

**C A G**

**Citizen consumer and civic Action Group**

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### **Consultancy Agreement**

Between Prof. S. Karthikeyan, Nodal Officer - Centre for Innovation & Entrepreneurship,  
Krishnasamy College of Engineering & Technology, Cuddalore - 607 109

and

Citizen consumer and civic Action Group (CAG)

From June 2019 to February 2020

The Air Quality Monitoring Initiative is an effort by CAG to develop a reliable database on the ambient air quality (PM<sub>2.5</sub> and PM<sub>10</sub>) levels near industrial locations in Tamil Nadu. As part of this initiative, CAG has installed five outdoor air quality monitoring devices in households/ farms/ small commercial establishments in the district of Cuddalore, with your assistance.

We appreciate the support extended by Prof. S. Karthikeyan, Nodal Officer - Centre for Innovation & Entrepreneurship, Krishnasamy College of Engineering & Technology, Cuddalore - 607 109 (referred to as "**Local Partner**" for the rest of the text of this agreement), in identifying locations and installing the devices in the past, and wish to extend the engagement. We look forward to your continued support in our endeavour to study air quality in your region.

For the purpose of deployment:

- a. **Local Partner** will take on the responsibility of identifying alternative locations for monitors if an installed location is not found suitable for any reason. In such a case, CAG, will provide the assistance it usually does, for re-installing the device in the new location. CAG will provide the devices, SIM cards and details of villages/towns or parts thereof, suitable for installation.
- b. During and after the process of redeployment, the steps detailed in **Annexure 1** will be adopted.
- c. In case the device has to be returned for any reason, including for resetting, calibration, or undertaking repairs, **Local Partner** shall arrange for shipping it to the CAG office in Chennai. The shipment cost shall be reimbursed at actuals by CAG.

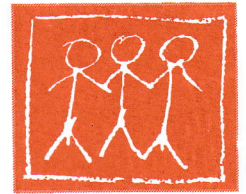
#### **Trustees**

Dr. Arjun Rajagopalan (*Surgeon*)  
Dr. George Thomas (*Orthopaedic Surgeon*)  
Dr. R. Hema (*Associate Professor*)

Dr. C. Rammanohar Reddy (*Economist and Editor*)  
Mr. Sriram Panchu (*Senior Advocate*)  
Dr. Suchitra Ramkumar (*Doctor and Teacher*)  
Mr. Keshav Desiraju (*IAS, Retd.*)

#### **Advisors**

Ms. Tara Murali (*Architect*)  
Mr. N.L. Rajah (*Senior Advocate*)




- d. **Local Partner** shall be the primary point of contact for the households/farms/commercial establishments where the device shall be installed. **Local Partner** shall, in consultation with CAG, try and resolve any issue that may arise with the device or its effective functioning, within one week of identification of the issue.
- e. **Local Partner** will be required to share fortnightly updates about the installation sites, to ensure the maintenance of the monitoring devices. Such updates will have to be shared with CAG in the form of photographs and email.
- f. **Local Partner**, after communicating to CAG, shall visit the installation sites in case of any issue that may arise with the device or its effective functioning, and share the details of the same with CAG.
- g. The data generated from this initiative will be available in predefined formats on AirVeda website for any portal visitors and also on the Airveda mobile app. Any party - including the **Local Partner** - can use this publically available data for any non-commercial purpose with due acknowledgement to CAG.
- h. **Local Partner** shall ensure that the device location is not changed without prior explicit permission from CAG.
- i. All documents/ forms duly filled during each deployment will be returned to CAG after every deployment.
- j. The cost of devices and maintaining network connectivity will be borne by CAG.
- k. The households will be paid a compensation for the electricity consumed by the device at a rate pre-decided by CAG, specified below.

CAG understands that the process of redeployment requires time and hence, the process of deploying a device can take up to one week. CAG will be happy to compensate the **Local Partner** for the support extended by contributing a sum of Rs.22,500/- all inclusive. The total amount of Rs.22,500/- will be paid in equal installments of Rs.7,500/- at the end of three, six and nine months of the agreement.

