



Unveiling Excellence

USTM

MoU IMPLEMENTATION POLICY

(Chapter - XXIII, University Policies & Guidelines)



CHAPTER XXIII

MOU IMPLEMENTATION POLICY

Why Collaboration?

Collaboration in higher education is the teaming up with other higher education institutions, industry/corporate, research institutes, NGO's and any other organisation which can pursue for mutual benefit for the institution and work together towards sharing educational and research dreams, achieving common goals, and enhancing collective effort in meeting educational needs in focus.

Why this Policy?

USTM signed nearly 100 MoU s with various organizations for collaborative activities and therefore to execute all the terms and conditions mentioned in the different agreement, university management felt to set up a policy for transparent mechanism to transform the objective of MoU into action in association with partnering organizations.

Why MoU ..?

1. Launching of joint research activities, exchange of faculty members and submitting research proposals to funding organizations.
2. Collaboration of various forms of faculty development & Professional training.
3. Conducting students and scholars exchange between the organisations including Skill based training for the students.
4. Jointly organising seminar, workshop & Conference etc.
5. Conducting joint consultancy & Research as an when needed
6. Exchange of guides and mentors for the student projects.
7. Collaborative work for Development of innovation, start up and entrepreneurship.
8. Internship programs, projects, on the job training for the students.
9. To organise jointly cultural, co curricular, extracurricular & sports activity
10. Any other such kind of collaborative activity as mutually agreed upon.
11. Inviting resource persons for Talk, discussion , seminar , viva voce and presentations etc
12. Sharing of resources mainly Library and Lab facilities

Who will retain MoU Copy .. ?

Registrar will be the custodian of original copies of MoU and copy of the same to be given to all HoD to maintain the database for understanding about the profile and objective of MoU. Once a new MoU is signed, it will be updated time to time to all the departments for information.

Renewal of MoU :

Director Research will maintain the database of MoU along with date of signing & date of expiry. Before three month of the expiry of MoU, a request letter to be sent to the organisation for renewal along with activity report by the Registrar.

MoU Implementation Committee (MIC):

To look after the activities a committee to be formed namely **MoU Implementation Committee (MIC)** by the Hon VC as per following structure. The tenure of committee will be for 2 years. All Head of the Departments or their nominee will be the members of the MIC. Research Division will be the care taker of the committee and do all needful activity time to time.

Sl. No	Name	Designation
1	Chairman	Any Senior Dean
2	Vice Chairman	Any Senior Professor
3	Coordinator	Director Research
4	Member	All HoD or nominated faculty by HoD
5	Organising Secretary	Dy. Registrar

MIC Meetings:

There must be one 6 monthly meeting to review the progress and advice for further action. Final meeting will be held after one year where besides yearly presentation of activities by each department and Annual Report as a whole to be presented by MIC

Recognition and Reward:

Few recognition and rewards to be given to individual or department as a whole for best performance in collaborative activities

Role of Research Division:

Dean Research /Director Research will monitor day to day the implementation of the activities and will facilitate all coordination and communication with partner organization. All annual reports and activity reports are to be maintained for various reference and updating the same with IQAC and PR Department.

Responsibility of Department:

- Every department has to conduct 5 to 10 collaborative activities in each academic year choosing few partner organizations from the list of MoU depending on their profile to make the collaborative activity meaningful. .
- The nature of activities shall be seminar, workshop, student exchange, faculty exchange, student project, internship, on the job training, welfare and outreach, sports, cultural, etc.
- **Among the activities one program must be in the form of seminar, workshop, conference, Faculty Development Program (FDP) which is relevant as per NAAC guideline or any other statutory authority**
- Among activities there must be one activity related to welfare/ outreach
- Before finalisation of any activity approval to be taken from the committee/ coordinator so that uniformity in collaborative activities can be conducted with all organisations.

- Every Department will send the proposal to their counterpart department of the other institutions giving a copy to the coordinator of MIC with prior discussion/ information.
- A strong follow up will be made for the settlement of the proposal and in case of non receipt of response from the other side, information to be given to the coordinator.
- In case of not receiving response even after reminder the proposal may stand cancelled and therefore same proposal can be given to other similar kind of organisations.
- Every department must collect the faculty/department and infrastructure details well in advance for continuance of collaborative activities.
- It is the responsibility of the department to maintain good relation with the collaborating institutions.
- The coordinator will also send pleasantries to their counterpart especially on the occasion of New Year or after accomplishment of assignment.
- All plan and activities to be updated to PRO for publicity

Study Category of MoU

Before planning for any activity, proposal to be made after understanding the nature and category of the partner organization whether it is a University, Institute of Excellence , College , research institutions , schools , Corporate/Industry or NGO so that outcome can be made fruitful and appropriate .

Annual Collaborative Activity Report by each Department:

The department must submit the Annual Collaborative Activities report to the Chairman of the MoU Implementation Committee (MIS) along with future one year calendar of activity calendar for understanding.

Role of VC/Registrar:

To coordinate for renewal and also to invite head of the institutions time to time in all occasions of the university. Greetings to be sent on all major celebrations without fail. Research Division will coordinate in this regard.

Convention of Heads of MoU Signing organisation:

An effort to be given to invite all the head of the institution for a convention to discuss various issues related to the functioning of MoU and Future course of action. Chairman of MIC will fix the date after consultation with VC and few renowned participating organizations to ensure that at least 50% of the partner organizations are joining.

Note: In case of organisations with which the MoUs are not signed but many collaborative activities are done, a letter from the associating organizations can be collected to show the activities were done jointly.

Campus

Techno City, Khanapara, Kling Road, Baridua, 9th Mile, Ri-Bhoi, Meghalaya-793101

Ph. 0361-2895030/ 07002303751/ 098540-23060

E-mail : ustm2011@gmail.com, Web : www.ustm.ac.in

