

MEMORANDUM OF UNDERSTANDING

BETWEEN

CLUSTER OF THIRTEEN INSTITUTIONS

JULY 2021

MEMORANDUM OF UNDERSTANDING

ON

- Exchange of Staff/Faculty and Recognition / Awards for Outstanding Achievements
- Exchange of Students and Recognition/ Awards for Outstanding Achievements
- Collaborative Activities- Guest Lectures, Seminars/Webinars, Conferences, Workshops
- Library Activities
- Research Activities and Collaborative Work for Patents
- Internal Evaluation Activities
- Competitive Examination Guidance Activates
- Soft Skills and Entrepreneurial Development Activities
- Yoga & Meditation Activities
- Publication of 'Interdisciplinary Research Journal'
- Academic, Administrative and Green Audit Activities
- Participation in college-level NSS, Sport and Cultural Activities
- Skill Development Activities for Non-teaching Staff

➤ **BETWEEN THE CLUSTER OF THIRTEEN**

INSTITUTIONS

- Arts, Commerce & Science College, Arvi, Dist.-Wardha
- Narayanrao Kale Smruti Model College, (Arts, Commerce & Science) Karanja (Ghadge), Dist.- Wardha
- Indraprastha New Arts, Commerce and Science College, Bachelor Road, Nalwadi, Wardha MS- 442001
- Late Shri Vasantrao Kolhatkar College, Rohna, Tah. Arvi, Dist Wardha MS- 442302
- Yeshwant Mahavidyalaya, Wardha
- Yeshwant Mahavidyalaya Seloo, Dist.-Wardha
- Priyadarshini Mahila Mahavidyalaya, Wardha
- Arvindbabu Deshmukh College Bharsingi, Tah. Narkhed, Dist.- Nagpur
- Jivan Vikas Mahavidyalaya, Deogram, Tah. Narkhed, Ngp.
- Arts, Commerce & Science College, Pulgaon, Dist.- Wardha
- Vidyabharati College, Seloo, Dist. – Wardha.
- Nabira Mahavidyalaya, Katol Dist.- Nagpur.
- Bhiwapur Mahavidyalaya, Bhivapur, Dist.- Nagpur.

This Memorandum of Understanding (MoU) is effective from 1st July 2021 to 30 June 2024

(Effective Date) is to establish an affiliation by and among **The Cluster of Thirteen listed colleges** of higher education and research-intensive institutions, hereinafter these colleges will be referred to as **Cluster of Thirteen Institutes (CoTI)**.

for the purpose of,

Thirteen different activities (mentioned in the MoU) in the fields of academics, education and research.

The aforesaid institutions are hereinafter referred to individually as 'institute' and collectively as '**Cluster of Institutes.**'

Preamble

WHEREAS **CoTI** has many areas of common interest in Arts, Commerce and Sciences, the considerable advantage may be gained from their pursuit on a collaborative basis in the fields of academics, education and research.

NOW, THEREFORE, **CoTI** has decided to enter into this Memorandum of Understanding (hereinafter referred to as MoU), which defines the framework for the cooperation of the cluster of thirteen institutions set out in the following sections.

ARTICLE 1: OBJECT

All Institutes agree to develop the following collaborative activities in the academic areas of mutual interest, on a basis of equality and reciprocity.

The thirteen institutions shall seek to promote:

1) Exchange of Staff/Faculty and Recognition / Awards for Outstanding Achievements

CoTI agrees that each institution shall form a coordination committee for the **Exchange of Staff/Faculty and Recognition / Awards for Outstanding Achievements** of staff and faculty. The coordinators of such coordination committee from **CoTI** will form an online group for better communication and prepare an annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation within **CoTI**. Following activities will be expected under this head.

