

# Standard Operating Procedure (SOP) For Memorandum of Understanding (MoU) IILM University, Greater Noida

## 1. Introduction

A Memorandum of Understanding (MoU) is a formal agreement between IILM University and external organizations, such as academic institutions, industries, or research entities. It serves as a collaborative framework for mutual benefit in areas like academics, research, industry projects, and student activities. This SOP ensures the smooth initiation, execution, and monitoring of MoUs while aligning outcomes with the strategic goals of IILM University.

## 2. Initial Approval

The MoU process begins with:

### 2.1 Submission of the Initial Form

The initiator of the MoU must fill an **Initial Approval Form** containing the following:

- **Type of MoU:** Academic / Research / Industry / Others
- **Category:** National / International
- **Details of Collaborating Organization:** Name, address, About the Organisation, and their contact details.
- **Scope of Collaboration:**
  - Academics: Curriculum Development, Teaching-Learning processes, Faculty Exchange Programme etc.
  - Research: Joint papers, patents, lab setup, etc.
  - Industry: Training, internships, placements, etc.
  - Student Activities: Exchange programs, conferences, FDPs, and others.
- **Duration:** Initial period and review mechanisms.
- **Financial Implications:** Positive/negative impact, if applicable.

## 3. Drafting and Signing of MoU

Once the Initial Form is approved:

- a) **Draft Preparation:** The MoU draft is prepared in a standard format, including:
  - Details of both parties.
  - Areas and scope of collaboration.
  - Roles and responsibilities of both parties.
  - Duration, termination clauses, and dispute resolution mechanisms.
- b) **Legal Verification:** The MoU is reviewed and approved by the **Legal Cell** of IILM University to ensure compliance with university rules and statutory guidelines.
- c) **Final Signing:**
  - The **Vice-Chancellor/Registrar** (or an authorized representative) will sign the MoU.
  - A copy of the signed MoU will be retained by the Registrar's office and uploaded to the **IQAC Database** for record-keeping.

## 4. Activities Arising from MoU

All proposed activities must be clearly outlined in the MoU, including:

1. **Academic Collaborations:**
  - Curriculum development.

- Teaching-learning initiatives.
  - Faculty and student exchange programs.
2. **Research Collaborations:**
    - Joint research papers and patents.
    - Lab or Center of Excellence establishment.
  3. **Industry Engagement:**
    - Training programs, internships, and placements.
    - Professional development programs (FDPs, PDPs, EDPs).
  4. **Student Activities:**
    - Conferences, workshops, hackathons, and competitions.
    - Industrial visits, cultural exchanges, and career guidance.

The concerned School/Department will act as the **Execution Authority** for these activities.

## 5. Monitoring and Review

### 5.1 Single Point of Contact (SPOC)

Each School/Department will designate a **MoU-SPOC** to oversee the implementation and monitoring of activities under the MoU.

#### Responsibilities of MoU-SPOC:

- Coordinate with the collaborating organization.
- Maintain records of MoU-related activities.
- Submit periodic progress reports to the IQAC.
- Facilitate faculty/student participation in activities.

### 5.2 Monitoring Mechanism

The progress of all MoUs will be:

- Monitored by a **team/person nominated by the Vice-Chancellor.**
- Reviewed annually to assess outcomes and suggest improvements.

## 6. Conclusion

The SOP provides a structured and transparent approach to initiate, execute, and monitor MoUs at IILM University. Annual reviews and stakeholder feedback will ensure continuous improvement and alignment with institutional goals.

## 7. Process Flow

1. Filling Initial Form
2. Approval Process
3. Draft Preparation
4. Legal Verification
5. Signing of MoU
6. Implementation of Activities
7. Monitoring and Annual Review



IILM University, Greater Noida