



Chowgule Education Society's
Parvatibai Chowgule College of Arts and Science
(Autonomous)

Accredited by NAAC with Grade 'A+' (CGPA Score 3.27 on a 4 Point Scale)
Best Affiliated College-Goa University Silver Jubilee Year Award

General policy for drafting a Memorandum of Understanding

Memorandum of Understanding (MoU) is an agreement between two or more entities (preferably organizations or institutes) that have common interests or purposes and express an intent to work collaboratively.

Parvatibai Chowgule College of Arts and Science (Autonomous) intends to collaborate with academic institutions, government and non-governmental organizations, and industry. This policy document describes the scope of Memoranda of Understanding (MoU) and the procedure to be followed for proposing an MOU.

MEMORANDUM OF UNDERSTANDING is between Parvatibai Chowgule College of Arts and Science (Autonomous) and the other organization together called "the Parties".

Procedure for Approval of Proposing for an MOU

Any Department/Faculty/authority intending to initiate an MoU with any Department/Organization is required to fill-in the MoU Proposal form (Annexure A) of this policy and submit it to the IQAC for approval. The IQAC will scrutinize the relevance and merits and may ask for clarification, if needed. After the proposal is approved, the proposer will prepare MoU draft and submit to the IQAC. Subsequently, the institution will initiate further proceedings, after which the MoU can be signed by both parties.

Types of MOUs and their scope

Different types of Memoranda of Understanding (MoU) can be initiated, depending on the purpose and broad scope of the agreement.

- **Academic (collaboration with academic institutions):** These agreements between academic institutions may include research collaboration, faculty or student exchanges, guest lectures, organizing workshops and field works, offering innovative and/or interdisciplinary short-term courses, transfer of academic credits, training programmes and hosting conferences/ symposia/seminars and sharing of institutional resources.
- **Social/community (collaboration with NGO):** These agreements with non-governmental organizations may cover areas such as use of expertise, resource sharing, community engagement, research activities, awareness activities, special



camps, extension programmes, Internship for students, capacity building and shared projects addressing a common public cause.

- **Industry (collaboration with industrial partners):** These agreements with industry can provide opportunities for internships and employment for students, sharing of resources, consultancy by the faculty to industries, field experience for the students/faculty, and research funding.
- **Government (collaboration with government organizations):** These agreements may seek to collaborate with government entities and organizations to supplement their efforts by involving the student community, conducting special drives/campaigns, exploring local research opportunities, funded consultancy in the field of expertise or beyond, and research assignments to faculty.
- **Collaboration with foreign institutions:** These agreements with foreign institutions may include facilitating cultural exchange, activities under academic exchange programs (such as academic credit transfer, Twinning Programme, Joint Degree Programme and Dual Degree Programme), Faculty exchange, student exchange programme for short durations, research collaboration, organising academic and research workshops, seminars and conferences, and organizing cultural events.

Note: The MoU between the college and foreign higher educational institutions concerning academic exchange programs (such as academic credit transfer, Twinning Programme, Joint Degree Programme, and Dual Degree Programme) should be in accordance with the 'University Grants Commission (Academic Collaboration between Indian and Foreign Higher Educational Institutions to offer Twinning, Joint Degree and Dual Degree Programmes) Regulations, 2022'(Annexure B) as well as the 'Guidelines for Internationalisation of Higher Education' developed by UGC (Annexure C).

The principal and management may take a decision on a case-to-case basis if any purpose or activity listed in the MoU proposal is beyond the scope of any type mentioned in this section.

Contents of the MoU document

The following are various sections (along with a brief note) that must be included in the proposed MoU document. The contents of the final MoU can be drafted as agreed upon by the parties

- **Objectives:** The MoU should clearly state the objectives and expected outcomes of the collaboration.
- **Implementation:** The MoU should clearly identify the person(s) from each party responsible for ensuring that its objectives are met.
- **Deliverables:** The deliverables expected from the collaboration should be clearly stated to measure progress towards achieving the objectives.



- **Roles and Responsibilities of Parties:** The MOU should outline each party's roles and responsibilities in an agreement. This can include
 - a tentative broad plan of action for collaborative activities under the MOU.
 - outline of the resources needed and tentative budget subject to approval.

- **General provisions of MOU**
 - **Duration of MoU:** MoU will be in effect after both parties sign the agreement. The duration of the MoU must be stated clearly. The MoU may be extended or amended through mutually written agreement.
 - **Termination:** The MoU may be terminated at any time by either party by giving the other party written notice of the termination, preferably one month in advance, provided that the termination does not affect the completion of the program or the activity underway.
 - **Revenue Sharing and Finance:** The MoU agreement should specify the distribution of revenue and the financial obligations of each party while conducting joint activities or projects.
 - **Intellectual property rights:** The two parties shall mutually agree on all rights with regard to publications, patents, and other products generated in accordance with the MoU terms. If required, separate agreements can be made for each identifiable piece of intellectual property.
 - **Confidentiality:** All information designated as such confidential shall be kept strictly confidential by each party, and the parties shall not utilize any such information for any purpose other than that outlined in the MOU. Neither party shall disclose such information to any third party without the prior approval of the other party.
 - **Report Submission:** The parties shall submit a report on the realization of various objectives envisaged under collaboration, which may later be compiled to form an annual report of MoU activities.
 - **Amendment:** This clause needs to detail how amendments (if needed) can be made to the original MoU.
 - **Official endorsement by each party:** This section highlights the official signatories of each party during the signing of the MoU. This section also contains the names and signatures of the witnesses.





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ANNEXURE A

Proposal for MoU

- Proposed by: _____
- Department: _____
- Type of MoU (Refer to the MoU Policy): _____
- Name, contact information and address of the other party: _____

- Brief description of the other party and their work:

- Brief note detailing the need for the MoU:

- Financial implications for both parties: _____

- Expected outcome of the MoU at the end of its tenure : _____



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