- 1) The exchange of faculty for the mutual benefit of all institutions,
- 2) Collaboration in teaching, research and development, and consultancy studies in the field of mutual interest,

- 3) The exchange of academic materials and publications,
- 4) Conducting lectures,
- 5) Undertaking joint research publication.
- 6) Attachment of staff for purposes of curriculum development and review, attendance of courses, upgrading of teaching and research skills.
- 7) Participating in seminars, symposiums, webinars and other types of academic discussions,
- 8) Co-supervising post-graduate students,
- 9) Conducting study tours and joint consultancy work.
- 10) Form a proforma to collect annual information of staff/faculty from CoTI for Recognition/ Awards for outstanding achievements.
- 11) Principals, Teachers, Non-teaching staff are eligible to apply for the recognition/awards.
- 12) The committee will identify the names for awards for different categories.
- 13) Organise online/offline annual award function.

A specific yearly plan will be worked out for the above activities; setting forth detailed arrangements for collaboration will be agreed upon. Terms and conditions for each visit or an assignment or such exchange, including travel funding, health insurance, and housing will be worked out by the respective institution.

B. Exchange of Students and Recognition/ Awards for Outstanding Achievements

CoTI agrees that student exchange will be guided by the principles listed below. A home institution refers to the institution where a student is a full-time student, and from where he/she is expected to graduate. A host institution refers to an institution that receives a student for a brief period to undertake a pre-determined programme of study or research.

- 1) Students under Exchange Programme will be selected by mutual agreement between the home institution and the host institution.
- 2) The exchange student will continue to be treated as a full-time student at his/her home institution.
- 3) The exchange student will be considered a full-time student under Exchange Programme at the host institution.
- 4) His/her programme of study at the host institution will be determined by mutual consultation between his/her academic advisor at the home institution and his/her "interim" academic advisor identified by the host institution.
- 5) The host institution will evaluate such student's performance in each course or module, award a letter, grade or marks, and issue a letter to that effect.

- 6) The home institution may award to such student credits earned at a host institution, but only after the home institution has established a correspondence between courses taken at the host institution vis-a-vis those offered at the home institution.
- 7) If the student has undertaken research, then the host institution will evaluate the exchange student's performance in the research, and issue a letter to that effect, together with a technical report of the research carried out.
- 8) If the student has undertaken research, then the home institution will take note of the performance evaluation and the technical report, and take steps in accordance with its own procedures.
- 9) The committee will identify the names of the Awards/Recognition for UG/PG students.
- 10) Students of all faculties including PG-students are eligible to apply for the Recognition/Awards.
- 11) The committee will frame a proforma to collect annual information from CoTI for consideration of Recognition /Awards for outstanding achievements.
- 12) The committee will Organise an online/offline annual award function.

C. Collaborative Activities- Guest Lectures, Seminars/Webinars, Conferences,

Workshops

CoTI agrees that each institution shall form a coordination committee for the organization of **Collaborative Activities** such as guest lectures, seminars/webinars, conferences and workshops etc. The coordinators of such coordination committee from **CoTI** will form an online group for better communication and prepare an annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on the behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among **CoTI**. Following activities will be expected under this head.

- 1) All institutions shall evolve a mutually acceptable to online/offline organization of guest lectures, seminars, conferences, workshops etc.
- 2) Every institution will be the leading institution for at least two activities (one in odd semester and one in even semester) annually and other institutions shall actively participate in the activity.
- 3) The host institution will display the schedule of activities in the Whats App group of the committee, group of principals and the website of institutions.
- 4) The host institution will invite all other institutions from CoTI to participate in the activity.
- 5) All other participatory institutions will encourage students, teachers, supervisors, research scholars to actively participate in the activity.

D. Library Activities

CoTI agrees that each institution shall form a coordination committee to coordinate **Library Activities** with the Librarian as a coordinator. The coordinators of such coordination committee from **CoTI** will form an online group for better communication and prepare the annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on the behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among **CoTI**. Following activities will be expected under this head.

