



KANNUR UNIVERSITY

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Re-accredited by NAAC with 'B++' Grade



Policies of Kannur University

**Internal Quality Assurance Cell (IQAC)
Kannur University**

Memorandum of Understanding (MOU) Policy

Kannur University is effectively investigating the potential outcomes of signing the MOUs with different Universities/ Institutions of National and International status to provide a global face to the University. These MOUs should bring out the smooth conduct of Students/ Faculty/ staff exchange programs and also should provide a stage for collaborative research and other academic activities to the Faculty, students and staff to exceed expectations in the field of higher education in the global environment.

Purpose:

To outline the scope of Memorandum of Understanding and the procedure that ought to be followed when a MOU is proposed. MOUs and other agreements are excellent and important tools for governing collaborative activities with national and international partners.

Definitions:

A Memorandum of Understanding is an agreement between Kannur University and other Universities or Institutions or organisations of National and International importance. MOU is a non-legally binding record demonstrating an intention to attempt collaboration with an International or National organization. There are 3 types of MOUs covering General, Teaching and Research collaboration.

General MOU - To facilitate academic and educational cooperation between the institutions

Teaching MOU - Sets out an intention to collaborate with an international institution regarding coursework award related study.

Research MOU - To build up research links between the institutions and to enhance research collaboration

No joint degrees will be awarded and there will be no carryover of credits between institutions till such time as a new MoU is framed by Kannur University

POLICY

This policy focuses on those arrangements which are formalised through an instrument of engagement, such as Memorandum of Understanding. Either the Vice-Chancellor, Registrar or Research Director, as the official representative of the University, will sign the MOU on behalf of Kannur University. An equivalent official with the authority to sign the agreement on behalf of their University/institution should be identified by the partner institution. An official signing ceremony should take place either on the Thavakkara Campus, Kannur University or on the campus of the partnering institution. It is important to figure out who will be representing each of the partners in advance, so that the documents are created with the proper signature blocks.

Memorandum of Understanding must be at an institution to institution level. Departments, Schools and Faculties cannot enter into Memoranda of Understanding on their own favour and independent of the University.

Scope:

Memoranda of Understanding may be entered into:

- to position Kannur University both Nationally and Internationally,
- to augment a relationship with another organisation,
- to build up the interests of the University in general or of a part of the University in particular,
- to accommodate explicit teaching and research activities
- to implement student and staff exchanges,
- to provide for jointly awarded qualifications (as per UGC rules).

The MOU ought to have the following rules:

1. **Identify the parties:** the name of the parties between whom memorandum of understanding is being signed should be specified.
2. **Purpose:** the purpose and the goals for which the memorandum is being signed should be clearly mentioned.

3. **Mutual goals and roles and responsibilities of both parties:** The mutual goals and benefits should be cited clearly. The roles and responsibilities should also be defined from both parties side.

4. **Financial Considerations:** The memorandum should specify the amount of capital contribution to be made by the parties. The person authorized to make the major financial decisions should be mentioned. The financial record keeping of the assignment/program being undertaken should also be maintained.

5. **Duration:** The memorandum should specify the duration of such an agreement between the parties i.e. the date of inception and the date of completion of the memorandum. It should also provide the circumstances in which such memorandum will be ended.

6. **Signed with dates:** Once the MOU is prepared and agreed upon by parties involved, it should be signed and dated by the authorized individuals representing each party or organization.

The following steps are to be adopted to develop an MOU with a partner institution. (A Sample form have been created as template to provide further direction and to simplify the process)

1. Any official or faculty member can initiate the process of signing a MoU.
2. The faculty member should get her proposal forwarded by the Department Head to the Vice Chancellor for necessary action. .
3. The Department should use the University template for MoU.
4. The faculty member sends the draft MoU to the partnering academic in collaborating University/Institution for review.
5. The partnering University/Institution reviews the draft, requests any necessary changes, and returns the document to the office for final edits.
6. Once the draft is finalised, the MoU is printed and signed by both parties either physically or electronically.
7. Once both originals have been signed by the Registrar, Kannur University the partnering university, one copy is provided to the partner university and the other should be returned to the concerned office.

8. The concerned office will create an official file for the MoU and distribute copies of the MoU to the appropriate departments on campus, IQAC, Research Directorate and IT Cell for notification on the website.

9. Six months before expiration of the MoU, it should be evaluated for current activity and potential renewal.

Review of MOU policy

This policy should be reviewed every three years from its date of effect.

Sample



Emblem of partner

Memorandum of Understanding

between

Kannur University,

Kerala, India

and

[Institution]

[City/Country]

1. Parties:

This Memorandum of Understanding (hereinafter referred to as 'MOU') is made and entered into as of [effective date] by and between

Kannur University, having its headquarters at Thavakkara Civil Station P. O., Kannur. Kerala, India, represented by its [VC/Registrar/RD] hereinafter referred to as the **First Party**

AND

[Name of the partner Institution] having its head office at [address] represented by its [Director or responsible person with name] hereinafter referred to as the **Second Party**.

The First Party and Second Party are individually referred to as Party and collectively referred to as Parties.

2. Purpose:

3. Definitions:

4. Mutual goals:

5. Responsibilities:

The responsibilities of parties hereto shall be as follows:

5.1. Responsibilities of First Party:

5.2. Responsibilities of Second Party:

5.3 Joint responsibilities of the Parties:

6. Financial considerations:

7. Duration:

This MOU comes into effect when it has been signed by both the parties. It will remain in effect for a period of [number of years] years from that date. Not less than six months prior to its expiry, both the parties will review its operation and decide whether or not to renew it. Any such renewal shall be signed by an authorised representative of each party and may include variations to this MOU.

Any communication under this MOU will be written in the English language and delivered by registered mail/ electronic mail to the respective parties at their address below:

For Kannur University
[Name and address of the
Official with email ID]

For[name of institution]
Name and address of the
official with email ID]

Signed on behalf of Kannur University

Signed on behalf of the [name of institution]

[Name and designation]

[Name and designation]

[Seal]

[Seal]

Date:

Date: