



SAGE University, Bhopal

Standard Operating Procedure

Signing MOUs/Collaborations

Name of Approving
Authority:
Signature:
Date:

Vice Chancellor

25/05/2023

SOP No.: 46

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1. Background

MOUs (Memorandum of Understanding) are commonly used in various sectors and industries to facilitate collaborations and partnerships between Organizations, Institutions, or entities. A Memorandum of Understanding is a non-binding agreement between two or more parties that outlines their mutual understanding, intentions, and expectations regarding a specific collaboration or partnership.

2. Significant Aspects

Whenever, any MOU is signed, the following aspects are to be taken care.

- Shared Objectives:** It involves two or more parties coming together with a common purpose or goal such as conducting joint research, developing new products or services, sharing resources, promoting a cause, or implementing projects.
- Mutual Benefit:** It aims to generate mutual benefits for both the parties. Each party brings unique expertise, resources, or perspectives to the partnership, creating synergies and enhancing the overall outcomes.
- Cooperation and Teamwork:** Its success relies upon cooperation, teamwork, and effective communication among both the parties.
- Resource Sharing:** It involves the sharing of resources such as funding, equipment, facilities, expertise, or networks. By pooling resources, both the Organizations can leverage their collective strengths and achieve more significant impact or outcomes than they could individually.
- Division of Responsibilities:** Roles and Responsibilities of each party were defined based on their expertise, capacities, and contributions. Clear distribution of responsibilities results in effective coordination and accountability among them.



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- f) **Collective Decision-making:** If decisions are made collectively on any issue or process, it takes into account the perspectives and expertise of all parties.
- g) **Evaluation and Feedback:** It involves regular evaluation and feedback for assessing the progress, evaluating the outcomes, and making necessary corrections. Evaluation helps ensure that the collaboration is on track and fulfilling the objectives.
- h) **IPR:** Intellectual Property Right clause need to be incorporated.
- i) **Confidentiality:** The confidentiality of the information/facts/data needs to be maintained by each Party.
- j) **Jurisdiction:** In case of dispute/disagreement, a legal Jurisdiction to be agreed upon by both Parties.
- k) **Financial Liability if any:** Any Financial Liability, expenses/Profit sharing to be defined clearly.
- l) **Enclosures:** All necessary documents such as Curriculum, Offer letter, Commitment etc to be enclosed.

3. Process flow of Signing the MOU

At SAGE University Bhopal, the following steps to be followed before Signing of any MOU –

- a) Any MOU can be initiated by any person, any School or Admin Department after the identification of the need for collaboration in a specific area, such as research, academic exchange, joint programs, or faculty/student exchanges etc.
- b) Any MOU which is academic in nature to be first discussed with Vice Chancellor and In-principle approval to be taken in the following Order: **VC, DG, ED/Pro Chancellor.**
- c) Any MOU which is Administrative in nature Like Sports/Admission/Placement/any other, to be first discussed with Director General and In-principle Approval to be taken in the following Order: **DG, VC, ED/Pro Chancellor.**



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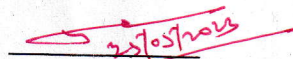
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- d) After In-principle Approval of DG, VC, ED/Pro Chancellor, the key terms and conditions of collaboration to be finalized to prepare a draft MOU. This document serves as a formal agreement that outlines the responsibilities, obligations, and rights of each party. The MOU should cover the aspects covered in Point No 2.
- e) Then draft MOU should be given to the Registrar office for the legal vetting. Registrar should get it done from legal team through Head-CRC. Any necessary revisions or amendments are made during this stage.
- f) Once all internal reviews are completed and all suggestions have been incorporated, the final version of the MOU is to be prepared. The MOU to be shared with the concerned Organization for their internal reviews & approval.
- g) MOU signing date and time should be planned in with the due discussion with the senior authorities and MOU to be signed before the relevant stakeholder in a professional manner. The concerned authorities who are representing the MOU signing second party may be briefed in advance to the SUB team of concerned Schools/department. so that they can be entertained/ attended properly as per protocol.
- h) Proper Creative/Banner of MOU signing to be prepared and branding to be done through the Branding team on Social Media/Print Media.
- i) After signing, the coordinator School/Department should send original copy to the Registrar office, a copy to the DG /VC /CRC offices for records & review.
- j) One paragraph write-up along with logo to be uploaded on the website