- 1) Every institution will initiate linkages of the library with **CoTI**.
- 2) Books exchange facility will be started among **CoTI**.
- 3) Libraries within the cluster will provide access to its online books, journals, magazines etc. to other institutions.
- 4) **CoTI** aims to organize an awareness program for IPR.
- 5) There will be free access to library facilities for the research fellows from **CoTI**.
- 6) **CoTI** aims to organize Staff Training Program.
- 7) Every institution will organize at least one guest lecture on Career Information Guidance.
- 8) All the institutions shall evolve a mutually acceptable schedule for the organization of workshops, seminars, conferences and webinars related to library activities.
- 9) Coordinators of Library Activities will initiate to organize Library Tour.

E. Research Activities Including Collaborative Work for Patent

CoTI agrees that each institution shall form a coordination committee for the organization of **Research Activities Including Collaborative Work for Patent/International Property Rights**. The coordinators of such coordination committee from **CoTI** will form an online group for better communication and prepare the annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on the behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among **CoTI**. Following activities will be expected under this head.

- 1) Make provisions for research and the advancement and dissemination of knowledge.
- 2) All the institutions shall evolve a mutually acceptable schedule to develop programs, hold seminars, exhibitions, exchange visits, etc.
- 3) Collaboration in teaching, research and development, and consultancy studies in the field of mutual interest.

- 4) Collaboration in the sharing of academic data, scientific information, articles and publications.
- 5) Organization of Research Methodology Course Work.
- 6) Undertaking joint research project.
- 7) By mutual understanding faculty members, researchers and students can use research centres and laboratory facilities in specific cases for a limited period.
- 8) To propose and engage jointly in research or training programs sponsored by funding agencies, and to invite each other's faculty to participate therein.
- 9) By mutual understanding, faculty members may collaboratively work for the patent.
- 10) By mutual understanding faculty members for CoTI will identify the area of common interest in the field of research work for a patent.
- 11) The ownership of any intellectual property including patent developed jointly during the is MoU shall be vested in all institutions that participated in the joint venture.

F. Internal Evaluation Activities

CoTI agrees that each institution shall form a coordination committee for the organization of **Internal Evaluation Activities**. The coordinators of such coordination committee from CoTI will form an online group for better communication and prepare the annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among CoTI. Following activities will be expected under this head.

- 1) All the institutions shall evolve a mutually acceptable schedule **exchange question paper, moderation of question paper and valuation**.
- 2) Initiate to create question banks for each subject.
- 3) Initiate to organize Quiz Competition.
- 4) Collaboration with internal examination officers for preparation of annual internal examination plan and its implementation.
- 5) To develop an innovative evaluation method for internal evaluation and its implementation.

G. Competitive Examinations Guidance Activities

CoTI agrees that each institution shall form a coordination committee for the organization of **Competitive Examination Guidance Activities**. The coordinators of such coordination committee from CoTI will form an online group for better communication and prepare the annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among CoTI. Following activities will be expected under this head.

- 1) All the institutions shall evolve a mutually acceptable schedule for the organization of workshops, conferences, seminars, webinars, etc on competitive examinations.
- 2) Initiate to prepare Quiz Banks for competitive examination.
- 3) To organize Mock Interview sessions for the eligible students.
- 4) Initiate to conduct guidance sessions of alumni from **CoTI** who have succeeded in competitive examinations and appointed on higher rank in administrative services.
- 5) CoTI will execute an action to inform employment opportunities to students.

H. Soft Skills and Entrepreneurial Development Activities

CoTI agrees that each institution shall form a coordination committee for the organization of **Soft Skills and Entrepreneurial Development Activities**. The coordinators of such coordination committee from **CoTI** will form an online group for better communication and prepare the annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on the behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among **CoTI**. Following activities will be expected under this head.

- 1) All the institutions shall evolve a mutually acceptable schedule to organize workshops, conferences, seminars and webinars on **Soft Skills Development**.
- 2) All the institutions shall evolve a mutually acceptable schedule to organize workshops, conferences, seminars and webinars on **Entrepreneurship**.
- 3) To organize guest lectures on motivation, communication skills, ethics, presentation, group discussion, interview skills and morals.
- 4) To organize guest lectures on leadership, team management, business correspondence, presentation etc.
- 5) To organise DIC programmes for entrepreneurship development.

