inland transport of materials and equipment necessary for the project.

2) Scope of work to be undertaken by the Government of India

- Site preparation
 - Removal of obstructions and land leveling
 - Construction of the access road to the proposed construction site
- Preparatory work for construction
 - To provide space for a temporary site office, workshop, and material stock yard.
 - Supply of temporary power, telephone lines and water
- Facilities
 - Buildings that are not included in the scope of work of the Japanese side
- Infrastructure (the work and payment of following works)
 - High tension power supply line, transformer and substation
 - Telephone central office line up to the MDF
 - Water supply up to the reservoir of the proposed building
 - Connection at the boundary line of the drain pipe of the proposed building to the main sewerage line which leads to the treatment facility
- Exterior work
 - Landscaping, fence, gate etc.

- Fittings and furniture
 - Fittings and furniture other than those to be supplied by the Government of Japan.
- Miscellaneous procedure and its cost
 - To conclude a banking arrangement (B/A) with an authorized Japanese foreign exchange bank to bear the necessary payment commissions for authorization to pay (A/P)
 - All taxes on the customs clearance, port charge, unloading and inland transportation of the imported building materials and equipment
 - Prompt actions related to customs clearance and inland transportation
 - Exemption or subrogation of sales tax, custom duty, any other tax and financial charges which can occur on the Japanese side works as described in 4-4-7 (1) 1).
 - Provision of every facility to the Japanese nationals engaged in the project under the verified contract for their entry into and stay in India
 - Formalities of, and expenses for obtaining building permits
 - Maintenance and operational expenses for the facilities and equipment
 - Other expenses beyond the scope of Japanese grant aid assistance

(2) Estimated project cost to be borne by the Government of India

Phase 1

- Site preparation work
 - Removal of existing obstacles, site leveling Rs 275,000
(Within the 150m square construction site)

– Road within the 150m square construction site	Rs 376,000
● Temporary infrastructure supply work	
– Temporary telephone line supply (Approx. 1,000m from the existing line)	Rs 183,000
– Water supply work (Including installation of water meter)	Rs 201,000
– Connection of existing sewer pipe from sewage treatment facility and new sewer pipe from the proposed facilities at boundary line of the project site (From the nearest sewage basin to the boundary line. To be used for permanent as well.)	Rs 196,000
● Infrastructure (Works and expenses listed below)	
– Lead-in of electric power line and construction of substation system (Construction of substation including two 1,250kVA transformers close to the project site)	Rs 25,000,000
– Telephone line supply work (includes MDF connection work) (Approx. 10,000m from the existing telephone line to MDF by underground)	Rs 855,000
● Fittings and furniture	
– Fittings and furniture which are not supplied by the Japanese side (Working desks, chairs, shelves, working tables etc.)	Rs 1,754,000
● Expenses for various formalities	
– Sales tax arise from the work related to the project	Rs 5,372,000
– Customs duties arise from the work related to the project	Rs 24,059,000
<hr/>	
Total	Rs 58,271,000

Phase 2

● Exterior work	
– Planting work in and around the proposed construction site (Planting and turfing within the 150m square construction site)	Rs 1,673,000
– Plaza pavement (Only within the 150m square construction site)	Rs 3,193,000
● Fittings and furniture	
– Fittings and furniture which are not supplied by the Japanese side (Working desks, chairs, shelves, working tables etc.)	Rs 12,000
● Expenses for various formalities	
– Sales tax arise from the work related to the project	Rs 828,000
– Customs duties arise from the work related to the project	Rs 2,049,000
<hr/>	
Total	Rs 7,755,000
<hr/>	
Grand Total	Rs 66,026,000

Other than the items listed above, the budget for following items should be procured by the Indian side.

- Banking arrangement and other related charges
(Approx. 0.04% of total E/N amount)
- Formalities of obtaining construction permit and other necessary permits related to the project
- Internal taxes and other fiscal levies arise from the project

The Government of India is required to allocate necessary budget as mentioned above and to complete their scope of work at the relevant time.

**CHAPTER 5 EXPECTED EFFECTS OF THE PROJECT
AND CONCLUSION**

CHAPTER 5 EXPECTED EFFECTS OF THE PROJECT AND CONCLUSION

(1) Expected effects of the project

It is expected that the following positive effects and improvements will materialize when this project is completed and appropriate maintenance and operational efforts are made by the Indian side for the facilities and equipment procured under this project.

