

Memorandum of Understanding
Between

CREDIBILITY ALLIANCE

And

DIVYAJYOTI TRUST

For Accreditation by Credibility Alliance

This Memorandum of Understanding ("MOU") is executed at Delhi as of this 14/07/2022.

Terms of Reference
Section 1

Introduction:

Divyajyoti Trust is registered as Divyajyoti Trust in society act 1860/Trust Act at Place --- on and Registration Number is E/6921 Registered Address: Suthar Falia, Opp. Hanuman Temple, At & Po Mandvi, Dist. Surat State- Gujarat Tel-02623221180 Geographical Area- South Gujarat Email-divyajyoti.icare@gmail.com, Organization purpose is "NOBODY SHOULD BECOME NEEDLESSLY BLIND

FOCUS AREA- Eye care Chief Functionary Name-Dr Uday Gajiwala Contact Number- 9979461646 Designation-Superintendent Office Address- Suthar Falia, Opp. Hanuman Temple, At & Po Mandvi, Dist. Surat State- Gujarat

Credibility Alliance-215, Second Floor, Kirti Shikhar Building, District Centre, Janakpuri, New Delhi-110058, is an initiative by a consortium of voluntary organizations (VOs) and networks, which has come together to enhance 'Accountability, Transparency and Good Governance' within the voluntary sector and to further the sector's credibility in the eyes of the public. Credibility Alliance is a national level not for profit, charitable society registered under the Societies Registration Act, 1860 in New Delhi.

Section 2

Objectives of Accreditation

- To obtain detailed information, including registration and governance details of VO.
- To assess VO's compliance with Credibility Alliance's norms of Good Governance.
- To prepare and share the analytical report with the VO.

Section 3

Following the discussions that were held between the Credibility Alliance and VO, a road map has been planned for carrying out the assessment:

Authorised Person
Credibility Alliance

U.R. Gajiwala

Authorised Person
SUPERINTENDENT

Divyajyoti Trust, Mandvi,
TEJAS EYE HOSPITAL.

Accreditation Process:

1. Signing of Memorandum of Understanding between Credibility Alliance and VO.
2. The VO sends in a filled up Accreditation form to Credibility Alliance. The form is provided by Credibility Alliance to the VO.
3. Desk Review by Credibility Alliance on the basis of documents received, to ensure compliance with at least the minimum norms on the basis of self disclosure by the VO.
4. Assigning assessor(s) to visit the VO. The dates for the visit to be fixed in consultation with the VO and the assessor(s).
5. Field visit to the VO will be for two days. Review of form and report writing by the assessors from CA will involve one more day. **For any change in visit plan, the VO needs to take prior permission of Credibility Alliance. If any change in visit plan is made without taking the prior approval of CA, all costs (including payments to the assessor of the visit) will be borne by the VO.**
6. The field visit by the assessor will involve
 - a) Meeting the Finance personnel/s of the VO.
 - b) Meeting the Chief Functionary of the VO.
 - c) Meeting Two to three Board members (in case there are women on the board, at least, one to be interviewed).
 - d) Meeting the Management level staff.
 - e) Meeting the Field officers/ field staff.
 - f) Meeting the Beneficiaries.
 - g) Visiting two to three projects on sample.
 - h) The assessor may ask to interview more number of persons and visit additional project sites to collect additional information for the purpose of assessment if needed.
7. The assessors' feedback report will be shared with the VO within 2 days of the assessors' visit to the VO.
8. Upon the successful completion of assessment by the Assessor, the report will be submitted to the Central Accreditation Committee (CAC). The CAC holds the right to award or reject the accreditation. The decision of the CAC is final.
9. Once certified, the Accreditation is valid for 5 years provided VO submits its Annual Report, Audit Report and Board Details annually to Credibility Alliance and continues to comply with the norms for which it is Accredited. If the VO fails to do so, the Accreditation will not remain valid
10. It is granted membership of Credibility Alliance for the first year on accreditation without payment of membership fee. The VO has to renew the membership every year by payment of the requisite fee which is Rs. 1000/- per annum at present.
11. The VO will need to provide additional information at any stage of the Accreditation process within six months of the request put forth by CA (except in case of provisional accreditation where the stipulated timeline is one year). In case the VO cannot adhere to the above stipulated timelines, CA reserves the right to ask the VO to reapply for accreditation at a later date along with accreditation cost.

Authorised Person
Credibility Alliance

U.R. Singh
Authorised Person
SUPRITENDENT

Divyajyoti Trust, Mandvi,
TEJAS EYE HOSPITAL

12. In case the Accreditation is kept on hold due to non compliance with the norms, the VO will subsequently have to bear the costs as applicable at the point of time when the accreditation process is completed.
13. If the VO fails to meet our norms or in the event of the report being negative the accreditation will be on hold. VOs can reapply for Accreditation under these circumstances after compliance, subject to the contents of foregoing paragraph.
14. Local travels & out station travel, boarding – lodging etc for assessor will be arranged and borne by VO as per need.
15. The VO is expected to declare in advance any personal or professional relationship with any Assessor assigned to them. The VO should not agree to visit of such assessor to their organization. If it is discovered by Credibility Alliance at any point of time that the VO has entertained such assessor for the assessment of their organization in violation of above said clause the MOU will be revoked with immediate effect. Any such visit will be declared null & void and the VO will not be eligible to approach CA for accreditation for one year. Accreditation if already awarded will be immediately revoked.

Section 4.

On accreditation exercise of “ (VO Name)” (large organization, who have receipt of more than 1 crore in last year Audited balance sheet) undertaken, Credibility Alliance incurs expenses of Rs. 25000/-

Hence please make a payment of Rs 25000/- to Credibility Alliance through Draft payable at Delhi and bear the cost of Outstation, local transportation and boarding –lodging expenses if any.

Payment to Credibility Alliance are eligible for **exemption u/s 80G** of the Indian Income Tax Act, and should be made vide Cheque/ DD payable at Delhi drawn in favour of Credibility Alliance.

IN WITNESS WHEREOF the Parties hereto have signed this Agreement.

For Credibility Alliance

for -----

Authorised Person
Credibility Alliance

U.R. Gode

Authorized Person
SUPERINTENDENT

Divyajyoti Trust, Mandvi,
TEJAS EYE HOSPITAL