I. Yoga and Meditation Activities

CoTI agrees that each institution shall form a coordination committee for the organization of **Yoga and Meditation Activities**. The coordinators of such coordination committee from **CoTI** will form an online group for better communication and prepare the annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among **CoTI**. Following activities will be expected under this head.

- 1) To organize collaborative Yoga sessions.
- 2) All the institutions shall evolve a mutually acceptable schedule to organize workshops, conferences, seminars, webinars, etc on Yoga & Meditation.

- 3) To organize counselling sessions for the mental health of students/staff.
- 4) To organize a guest lecture on Emotional Intelligence.
- 5) Collaborative celebration of International Yoga Day.

J. Publication of ‘Interdisciplinary Research Journal’

CoTI agrees that each institution shall form a coordination committee for the organization of the **Annual Publication of ‘Interdisciplinary Research Journal’**. The coordinators of such coordination committee from **CoTI** will form an online group for better communication and prepare the annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among **CoTI**. Following activities will be expected under this head.

- 1) Institutions under **CoTI** will frame a plan of action to initiate the publication of ‘Interdisciplinary Research Journal.’
- 2) To decide the periodicity of the research journal (Annual/Biannual)
- 3) To frame guidelines for the publication of articles.
- 4) To form the ‘Peer Team’ for each faculty.
- 5) By mutual understanding, to decide the financial issues regarding charges for the publication and other financial aspects of the publication of the journal.

K. Academic, Administrative and Green Audit

CoTI agrees that each institution shall form a coordination committee for the organization of **Academic, Administrative and Green Audit**. The coordinators of such coordination committee from **CoTI** will form an online group for better communication and prepare the annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among **CoTI**. Following activities will be expected under this head.

- 1) To frame the line of action to initiate the collaborative endeavour for ‘Academic, Administrative and Green Audit’
- 2) To frame guidelines for external as well as the internal committee for AAA.
- 3) To also frame guidelines for the committee for Green Audit.
- 4) To plan and publish the annual schedule to perform AAA and GA of all the institutions under the MoU from **CoTI**.
- 5) To frame the guidelines for the financial sharing for the activities.

L. Participation in College Level NSS, Sports and Cultural Activities

CoTI agrees that each institution shall form a coordination committee for the active participation in **college-level NSS, sports and cultural activities**. The coordinators of such coordination committee from CoTI will form an online group for better communication and prepare the annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among CoTI. Following activities will be expected under this head.

- 1) To initiate to participate in sports events of the cluster institutions.
- 2) To initiate to participate in a cultural festival of the cluster institutions.
- 3) To initiate to participate in NSS activities of the cluster institutions.
- 4) The host institution will accept the financial liabilities for the hospitality of the guest institutions.
- 5) TA/DA facility for the participatory students/faculty will be given by the guest institutions.
- 6) The host institution will not provide any facilities like costumes, sports kits, CD's, musical instruments, make-up kits etc.
- 7) The host institution will provide other necessary things like stage, music system etc.

M. Skill Development Activities for Non-teaching staff

CoTI agrees that each institution shall form a coordination committee for the **Skill Development Activities of Non-teaching staff**. The coordinators of such coordination committee from CoTI will form an online group for better communication and prepare the annual plan at the beginning of each academic session. This coordination committee will coordinate the planned programs on the behalf of its institution. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among CoTI. Following activities will be expected under this head.

- 1) To frame guidelines and action plans for the skill development activities for Non-Teaching staff.
- 2) Each institution from CoTI will take initiative to organize at least two activities annually.
- 3) To prepare and publish an annual calendar for the execution of these activities.
- 4) External guests, as well as expert Non-Teaching members from CoTI, will organise guidance sessions.
- 5) To initiate and organize online/offline seminars, workshops, skill development activities for Non-Teaching staff.

CoTI agrees that detailed terms and conditions that guide each activity identified above will be determined separately and agree upon by all institutions. These terms shall include a

technical description of the proposed activity, financial arrangements, and person(s) responsible for its implementation.