Table 5-1 Effects and Improvements Expected from the Project

Present state and problems	Countermeasures to be taken in the project	Expected effects and improvements
<p style="text-align: center;">[Poor existing production facilities]</p> <ul style="list-style-type: none"> • Floor area of the studio is small and its acoustic performance such as sound proof, sound absorption is poor. • Equipment is insufficient for programme production • Facilities are scattered in different places. This condition restrict effective production activities. 	<ul style="list-style-type: none"> • Two video studios and two audio studios with necessary acoustic performance for production of teaching programmes are planned. • Necessary equipment are planned systematically. 	<ul style="list-style-type: none"> • New studios will have bigger floor area than the existing studio. And production of variety of programmes including drama type programmes will become possible. • Rational and modernized continuous production system will be realized. • Sound quality and visual quality of programmes will be improved. • Annual production capacity will be improved.
<p style="text-align: center;">[Shortage of A/V teaching programmes]</p> <ul style="list-style-type: none"> • A/V teaching programmes to be used for counseling session at study centres are short in quantity • Supplying capacity of A/V teaching programmes for broadcasting is low. 	<ul style="list-style-type: none"> • In the project, size of the facility and number of equipment are planned to enable production of 200 video programmes and 425 audio programmes annually. 	<ul style="list-style-type: none"> • Prompt supply of A/V programmes necessary for each subject to each study centre will be realized. • When A/V teaching programmes are actively used in parallel with printed materials counseling sessions and rental service at study centres, multiplicative effect can be expected. And it will contribute to the improvement of distance education.
<p style="text-align: center;">[Difficulty in conducting trainings]</p> <ul style="list-style-type: none"> • Insufficient facilities and equipment make it difficult to conduct trainings for personnel from other distance education institutions. 	<ul style="list-style-type: none"> • IGNOU is planning to conduct trainings for personnel from other distance education institutions to use proposed facilities and equipment. 	<ul style="list-style-type: none"> • It is expected modern production methods will be introduced all over India.

(2) Appropriateness of the project

Contents of the request made by the Government of India were discussed with representatives of Indira Gandhi National Open University (IGNOU) and field surveys concerning the said request was conducted in India, and after the analysis of those results, "Outline of the Project" was concluded as shown in Chapter 3 of this basic design report. The appropriateness of implementing "The Project for Improvement of Educational Media Production Facilities of Indira Gandhi National Open University" was examined with respect to implementing organization, budget appropriation and maintenance. As a result, it has been confirmed that this project can be implemented smoothly, as described below.

(3) Appropriateness of the implementation of the project

1) Project implementating system

Facilities and equipment planned under the project are to be operated and managed by the IGNOU's communication division, which will have a staff of 262 including its existing staff members and additionally hired staff members in the four units, namely, Administration, Research, Engineering and Production. IGNOU has plans to recruit the necessary numbers of permanent engineering staff mainly from graduates with electrical engineering or electronics majors of local polytechnics or universities and production staff from the local film and television industries.

Since there are many polytechnics and universities around the city of New Delhi, the capital of India, and India's film and television industries are thriving, there should be no problem with the IGNOU's recruitment plan.

2) Budgetary appropriations

As mentioned earlier, the annual budget necessary to maintain and manage the communication division after the completion of the project is estimated at about Rs. 1.69 crores. Necessary budgets to cope with the expansion of the communication division need to be compiled by the division and approved by the Board of Management in the fiscal year preceding the year of the completion of the project. As high priority is given to the improvement and expansion of Distance education under the 8th five-year plan, and urgent necessity of the improvement in the production facilities of A/V teaching programmes is agreed upon within IGNOU, there should be no problem with budgetary appropriations for the maintenance and operation of the facilities and equipment of the division.

3) Maintenance and operation

The proposed facilities are designed to be easily maintained and operated. They are designed to utilize natural lighting and ventilation and to provide insulation for saving energy costs. In selection of construction materials, priority will be given to highly durable materials and those which can be procured locally. In the electrical and mechanical design, lighting switch lines and air conditioned areas are segmented to save energy as much as possible. In the project it is planned to include expendable parts which will be difficult to procure locally. Staff members of the communication division, who are responsible for maintenance and operation of the facilities and equipment, are well experienced in the maintenance and operation of the existing equipment, and therefore it will be easy for

them to master the methods of maintenance and operation of the equipment provided under the project.

(4) Conclusion

In the 8th five-year plan, the Government of India places special emphasis on the need to develop human resources who play a key role in various economic and industrial development programmes. More specifically, utmost emphasis is placed on the improvement in the literacy rate, spread of elementary and secondary education and Distance education as a form of higher education which offers equalized study opportunities and cost effectiveness. In order to improve the quality of Distance education, it is imperative to improve the quality and quantity of A/V teaching programmes. IGNOU, which is playing a pivotal role in India's Distance education, is now in the process of constructing a new campus in an effort to deal with the increasing demand. The improvement of its facilities for the production of A/V teaching programmes is one of the most important factors of the university's new campus project. This project is planned to be a part of the IGNOU's new campus project.

When the proposed facilities are completed and come into operation, it is expected that IGNOU's capacity to produce A/V teaching programmes will be greatly improved, both qualitatively and quantitatively, and that training programmes for personnel engaged in A/V teaching programme production at other Distance education institutions will be offered by IGNOU. Through such training programmes, effects of the project is expected to spread all over the country.

As noted above, this project is expected to produce many positive effects, thereby contributing extensively to the country's national development. For this reason, it is considered appropriate to implement this project

under Japanese grant aid. It is also concluded that there is no problem with the Indian side's implementation system for management of the project as well as recruitment of staff and budgetary appropriations.