The households/farms/commercial establishments where the device is installed shall be paid Rs.600/- per year, for hosting the device and keeping it continuously switched ON. This amount shall be paid in installments of Rs.150/- at the end of three, six, nine months of the agreement.

Name : S. Karthikeyan, Nodal Officer

For: Centre for Innovation & Entrepreneurship, Krishnasamy College of Engineering & Technology, Cuddalore


Signature: 

Date: 06-06-2019

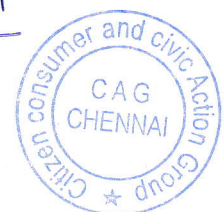
Nodal Officer/Coordinator,  
Centre for Innovation & Entrepreneurship,  
Krishnasamy College of Engg. & Tech.,  
S.Kumarapuram, Cuddalore-607 109.

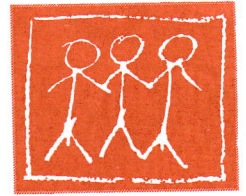
Name : Om Prakash Singh

For: Citizen consumer and civic Action Group (CAG)

Signature: 

Date: 01-06-2019





## Annexure 1

### Device Installation Protocol

#### Before Installation:

Prepare a list of volunteer households/farms/commercial establishments for deployment in the chosen village/town

1. Initiate dialogue with volunteer households/farms/commercial establishments
  - a. Explain in brief about AQMI
  - b. Ask if they will be ready to host device for a long duration
  - c. Ensure spare plug point is available for outdoor deployment of the device
  - d. Set up a date and time for meeting and installation
2. Inform CAG about tentative date for installation and detail of location
3. Install the Airveda mobile app from [Google Play store](#) or [Apple app store](#)
4. After installing the app, go to settings - user preferences - add monitor by id and add the device id and click done. This will add the device to the Airveda mobile app.

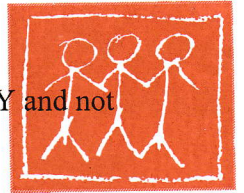
#### During Installation: At deployment location

1. Meet family members or owners, in case of farms/commercial establishments, and explain the initiative:
  - a. About CAG
  - b. What is air quality monitoring and why it is needed
  - c. Objective of the initiative
  - d. Explain the functioning of the device
  - e. Explain Airveda mobile app and steps to add device to the app.
  - f. Reiterate that the power consumption by the device will be minimal, and compensated for.
  - g. Explain consent form, questionnaire, need for copy of electricity bills
2. Fill in the relevant details in the consent form and questionnaire and get the consent form signed by the head of the family or owners in case of farms/commercial establishments.
3. Check location for installation - Avoid locations in proximity to kitchens and physical obstructions like walls and trees.
  - a. Check if network strength is adequate at the exact location where the device is to be fixed.
    - i. This could be done by putting device at likely place, switching it on and confirming connectivity through data transfer to the Airveda mobile app.
  - b. Check the plug point in which device needs to be connected

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- i. Plug point should be from DIRECT ELECTRICITY SUPPLY and not UPS/backup power



- c. Connect device and check if data is sent. This is confirmed by transfer of the air quality data to the Airveda mobile app.
  
- d. If receipt of data is confirmed
  - i. Provide a spare plug point, if required
  - ii. Provide for fixing the spare plug point
  - iii. Tape-fix the switches to avoid device turn off
  - iv. Add label "DO NOT TURN OFF"
- e. If no confirmation received, restart the device or/and reconfigure the device on the Airveda Mobile App. If you are still unable to receive data, try a different location.

**After Installation: At Device Location**

1. Get the Consent Form signed
2. Fill Form 1 - location information form
3. Take photographs of the location with the installed device
4. Share details of the CAG helpline (present on the Dos and Don'ts sticker on the device). For any difficulty contact CAG
5. Complete CHECKLIST and share with CAG
6. Inform CAG in case of any issues with the device location or its functioning.
7. Inform CAG if a visit is warranted at the location of the concerned device during the period of this project.

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