



SHARNBASVA UNIVERSITY, KALABURAGI

(A State Private University, Karnataka)

Standard Operating Procedure (SOP) for Memorandum of Understanding (MoU)

Standard Operating Procedure (SOP) for Memorandum of Understanding (MoU)

1. Purpose of the SOP

This SOP defines the standardized process for initiating, reviewing, approving, executing, implementing, monitoring, and documenting Memorandums of Understanding (MoUs) with industries, academic institutions, research organizations, training partners, and professional bodies.

The objective of MoUs is to:

- Strengthen academia–industry collaboration
- Enhance student employability and skill development
- Promote internships, placements, and certifications
- Facilitate faculty development and research collaboration
- Support NBA / NAAC accreditation requirements
- Enable joint activities such as workshops, guest lectures, projects, and consultancy

2. Scope

This SOP applies to MoUs signed with:

- Industries
- IT companies
- Research organizations
- Academic institutions (National / International)
- Training partners
- Professional societies
- Government organizations

Applicable for:

- Faculty of Engineering & Technology (Co-Ed)
- Faculty of Engineering & Technology (Women's Wing)
- All Departments under the University

3. Objectives of MoUs

MoUs shall be established to support:

- Internship opportunities
- Student placement support
- Industrial visits
- Faculty training programs
- Sponsored research
- Joint workshops / seminars / FDPs
- Certification programs
- Curriculum enrichment
- Consultancy activities
- Entrepreneurship development

4. Identification of Potential MoU Partners

The department identifies partners through:

- Alumni network
- Industry contacts
- Placement collaborations

- Research collaborations
- Faculty professional networks
- Conferences and technical events
- Training partners (AWS Academy, Red Hat Academy, Cisco Networking Academy, IBM ICE, Intel Unnati, etc.)

The Department MoU Coordinator prepares a preliminary proposal.

5. MoU Initiation Process

Step-wise process:

Step 1: Need Identification

Department identifies requirement based on:

- Internship demand
- Placement support
- Skill gap analysis
- Research collaboration needs
- Certification requirements

Step 2: Proposal Preparation

MoU coordinator prepares:

- Organization profile
- Purpose of MoU
- Scope of collaboration
- Expected outcomes

Step 3: Internal Approval

Proposal submitted to:

Department Chairperson / Placement Officer → Dean → Registrar → Hon'ble Vice-Chancellor

6. Drafting of MoU Document

MoU draft shall include:

- Title of MoU
- Names of partnering institutions
- Objectives
- Scope of collaboration
- Roles and responsibilities of both parties
- Duration of MoU
- Renewal clause
- Termination clause
- Confidentiality clause (if applicable)
- Financial terms (if applicable)
- Authorized signatories

MoU draft shall be reviewed by:

- Department Chairperson
- Dean
- Registrar Office
- Legal section (if required)

7. Approval Process

Approval hierarchy:

HoD/ Chairperson → Dean → Registrar → Legal Advice/ Legal Report → Hon'ble Vice-Chancellor for kind approval

After approval:

- Final version prepared incorporating legal suggestions (if any)
- Printed on official letterhead
- Signed by authorized signatories

8. Execution of MoU

Execution includes:

- Signing ceremony
- Exchange of signed copies
- Documentation and record entry
- Upload to department MoU register
- Upload to University database / website

MoU copy maintained at:

- Department office
- Dean office
- Registrar office

9. Implementation of MoU Activities

After signing MoU, department ensures execution of activities such as:

- Guest lectures
- Workshops
- Internship programs
- Industrial visits
- Certification programs
- Faculty training
- Joint research proposals

Each activity must include:

- Activity proposal
- Approval note
- Attendance record
- Photographs
- Report submission

10. Documentation for NBA / NAAC Compliance

Department maintains:

- MoU master register
- Date of signing
- Validity period
- Partner organization details
- Nature of collaboration
- Activities conducted
- Student beneficiaries
- Faculty beneficiaries
- Outcome summary

Evidence required:

- Signed MoU copy

- Activity reports
- Photographs
- Attendance sheets
- Certificates issued

11. Monitoring and Review of MoUs

MoU coordinator monitors:

- Activity implementation status
- Student participation
- Internship utilization
- Placement support outcomes

Review frequency:

Every 6 months

Department review meeting evaluates:

- Effectiveness
- Continuation requirement
- Expansion scope
- Renewal decision

12. Renewal of MoU

Before expiry:

Department reviews:

- Activities conducted
- Outcomes achieved
- Future collaboration scope

If satisfactory:

Renewal proposal submitted for approval.

13. Closure / Termination of MoU

MoU may be terminated if:

- Objectives not achieved
- No activities conducted
- Partner inactive
- Mutual agreement for closure

Closure approval required from:

Dean / Registrar / Vice-Chancellor

14. Roles and Responsibilities

Department Chairperson / HoD

- Identify collaboration opportunities
- Approve proposals
- Monitor implementation

MoU Coordinator

- Maintain MoU database
- Coordinate activities
- Track outcomes
- Prepare reports for accreditation

Faculty Coordinators

- Execute planned activities
- Maintain documentation
- Submit activity reports

Dean

- Review proposals
- Recommend approvals

Registrar Office

- Maintain institutional MoU repository
- Provide administrative approval support

15. Expected Outcomes of MoUs

Department shall ensure measurable outcomes such as:

- Number of internships offered
- Number of placements supported
- Certifications completed
- Workshops conducted
- Faculty FDP participation
- Joint publications / projects
- Industry expert interactions

16. MoU Register Format

Maintain register with:

- Sl. No.
 - Date of MoU
 - Organization Name
 - Department
 - Nature of Collaboration
 - Duration
 - Coordinator Name
 - Activities Conducted
 - No. of Students Benefited
 - No. of Faculty Benefited
 - Status (Active / Expired / Renewed)
-