(5) Recommendations

The following recommendations are made so that the initial goal of the project can be achieved through efficient implementation and smooth and effective operation after the project is completed.

1) Prompt arrangement of formalities by the Indian side

The project is to be implemented within the framework of Japanese grant aid cooperation, and therefore there are some time restrictions on its implementation. For this reason, it is necessary that the government of India take prompt actions concerning signing of the Exchange of Notes and the consultant contract, approval of the detailed design documents, signing of the construction contract, obtaining necessary permits and exemption procedure for tax and custom duty.

2) Smooth implementation of the Indian side work

The Japanese basic design study team has already explained the framework of Japanese grant aid assistance to the Indian counterparts, and therefore the Indian side's works for the project will be implemented properly. However, it shall be assured that the Government of India take budgetary measures at the necessary time for this project relative to its fiscal year. The budget to cover the customs duties on imported equipment and materials and sales tax on locally procured materials must be secured before the start of the construction work. The permanent water supply and permanent power

supply work must be completed at least four months prior to the completion of the facilities for the tests and trial operations of the newly procured facilities and equipment.

3) Completion of the new campus project as scheduled

This project is planned to be a part of the IGNOU's new campus project. The proposed facilities constructed under this project is expected to function satisfactorily in conjunction with completion of other facilities in the new campus. It is important, therefore, that the construction of all the facilities in the campus should be completed as scheduled.

4) Suitable personnel plan

As stated earlier, it is desirable that IGNOU recruits necessary number of additional staff members, as shown in Table 3-5, by implementing a recruitment plan prepared in advance. And proper training should be given to all newly recruited staff so that the possible sudden increase in the total number of staff members may not lead to a deterioration in the quality of operations.

5) Maintenance and operation

As noted earlier, proper maintenance and operation of the facilities and equipment is necessary to prevent them from becoming superannuated. For this reason, it is desirable that the Indian side properly maintain and operate the facilities and equipment by keeping periodic maintenance records of facilities and equipment such as daily reports, weekly reports or monthly reports, in addition to expendable supplies inventory.

6) Better programme production system

In order to obtain the most effective results, it is necessary for Distance education to complete all preparatory work before starting new academic programmes such as production of A/V teaching programmes and printed teaching materials, arrangement of broadcasting, delivery of teaching materials to study centres, training for academic counselors. Therefore, it is recommended that a plan be made for shortening production time as well as for a better programme production system at this opportunity of improving the production facilities.

7) Production of A/V teaching programmes better corresponding to contents of instructions

IGNOU's printed teaching materials are highly valued, whereas it is noted that A/V teaching programmes do not correspond well to the contents of instructional books. Therefore, it is recommended that close cooperation with respective schools of studies be enhanced for producing A/V teaching programmes which better correspond to printed materials and match student's demands. And further, programmes of the fields such as computer science which development progresses rapidly are desired to be revised every three years.

ANNEX

1. Member List of Basic Design Study Team

(1) Basic Design Study (Aug. 17 ~ Sept. 13, 1992)

Dr. Hidetoshi Kato	Team Leader	Director-General, National Institute of Multimedia Education
Mr. Makoto Kumagai	Cooperation Planner	Engineering-Division, Broadcasting Bureau, Ministry of Posts and Telecommunications
Mr. Kunihiko Maruyama	Distance Education	Research and Development Division, National Institute of Multimedia Education
Mr. Masatoshi Sugawara		Production Division, National Institute of Multimedia Education
Mr. Katsuo Shoji	Project Coordinator	First Project Management Division, Grant Aid Project Management Department, JICA
Mr. Shotaro Hayashiya	Project Manager, Architect	Yamashita Sekkei Inc.
Mr. Osamu Maruyama	A/V Training Planner	◇
Mr. Akemitsu Mochizuki	Studio Planner	◇
Mr. Koji Sato	A/V Equipment Specialist	◇
Mr. Seishi Asakura	Building Facility Engineer	◇
Mr. Kunihiko Inadome	Cost Estimator Architect	◇

(2) Explanation of Draft Final Report (March 1 ~ March 10, 1993)

Dr. Hidetoshi Kato	Team Leader	Director-General, National Institute of Multimedia Education
Mr. Shinya Suzuki	Grant Aid Planner	Grant Aid Division, Economic Cooperation Bureau, Ministry of Foreign Affairs
Mr. Yoshinori Onuki	Cooperation Planner	Frequency Planning Division, Telecommunications Bureau, Ministry of Posts and Telecommunications
Dr. Junichi Kawashima	Distance Education	Professor, National Institute of Multimedia Education
Mr. Shotaro Hayashiya	Project Coordinator, Project Manager	Yamashita Sekkei Inc.
Mr. Akemitsu Mochizuki	Studio Planner	”

2. Survey Schedule

(1) Basic Design Study Team (August 17 ~ September 13, 1992)

