

Guidelines for Administering MoUs

Purpose:

To ensure the effective administration and utilization of Memorandums of Understanding (MoUs) for fostering collaborations and achieving the objectives outlined in each agreement.

1. Appointment of MoU Ambassador:

- Each MoU will have a dedicated **MoU Ambassador**, who will be a faculty member deputed by the concerned Dean or HoD.
 - The MoU Ambassador will be responsible for ensuring the MoU remains functional, effective, and aligned with its objectives.
-

2. Responsibilities of the MoU Ambassador:

- **Monthly Reporting:**
 - Submit a **monthly report** detailing the status and progress of the MoU.
 - The report should include:
 - Activities conducted under the MoU.
 - Challenges faced in implementation.
 - Suggestions for improvement or further collaboration.
 - **Annual Planning:**
 - By **July 15th** every year, the MoU Ambassador must submit a **Plan of Activities** for the upcoming academic year.
 - The plan should include specific, measurable, and time-bound activities aligned with the MoU's objectives.
-

3. Mandatory Activities:

- A minimum of **two activities** must be conducted in **each half of the year**:
 - **First Half (July to December)**: At least two activities by December.
 - **Second Half (January to June)**: At least two activities by June.
 - Activities may include:
 - Guest lectures, workshops, or seminars.
-

- Collaborative research projects.
 - Exchange programs (students, faculty, or industry experts).
 - Joint conferences or symposiums.
 - Curriculum enhancement initiatives.
 - Any other activity as outlines in the MoU.
-

4. Reporting Format:

- Reports must be submitted using the prescribed format, including:
 - Title and description of activities conducted.
 - Outcomes achieved.
 - Supporting documents (photos-geotagged, attendance sheets, feedback).
 - Proposed improvements for subsequent activities.
 - The reports should be uploaded on Prabandh.
-

5. Monitoring and Evaluation:

- The Dean or HoD will review the monthly reports and ensure compliance with the MoU objectives.
 - A **bimonthly review meeting** will be conducted to evaluate the progress and impact of the MoUs.
 - Non-compliance or underperformance may result in the reassignment of the MoU Ambassador or revision of the MoU's terms.
-

6. Closure or Renewal of MoU:

- Before the MoU's term ends, the Ambassador must submit a **comprehensive report** detailing:
 - Key achievements and outcomes.
 - Challenges encountered.
 - Recommendations for renewal or closure.
 - Decisions on renewal will be based on the MoU's impact and alignment with institutional goals.
-



UNIVERSITY
GWALIOR • MP • INDIA

“ CELEBRATING DREAMS ”

By adhering to these guidelines, ITM University aims to maintain meaningful collaborations and maximize the benefits of every MoU.