



SADHAN CHANDRA MAHAVIDYALAYA

Affiliated to the University of Calcutta and included under section 2(f) & 12(B) of the UGC Act, 1956
Vill.-Harindanga, ❖ P.O.-Chaberia, ❖ P.S.-Falta ❖ Dist.-South 24 Parganas,
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f. No. :

Date

Policy on MoU

1. Introduction

This policy document outlines the guidelines for establishing Memorandums of Understanding (MoUs) between Sadhan Chandra Mahavidyalaya and other institutions, NGOs, industry groups, government agencies, and other relevant organizations. The aim is to foster collaborations that enhance educational quality, research opportunities, community engagement, and overall institutional development.

2. Objectives

The primary objectives of MoU partnerships are to:

1. Promote academic and research collaboration.
2. Enhance educational opportunities and resources.
3. Foster innovation and skill development.
4. Facilitate community engagement and social responsibility initiatives.
5. Support faculty and student development through exchange programs and training.
6. Mobilize resources for institutional growth and sustainability.

3. Scope of MoU Partnerships

MoU partnerships can cover a wide range of activities, including but not limited to:

1. Joint research projects and publications.
2. Faculty and student exchange programs.
3. Collaborative academic programs and courses.
4. Internships, training, and skill development programs.
5. Community outreach and social responsibility initiatives.
6. Resource sharing, including facilities, equipment, and libraries.
7. Funding and financial support for specific projects and programs.

4. Identification and Selection of Partners

Policy:

1. Strategic Alignment: Partners should align with the institution's vision, mission, and strategic goals.
2. Reputation and Credibility: Evaluate the reputation and credibility of potential partners.
3. Mutual Benefits: Ensure mutual benefits and shared interests in the partnership.
4. Due Diligence: Conduct due diligence to assess the potential partner's capacity and track record.





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5. MoU Development and Approval Process

Policy:

1. Proposal Submission: Faculty or departments interested in establishing a MoU must submit a proposal outlining the objectives, scope, and potential benefits.
2. Drafting the MoU: The proposal will be reviewed, and a draft MoU will be prepared in consultation with the potential partner.
3. Approval: The final draft will be submitted for approval to the Governing Body/ Principal/ IQAC and other relevant authorities.
4. Signing: Upon approval, the MoU will be signed by the authorized representatives of both parties.

6. Roles and Responsibilities

Policy:

1. Principal: Provides overall leadership and ensures alignment with institutional goals.
2. MoU Coordinator: Appointed to oversee the development, implementation, and monitoring of MoU partnerships.
3. Faculty and Departments: Responsible for initiating proposals, coordinating activities, and maintaining communication with partners.
4. Partner Organization: Collaborates in planning, implementing, and evaluating partnership activities.

7. Implementation and Monitoring

Policy:

1. Implementation Plan: Develop a detailed implementation plan outlining specific activities, timelines, and responsibilities.
2. Monitoring: Establish a monitoring framework to track progress and ensure the partnership's objectives are being met.
3. Regular Meetings: Hold regular meetings with partners to discuss progress, address challenges, and plan future activities.
4. Documentation: Maintain comprehensive records of all activities, communications, and outcomes related to the MoU.

8. Reporting and Review

Policy:

1. Progress Reports: Prepare and submit regular progress reports to the Principal and relevant authorities.
2. Review Meetings: Conduct periodic review meetings to assess the partnership's effectiveness and impact.
3. Feedback Mechanism: Implement a feedback mechanism to collect input from all stakeholders.
4. Annual Review: Conduct an annual review of all active MoUs to evaluate performance and identify areas for improvement.





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9. Confidentiality and Intellectual Property

Policy:

1. Confidentiality: Ensure that all confidential information shared between partners is protected and used only for the intended purposes.
2. Intellectual Property: Clearly define the ownership and usage rights of any intellectual property generated through the partnership.
3. Data Sharing: Establish protocols for data sharing that comply with legal and ethical standards.

10. Termination and Renewal

Policy:

1. Termination Clause: Include a termination clause in the MoU outlining the conditions under which the agreement can be terminated.
2. Notice Period: Specify a notice period for termination to allow for an orderly conclusion of activities.
3. Renewal Process: Outline the process for renewing the MoU, including timelines and criteria for evaluation.
4. Exit Strategy: Develop an exit strategy to ensure that ongoing projects and commitments are managed appropriately in the event of termination.

11. Conclusion

MoU partnerships are critical for enhancing the educational quality, research capabilities, and community engagement of Sadhan Chandra Mahavidyalaya. By following the guidelines outlined in this policy document, the institution can establish and maintain effective, mutually beneficial collaborations with various organizations. Continuous review and adaptation of these policies will ensure that the institution remains responsive to emerging opportunities and challenges.

Policy approved by Governing Body on: 05/12/2022 (Item No.: 18)

(Dr. Sk. Fazlul Haque)
Principal

Principal
Sadhan Chandra Mahavidyalaya
Harindanga, Falta, South 24 Parganas