No.	Date	Schedule
1	Aug. 17 (Mon)	<ul style="list-style-type: none"> ● Lv. Tokyo (Mr. Kumagai, Mr. K. Maruyama, Mr. Sugawara, Mr. Shoji, Mr. Hayashiya, Mr. O. Maruyama, Mr. Mochizuki, Mr. Sato, Mr. Asakura, Mr. Inadome) ● Ar. New Delhi
2	18 (Tue)	<ul style="list-style-type: none"> ● Courtesy call on Embassy of Japan ● Meeting at JICA office ● Courtesy call on Ministry of Human Resource Development (MHRD) ● Courtesy call on Ministry of Finance (MOF) (Explanation of Inception report and Survey schedule)
3	19 (Wed)	<ul style="list-style-type: none"> ● Meeting at IGNOU Maidan Garhi Complex (Explanation of Japan's Grant Aid System, Survey schedule, Inception report etc., Submission of questionnaire) ● Survey of facility and equipment at IGNOU Tughlakabad Complex
4	20 (Thu)	<ul style="list-style-type: none"> ● Meeting at IGNOU Maidan Garhi Complex (Introductory discussion of the questionnaire with respective counterparts) ● Survey of facility and equipment at post production centre of IGNOU
5	21 (Fri)	<ul style="list-style-type: none"> ● Meeting within the survey team
6	22 (Sat)	<ul style="list-style-type: none"> ● Observation of Delhi Flying Club Study Centre
7	23 (Sun)	<ul style="list-style-type: none"> ● Meeting within the survey team ● Lv. New Delhi (Mr. Sugawara) ● Ar. New Delhi (Dr. Kato)
8	24 (Mon)	<ul style="list-style-type: none"> ● Observation of facility and equipment at Jamia Millia Islamia University ● Meeting at IGNOU Maidan Garhi Complex (Discussion of the questionnaire with respective counterparts) ● Meeting within the survey team ● Ar. Tokyo (Mr. Sugawara)
9	25 (Tue)	<ul style="list-style-type: none"> ● Survey of local condition (Local construction company and equipment supplier) ● Meeting at IGNOU Maidan Garhi Complex (Discussion of the questionnaire with respective counterparts)
10	26 (Wed)	<ul style="list-style-type: none"> ● Observation of facility and equipment at Central Production Centre of Doordarshan ● Survey of local condition (Local construction company and equipment supplier) ● Meeting within the survey team
11	27 (Thu)	<ul style="list-style-type: none"> ● Meeting at IGNOU Hauz Khas Complex (Discussion of the questionnaire with respective counterparts) ● Discussion of Minutes of Discussion

No.	Date	Schedule
12	Aug. 28 (Fri)	<ul style="list-style-type: none"> ● Signing of Minutes of Discussion at IGNOU Hauz Khas complex ● Report the survey result to MHRD, Embassy of Japan and JICA office ● Lv. New Delhi (Dr. Kato, Mr. Kumagai, Mr. K. Maruyama, Mr. Shoji)
13	29 (Sat)	<ul style="list-style-type: none"> ● Survey of local condition (Local construction company) ● Meeting within the survey team ● Ar. Tokyo (Mr. Kugamai, Mr. K. Maruyama, Mr. Shoji)
14	30 (Sun)	<ul style="list-style-type: none"> ● Meeting within the survey team ● Preparation of additional questionnaire
15	31 (Mon)	<ul style="list-style-type: none"> ● Meeting at IGNOU Tughlakabad Complex (Discussion of the questionnaire with respective counterparts) ● Survey of local condition (Local construction company)
16	Sept. 1 (Tue)	<ul style="list-style-type: none"> ● Meeting at IGNOU Tughlakabad Complex (Discussion of the questionnaire with respective counterparts) ● Survey of the proposed construction site
17	2 (Wed)	<ul style="list-style-type: none"> ● Meeting at IGNOU Maidan Garhi Complex and Tughlakabad Complex (Discussion of the questionnaire with respective counterparts) ● Observation of facility and equipment at Doordarshan
18	3 (Thu)	<ul style="list-style-type: none"> ● Observation of facility and equipment at Central Institute of Educational Technology (CIET) ● Survey of local condition (Local equipment supplier) ● Survey and discussion at Delhi Fire Service
19	4 (Fri)	<ul style="list-style-type: none"> ● Meeting at IGNOU Tughlakabad Complex (Discussion of the questionnaire with respective counterparts) ● Survey of local condition (Local construction company and equipment supplier) ● Survey of currency exchange rate ● Report the survey result to Embassy of Japan and JICA office
20	5 (Sat)	<ul style="list-style-type: none"> ● Survey of local condition (Local construction company and equipment supplier) ● Meeting within the survey team ● Lv. New Delhi (Mr. O. Maruyama, Mr. Sato)
21	6 (Sun)	<ul style="list-style-type: none"> ● Meeting within the survey team ● Ar. Tokyo (Mr. O. Maruyama, Mr. Sato)
22	7 (Mon)	<ul style="list-style-type: none"> ● Meeting at IGNOU Maidan Garhi Complex and Tughlakabad Complex (Discussion of the questionnaire with respective counterparts) ● Survey of local condition (Local construction company and equipment suppliers)

