STANDARD OPERATING PROCEDURE (SOP)

FOR SIGNING AND MANAGING MEMORANDA OF UNDERSTANDING (MOU) FOR ACADEMIC AND RESEARCH PURPOSES

ST. BEDE'S COLLEGE, SHIMLA

SOP No.: MOU/SOP/01
Effective From: Academic Session 2026–27
Approved By: Principal
Responsible Unit: MOU

1. Purpose

To establish a clear, transparent and uniform procedure for identifying, scrutinising, approving, signing, implementing and reviewing MoUs between the College and external institutions/organisations.

2. Scope

This SOP applies to all MoUs proposed by the College with:

- Higher educational and research institutions
- Government and non-government organisations
- Industries and corporate bodies
- NGOs and professional organisations
- International institutions and other relevant agencies

3. Procedure

Step 1: Identification of Collaborating Organisation

- The concerned department/society/committee identifies a potential partner.
- The proposed collaboration should be relevant to the College's academic, research, extension, training or institutional objectives.

Step 2: Proposal Submission

The concerned department/committee submits a brief proposal to the Principal containing:

- Name and profile of the organisation
- Purpose and objectives of the MoU
- Proposed areas of collaboration
- Expected benefits to students/faculty/institution
- Proposed duration
- Details of the designated coordinator

Step 3: Preliminary Scrutiny

- The proposal is examined by the Principal/authorised committee.
- The credentials, relevance and institutional standing of the proposed partner are verified.
- Financial, legal and administrative implications are assessed wherever applicable.

Step 4: Drafting of MoU

The draft MoU should clearly specify:

- Name and details of both parties
- Purpose and objectives
- Areas of collaboration
- Roles and responsibilities of both parties
- Implementation mechanism
- Financial obligations, if any
- Duration and renewal
- Confidentiality/intellectual property provisions, where applicable
- Termination clause
- Dispute-resolution mechanism
- Signatories and authorised representatives

Step 5: Approval

- The final draft is placed before the Principal/competent authority for approval.
- Necessary legal/administrative consultation may be undertaken where required.

Step 6: Signing of MoU

- The MoU is signed by the Principal/authorised representative of the College and the authorised representative of the collaborating organisation.
- The signing date and validity period must be clearly recorded.
- Each party should receive a duly signed copy.

Step 7: Documentation and Record Keeping

- A digital and physical copy of every signed MoU shall be maintained.
- The MoU shall be uploaded on the college website by the concerned department/committee in-charge.
- The concerned department/committee shall maintain records of activities conducted under the MoU.

Step 8: Implementation

- All signed MoU to be kept in the Principal's office.
- The concerned department/society/committee shall coordinate and document activities.
- Each activity should have appropriate supporting documents such as notices, attendance sheets, photographs, reports and certificates.

Step 9: Monitoring and Review

- The concerned coordinator shall periodically review the implementation of the MoU.
- An annual/periodic report on activities and outcomes shall be submitted by the department/committee in-charge to the IQAC/Principal, as applicable.
- MoUs should be renewed only after reviewing their effectiveness and outcomes.

4. Essential Documentation

The following should be maintained for every MoU by the concerned department:

1. Proposal for collaboration
2. Organisation profile/credentials
3. Approved MoU draft
4. Signed MoU
5. Activity reports and supporting documents
6. Annual/periodic outcome report
7. Renewal/termination records, wherever applicable

5. Review of SOP

This SOP shall be reviewed periodically by the College/IQAC to ensure its continued relevance, transparency and effectiveness.

Approved by: Principal, St. Bede's College, Shimla

Signature: Sr. Rosily Jm

Officiating Principal
St. Bede's College
Shimla - 2

Date: 24/10/2026

MOU Coordinator: Dr. Shweta Thakur

Signature: Shweta