ARTICLE 2: COORDINATION

Each institution shall form a coordination committee for the organization of collaborative activities. The coordination committee will coordinate the programme on behalf of its institutions. The coordinator of the committee will periodically review and identify ways to strengthen cooperation among **CoTI**.

ARTICLE 3: CONFIDENTIAL INFORMATION

CoTI does not absolve any confidential information during the research activity.

ARTICLE 4: INTELLECTUAL PROPERTY RIGHTS

Ownership of any intellectual property (including but not limited to confidential information, know-how, patents, copyrights, design rights, rights relating to computer software, and any other industrial or intellectual property rights) developed jointly during this MoU shall be shared equally by concerned institutions.

All institutes shall have the joint right to determine the commercial exploitation and disposition of such intellectual property, and both institutes shall make joint applications for the registration of the same. Before any registration or commercialisation of any intellectual property takes place, the institutes agree to reach a separate agreement covering issues such as exploitation rights and revenue sharing.

Any publication regarding such intellectual property shall only be possible with the prior written consent of concerned institutes, such consent not to be unreasonably withheld.

CoTI shall be free to use perpetually the results arising out of the collaborating activities for its internal teaching, research, educational, clinical and publication purposes without the payment of royalty or other fees to the other party.

ARTICLE 5: VALIDITY

The Memorandum shall remain in force for **THREE** years commencing from the effective date. Institutions may extend the term by written agreement signed by both after review.

ARTICLE 6: TERMINATION

Any institution may terminate the MoU by giving written notice six months in advance to the other institution. Once terminated, neither **CoTI** will be responsible for any losses, financial or otherwise, which the other institutions may suffer.

However, **CoTI** will ensure that the provisions of this Memorandum shall continue to apply to all activities in progress until their completion.

ARTICLE 7: AMENDMENTS/MODIFICATIONS

This MoU may be amended or modified by a written agreement signed by the Heads of the institutions of **CoTI**.

ARTICLE 8: ADHERENCE TO LAWS

Participating faculties, staff and students involved in any activity under this Memorandum must adhere to the law and rules and regulations of the host institutions.

ARTICLE 9: LEGAL EFFECT

Nothing in this Memorandum shall be construed as creating any legal relationship between the institutes. This Memorandum is a statement of intent to foster genuine and mutually beneficial collaboration.

ARTICLE 10: DISPUTE RESOLUTION

In case, there be a dispute relating to any aspect of academic cooperation, **Principals of CoTI** will jointly resolve the dispute in a spirit of independence, mutual respect, and shared responsibility.

CoTI welcomes the establishment of this Memorandum for cooperation and jointly agree to the provisions as set out above.

Signed by Principal of

- Arts, Commerce & Science College,

Arvi, Dist.-Wardha. _____

- Narayanrao Kale Smruti Model College, (Arts, Commerce & Science)
Karanja (Ghadge), Dist.- Wardha

- Indraprastha New Arts Commerce and Science College,
Batchelor Road, Nalwadi, Wardha MS- 442001 _____

- Late Shri Vasantao Kolhatkar College,
Rohna, Tah. Arvi, Dist Wardha MS- 442302 _____

- Yeshwant Mahavidyalaya Wardha _____

- Yeshwant Mahavidyalaya Seloo,
Dist.-Wardha _____

- Priyadarshini Mahila Mahavidyalaya,
Wardha _____

- Arvinbabu Deshmukh College Bharsingi
, Tah. Narkhed, Dist.-Nagpur _____

- Jivan Vikas Mahavidyalaya,
Deogram, Tah. Narkhed, Nagpur. _____

- Arts, Commerce & Science College,
Pulgaon, Dist.- Wardha _____

- Vidyabharati College,
Seloo, Dist. – Wardha. _____

- Nabira Mahavidyalaya,
Katol Dist.- Nagpur. _____

- Bhiwapur Mahavidyalaya,
Bhivapur , Dist.- Nagpur _____