No.	Date	Schedule
23	8 (Tue)	<ul style="list-style-type: none"> ● Meeting at IGNOU Maidan Garhi Complex and Tughlakabad Complex (Discussion of the questionnaire with respective counterparts) ● Survey of local condition (Local construction company and equipment supplier) ● Survey of taxation system at MOF
24	Sept. 9 (Wed)	<ul style="list-style-type: none"> ● Meeting at IGNOU Tughlakabad Complex (Discussion and collection of the questionnaire) ● Survey of local condition (Local construction company, design office and equipment supplier)
25	10 (Thu)	<ul style="list-style-type: none"> ● Meeting at IGNOU Maidan Garhi Complex (Discussion and collection of the questionnaire) ● Survey of local condition (on Building materials, Structure and equipment) ● Report the survey result to Embassy of Japan and JICA office
26	11 (Fri)	<ul style="list-style-type: none"> ● Meeting within the survey team
27	12 (Sat)	<ul style="list-style-type: none"> ● Survey of local condition (Local construction company) ● Meeting within the survey team ● Lv. New Dehli (Mr. Hayashiya, Mr. Mochizuki, Mr. Asakura, Mr. Inadome)
28	13 (Sun)	<ul style="list-style-type: none"> ● Ar. Tokyo (Mr. Hayashiya, Mr. Mochizuki, Mr. Asakura, Mr. Inadome)

(2) Explanation of Draft Final Report (March 1 ~ March 10, 1993)

No.	Date	Schedule
1	Mar. 1 (Mon)	<ul style="list-style-type: none"> ● Lv. Tokyo (Mr. Suzuki, Mr. Onuki, Dr. Kawashima, Mr. Hayashiya, Mr. Mochizuki) ● Ar. New Delhi
2	2 (Tue)	<ul style="list-style-type: none"> ● Courtesy call on Embassy of Japan ● Meeting at IGNOU Maidan Garhi Complex (Submission of Draft final report, Explanation of survey schedule) ● Courtesy call on Dept. of Economic Affairs, Ministry of Finance ● Meeting at IGNOU Maidan Garhi Complex (Explanation of Draft final report)
3	3 (Wed)	<ul style="list-style-type: none"> ● Meeting at IGNOU Maidan Garhi Complex (Explanation of Draft final report) ● Ar. New Delhi (Dr. Kato)
4	4 (Thu)	<ul style="list-style-type: none"> ● Meeting at IGNOU Maidan Garhi Complex (Discussion of Minutes of Discussions) ● Courtesy call on Ministry of Human Resource Development (MHRD) (Discussion of Minutes of Discussions)
5	5 (Fri)	<ul style="list-style-type: none"> ● Meeting at IGNOU Hauz Khas Complex (Discussion of Minutes of Discussions) ● Report to Embassy of Japan (Discussion of Minutes of Discussions) ● Meeting at MHRD and INGOU Maidan Garhi Complex (Discussion of Minutes of Discussions) (Dr. Kato, Mr. Suzuki) ● Lv. New Delhi (Dr. Kato)
6	6 (Sat)	<ul style="list-style-type: none"> ● Lv. New Delhi (Mr. Suzuki, Mr. Onuki, Dr. Kawashima)
7	7 (Sun)	<ul style="list-style-type: none"> ● Meeting within the survey team
8	8 (Mon)	<ul style="list-style-type: none"> ● Complemental survey of local construction condition ● Meeting within the survey team
9	9 (Tue)	<ul style="list-style-type: none"> ● Meeting at IGNOU Maidan Garhi Complex and Tughlakabad Complex (Discussion of Draft final report)
10	10 (Wed)	<ul style="list-style-type: none"> ● Lv. New Delhi (Mr. Hayashiya, Mr. Mochizuki) Ar. Tokyo

3. Member List of Concerning Party in India

(1) Ministry of Human Resource Development (MHRD)

Mr. D. S. Mukhopadhyaya	Joint Secretary (Universities), Dept. of Education
Mr. Durgadas Gupta	Director (Universities), Dept. of Education
Mr. Udai Verma	Director (Universities), Dept. of Education
Mr. Jacinta Jose	Desk Officer, Dept. of Educaiton

(2) Ministry of Finance (MOF)

Mr. Navin Kumar	Director, Dept. of Economic Affairs
Mr. S. K. Chauhan	Section Officer, Dept. of Economic Affairs

(3) Indira Gandhi National Open University (IGNOU)

