



STANDARD OPERATING PROCEDURE (SOP)
FOR
MEMORANDUM OF UNDERSTANDING (MoU)

1	17/12/2022	Issued for Implementation
Revision	Date	Description
Sharda University Greater Noida		STANDARD OPERATING PROCEDURE (SOP) FOR MEMORANDUM OF UNDERSTANDING (MoU)

1. Introduction

A memorandum of understanding (MoU) is an agreement between two or more organizations/Institutes/Universities which confirm their willingness to commence a prospective academic/research/industry or any collaborative activity with one another. However, an agreement is a document in which two parties agreed upon to work together for a common objective, on the contrary MoU is a legal document which describes the terms of an arrangement between the two or more parties forming a bilateral or multilateral agreement. The declared frames give an impression about the preferred procedures which must be kept in consideration for the further endorsement, smooth conveyance, and monitoring of various activities under MoUs. This applies to MoUs being initiated by the university or proposed by another institution.

2. Initial Approval

The commencements of MoU signing only be initiated after the initial discussions, mutual agreement about the thoughtful commitment to accept the specific collaborative activity (ies).

To initiate the MoUs with any other organization, the preliminary document (INITIAL FORM) must contain the below information:

- Details about the type of the MoU
- Brief information about the other collaborating organizations/Institutions/University.
- Area(s) of Involvement with the collaborating organisation
- Expected outcomes of the MoU in line with the university and its overall strategic intentions.
- Particulars of any decided delivery timelines (If applicable)
- Name and Signature of the Initiator(s)

The completed INITIAL FORM must be submitted to the Dean, Academic Affairs (in case of Academic Collaborations), Dean, Research (in case of Research Collaborations) , Director IIEEC (in case of industry) and to Registrar (in case of others) for their comments through the relevant school dean(s). The Vice Chancellor, SU, will be the final authority to approve the INITIAL FORM.

3. MoU's Preparation and Signing

After the final approval of INITIAL FORM, the specific MoU has to be prepared by considering the inputs given by Legal cell, Sharda University, based on a standard outline.

The MoU should (Additionally)

- include the name of the School/s and the area of collaborative activity.
- indicate the initial purpose of the collaborative activity and its scope , mutually agreed upon both the parties
- permit further subsequent developments to be considered.
- include details related to each party's, roles and responsibilities, do's and don'ts.
- confirm and state explicitly all proposed activities prior to implementation.
- specify an initial period of duration of the MoU.
- include a termination mechanism/clause.
- Include dispute resolution clause.
- in cases, where another Organization/Institution/University has delivered a draft MoU for signing, subject to the initial approval being confirmed, it must be checked and validated by the Legal Cell, Sharda University and where necessary, modified to comply with the University rules and regulations.
- As per the section 19(1) of the UP Private Universities Act, 2019, the Registrar of the University shall be responsible for due custody of the records and the common seal of the University. The Statutes of the University empowers the Registrar to enter in to agreements, sign documents and authenticate records on behalf of the University. He, however in discharge of his duties and responsibilities, may be assisted by such officials as may be assigned to him by the Vice Chancellor. (Director International Division or the Director Global Academic Alliances in case of international affairs)

The details of all signed MoUs including general MoUs must be maintained in a database maintained by the office of IQAC which must be accessible on the University intranet.

4. Activities arising from the MoU's

- All the consequent specific activity which is proposed to be undertaken must be listed.
- The concerned Department/School shall be responsible to coordinate with the collaborating organizations/Institutions/University for the smooth conduct of the activities and events to keep the MoU functional and should maintain the proper records thereof.

5. Monitoring of MoU's

The success of any National or International MoUs is directly related to the active participation of the department or School which calls for the proper follow-up methodology. It is expected here, that after finalization of the MoUs, the concerned school must allocate one-or two dedicated

persons (termed as SU-MoUs SPOC) to follow-up by taking care about the fulfilment of the initial objectives behind the aspiration to develop such MoUs.

6. Role and Responsibility of MoU's Single Point of Contacts (SU- MoUs SPOC)

The role and responsibility of SU-MoUs SPOC are as follows:

- To coordinate with the Initiator of the MoUs to get the details of the MoUs.
- To identify and develop a database of all MoUs associated to the Department/School.
- To ensure the availability of elementary requirement for executing the required activities under each MoUs and sensitize others in implementation procedures.
- To help the Students/faculty and others to take active participation in the MoUs briefing sessions (National/International), conducted in the University.
- In case of International MoUs, the International Relation Office (IRO) or Global Academic Alliance (GAA) Department of Sharda University will be the point of contact to facilitate working on international MoUs.
- The International Relation Office (IRO) or Global Academic Alliance (GAA) Department shall coordinate and monitor the progress of all International MoUs and provide the details to the concerned SU-MoU SPOC of the Department/School.
- The SU-MoU SPOC will coordinate with the International Relation Office (IRO) or Global Academic Alliance (GAA) Department of Sharda University to get updated about the participation of the candidates.
- The SU-MoU SPOC and International Relation Office/ Global Academic Alliance (GAA) Department will also coordinate with the office of Dean, Academics Affairs, Dean, Research and Registrar for providing the necessary details related to MoUs and its on-going activities under each MoUs.

7. Monitoring of MoU's: A person/team nominated by Vice Chancellor will monitor the progress of MoU's

8. Conclusion:

The SOP will be subject to review annually on the basis of suggestions received from the stake holders, impact analysis and considerations by the committee group constituted at the time.

Initial Approval Form

Type of MoU (✓)

Academic	Research	Industry	Others

National	International

MoU/ Collaboration with Academic Institution/ Industry

Date:

1. Brief Profile of the Institution/ Organization:

Name of the collaborating organization	
Address of the collaborating organization	
Status of Accreditation (Specify Name of Accreditation) (If Applicable)	
Ranking (If Applicable)	
Contact Name and Details of the Collaborating Person	
Duration of the MoU/Collaboration	

2. Collaboration for Academics:

S.No.	Scope	Area(s) Involvement of Collaborating organization	Expected Outcome(s)
a)	Curriculum Design & Development		
b)	Teaching-Learning Process		

3. Collaboration for Research:

S. No.	Activities	Area(s) Involvement of Collaborating organization	Expected Outcome(s)
a)	Project from Govt. /Non Govt.		
b)	Consultancy & Training		
c)	Research Paper/Patent		
d)	Establishment of Lab/Centre of Excellence		
e)	Extension Activities		

4. Collaboration for FDP/Professional Development Programmes:

S.No.	Activities	Area(s)Involvement of Collaborating Institute	Expected Outcome(s)
a)	FDP/PDP		
b)	Short Term Courses		
c)	MDP/EDP		

5. Collaboration for Students Activities:

S.No.	Activities	Area(s)Involvement of Collaborating Institute	Expected Outcome(s)
a)	Exchange Programme		
b)	Seminar/Workshop/Conference/Guest Lectures/Course Content Delivery		
c)	Hackathon/Business idea competition/Moot court/ Tech Fest/Studio visits/ others		
d)	Industrial Visits/Community		
e)	Internship		
f)	Apprenticeship		
g)	Placement		
h)	Career Guidance		
e)	Sports/Cultural		
f)	Any other		

6.

The estimation of the financial implications (positive and negative, if applicable)

Name and signature of the Initiator(s)	Name and signature of the Dean/ Director

RECOMMENDATION:

Dean, Academic Affairs (In case of Academic MoU)	Dean, Research (In case of Research MoU)	Director/ Head IIKEC (In case of Industry MoU)	Registrar (In case of others)	Vice-Chancellor

PROCESS FLOW TO INITIATE THE MoU