Dr. V. C. Kulandai Swamy	Vice Chancellor
Mr. H. P. Dikshit	Pro-Vice-Chancellor
Dr. S. K. Gandhe	Pro-Vice-Chancellor
Mr. C. L. Anand	Pro-Vice-Chancellor
Dr. Devesh Kishore	Director, Communication Div.
Ms. Kusum Nangia	Dy. Director (Radio & TV), Communication Div.
Mr. Anil Kumar Saxena	Dy. Director (Graphics), Communication Div./
Mr. V. Ramarao	Engineer-in-Charge, Communication Div.
Mr. N. Veerabadhu	Chief Engineer
Mr. D. C. Mehtani	Chief Project Officer, Estate Management Div.
Mr. Arjun Chawla	Executive Engineer, Communication Div.
Mr. R. L. Khanna	Consultant
Mr. Vijay V. Mandke	Director, School of Engineering and Technology
Mr. R. K. Bose	Director, School of Sciences
Mr. M. M. Pant	Director, School of Computer and Information Sciences
Mr. B. N. Koul	Director, School of Continuing Educaiton
Mr. R. K. Grover	Director, School of Management Studies
Mr. Pandav Nayak	Director, School of Social Science
Mr. G. S. Rao	Director, School of Humanities
Mr. P. K. Mehta	Director, Regional Services Div.
Mr. D. C. Pant	Director, Evaluation Div.
Mr. C. R. Pillai	Director, Planning Div.

Mr. S. C. Johore	Finance Officer
Mr. K. Anjanappa	Registrar, Admission Div.
Mr. K. Narayanan	Registrar, Administration Div.
Mr. Ajay K. Gupta	Project Controller
Mr. Col S. C. Mohan	Joint Registrar
Ms. Neela Jagannathan	Librarian
Mr. M. K. Khanna	Section Officer
Dr. D. K. Choudhay	Regional Director
Mr. O. P. Sharma	Coordinator, Delhi Flying Club Study Centre

(4) Central Public Works Department (CPWD)

Mr. R. N. Tyagi	Executive Civil Engineer
Mr. S. S. Chandhake	Superintending Engineer
Mr. A. K. Goel	Superintending Engineer (Electrical)
Mr. I. J. Malhotra	Executive Engineer (Electrical)

(5) Jamia Millia Islamia University

Mr. A. J. Kidwai	Director
Mr. Prem Chand Gupta	Engineer-in-Charge
Mr. Aftab Yusuf	Maintenance Engineer

(6) Central Institute of Educational Technology (CIET)

Mr. S. P. Singh	Prof. of Head, Engineering Div.
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(7) Doordarshan

Mr. S. K. Bisarya	Director, Engineering
Mr. Ram Singh	Superintending Engineer, Central Production Centre
Mr. R. G. Patil	Station Engineer, Central Production Centre

(8) Delhi Fire Service

Mr. S. K. Dheri	Chief Fire Officer
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(9) Sharat Das and Associates PVT. Ltd.

Mr. Sharat C. Das	Architect, Sharat Das and Associates PVT. Ltd.
Mr. Shantanv Nag	Architect, Sharat Das and Associates PVT. Ltd.
Mr. Pradeep Kumar	Architect, Sharat Das and Associates PVT. Ltd.

(10) Embassy of Japan (in India)

Mr. Shunji Kobayashi	Ambassador of Japan
Mr. Takamichi Okabe	Counsellor
Mr. Katsutoshi Hama	First Secretary
Mr. Hajime Matsuo	First Secretary

(11) JICA India Office

Mr. Toshio Hida	Resident Representative
Mr. Minoru Sasago	Resident Representative
Mr. Toshifumi Sakai	Deputy Resident Representative

4. Minutes of Discussions (Basic Design Study)

MINUTES OF DISCUSSIONS
ON
THE BASIC DESIGN STUDY ON THE PROJECT FOR
IMPROVEMENT OF EDUCATIONAL MEDIA PRODUCTION FACILITIES
OF INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IN INDIA

Based on the results of the Preliminary Study, the Japan International Cooperation Agency (JICA) decided to conduct a Basic Design Study on the Project for Improvement of Educational Media Production Facilities of Indira Gandhi National Open University (hereinafter referred to as "the Project").


JICA sent to India a study team, which is headed by Dr. Hidetoshi Kato, Director-General, National Institute of Multimedia Education, and is scheduled to stay in the country from August 17 to September 12, 1992.

The team held discussions with the officials concerned of the Government of India and conducted a field survey at the study area.

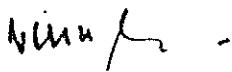
In the course of discussions and field survey, both parties have confirmed the main items described on the attached sheets. The team will proceed to work further and prepare the Basic Design Study report.

The Minutes of Discussions are subject to the approval of the Government of India.

August 28, 1992
New Delhi



Dr. Hidetoshi Kato
Leader
Basic Design Study Team
JICA



Dr. Kulandai Swamy
Vice Chancellor
Indira Gandhi National
Open University (IGNOU)

G.K

ATTACHMENT

1. The objectives of the Project are to upgrade and enhance Communication Division of IGNOU through the provision of equipment and the construction of building for use in video and audio educational programme production, as the continuation of Phase I project of 1988-1989.

2. Project Site

The site of the Project is located in IGNOU Complex, Maidan Garhi, New Delhi-110 068 as shown in Annex-I.

3. Responsible Ministry and Executing Agency

Responsible Ministry: Ministry of Human Resources Development
Executing Agency : Indira Gandhi National Open University

4. Items requested by the Government of India

Facilities

Two storey building with a floor area of approximately 3800sq.m

- Two TV studios
- Two sound studios
- Post production room
- Central apparatus room
- Video editing room
- Viewing room
- Graphics & arts room
- Staff room and other space directly related to production

Equipment

- Equipment necessary for the above facilities excluding already existing equipment in the post production centre
- Electronic field production equipment
- Others

However, the final items of the Project will be decided after further studies.

5. Japan's Grant Aid Programme

- i. The Government of India has understood the system of Japanese Grant Aid explained by the team.

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- ii. The Government of India has understood the role of Japanese consultant and contractor to be contracted for implementing the Project after signing Exchange of Notes (E/N).
- iii. The Government of India agreed that the contract with the above Japanese consultant and the contractor shall be executed in accordance with the "GUIDELINES FOR PROCUREMENT UNDER THE JAPANESE GRANT, 1991, JICA".
- iv. The Government of India will take necessary measures described in ANNEX-II for further smooth implementation of the Project on the condition that the Grant Aid Assistance by the Government of Japan is extended to the Project.

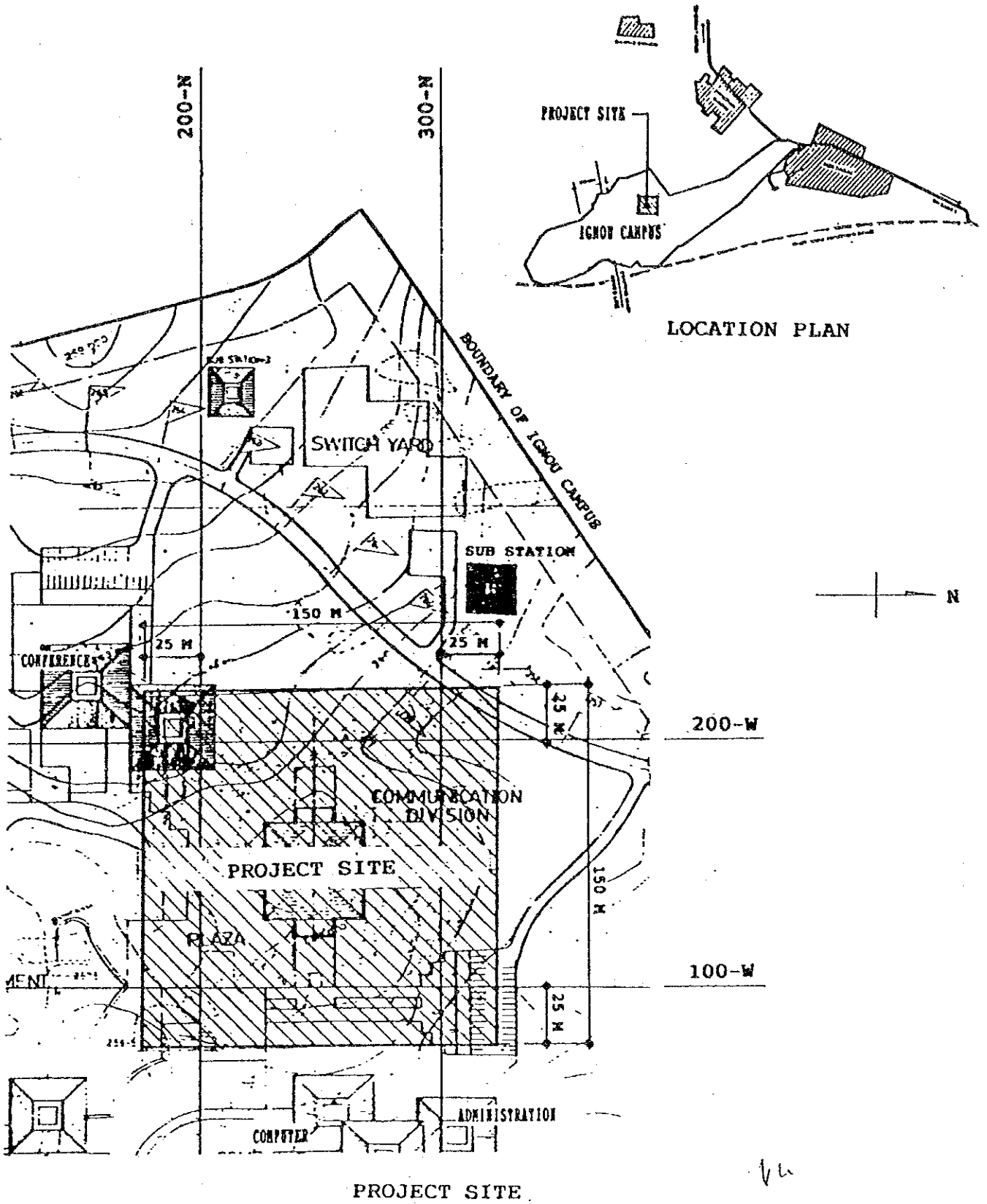
6. Schedule of the Study

- (1) The study team will proceed with further studies in India until September 12, 1992.
- (2) JICA will prepare the draft report in English and dispatch a mission in order to explain its contents around January, 1993.
- (3) In case the contents of the report are accepted in principle by the Indian authorities, JICA will complete the final report and send it to the Government of India by the end of March, 1993.

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ANNEX - I



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ANNEX - II

Necessary measures to be taken by the Government of India are as follows:

1. To secure the ownership and/or the right to use the Project site.
2. To clear, level and reclaim the Project site, when needed, prior to the commencement of the Project.
3. To construct wall and fences around the Project site.
4. To improve access road to the Project site.
5. To provide facilities for the distribution of the electricity, water supply, drainage, telephone line and other incidental facilities.
6. To bear advising commissions of the Authorization to pay (A/P) and payment commission to the Japanese foreign exchange bank for banking services based upon the Banking Arrangement (B/A).
7. To ensure prompt unloading, customs duty exemption, and customs clearance of the materials and equipment for the Project at port of disembarkation. Also it is understood that IGNOU would meet the expenditure on all taxes on domestic purchases.
8. To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the verified contract such facilities as may be necessary for their entry into India and stay therein for the performance of their work.
9. To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in India with respect to the supply of the products and services under the verified contracts.
10. To bear all the expenses other than those to be borne by the Grant, necessary in connection with the implementation of the Project.
11. To coordinate and solve any matters related which may arise with third party and inhabitants living in the Project area during implementation of the Project.
12. To ensure the necessary budget and personnel for proper and effective operation and maintenance of the facilities and equipment provided under the Grant Aid.

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APPENDIX

○ Minutes of Discussions (Explanation of Draft Final Report)

Above mentioned Minutes of Discussions, concluded on May 31, 1993, is attached below.

**MINUTES OF DISCUSSIONS
ON
THE BASIC DESIGN STUDY ON THE PROJECT FOR
IMPROVEMENT OF EDUCATIONAL MEDIA PRODUCTION FACILITIES
OF INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IN INDIA
(CONSULTATION ON DRAFT REPORT)**

In August 1992, the Japan International Cooperation Agency (JICA) dispatched a Basic Design Study team on the Project for Improvement of Educational Media Production Facilities of Indira Gandhi National Open University (hereinafter referred to as "the Project") to India, and through discussions, field survey, and technical examination of the results in Japan, has prepared the draft report of the study.

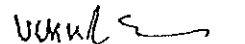
In order to explain and to consult the Indian side on the components of the draft report, JICA sent to India a study team, headed by Dr. Hidetoshi Kato, Director-General, National Institute of Multimedia Education, which visited the country from February 28 to March 9, 1993.

As a result of discussions, both parties confirmed the main items described on the attached sheets.

New Delhi, May 31, 1993



Dr. Hidetoshi Kato
Leader
Draft Report Explanation Team
JICA



Prof. V.C. Kulandai Swamy
Vice-Chancellor
Indira Gandhi National Open University
(IGNOU)

ATTACHMENT

1. Components of Draft Report

The Government of India has agreed and accepted in principle the components of the Draft Report proposed by the team.

2. Japan's Grant Aid System

- i. The Government of India has understood Japan's Grant Aid System as explained by the team.
- ii. The Government of India has understood the roles of Japanese consultants and contractors to be engaged in implementing the Project after signing the Exchange of Notes (E/N).
- iii. The Government of India has agreed that contracts with the above Japanese consultants and contractors shall be executed in accordance with the "GUIDELINES FOR PROCUREMENT UNDER THE JAPANESE GRANT, 1991 JICA".
- iv. The Government of India is expected to take necessary measures described in ANNEX-I for further smooth implementation of the Project, when the Grant Aid Assistance by the Government of Japan is extended to it.

3. Further Schedule

The team will make the Final Report in accordance with the confirmed items, and send it to the Government of India in June, 1993.

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ANNEX - I

Necessary measures to be taken by the Government of India are as follows:

1. To secure the ownership and/or the right to use the Project site.
2. To clear level and reclaim the Project site, when needed, prior to the commencement of the project.
3. To construct wall and fences around the Project site.
4. To improve access road to the Project site.
5. To provide facilities for the distribution of the electricity, water supply, drainage, telephone line and other incidental facilities.
6. To bear advising commissions of the Authorization to pay (A/P) and payment commission to the Japanese foreign exchange bank for banking services based upon the Banking arrangements (B/A).
7. To ensure prompt unloading, customs duty exemption, and customs clearance of the materials and equipment for the Project at port of disembarkation. Also it is understood that IGNOU would meet the expenditure on all taxes on domestic purchases.
8. To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the verified contract such facilities as may be necessary for their entry into India and stay therein for the performance of their work.
9. To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in India with respect to the supply of the products and services under the verified contracts.
10. To bear all the expenses other than those to be borne by the Grant, necessary in connection with the implementation of the Project.
11. To coordinate and solve any matters related which may arise with third party and inhabitants living in the Project area during implementation of the Project.
12. To ensure the necessary budget and personnel for proper and effective operation and maintenance of the facilities and equipment provided under the Grant Aid.

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JICA