



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ0ग0)  
GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (CG)

(A Central University established by the central University Act.2009 No. 25 of 2009)

No. 222/Dev//2022

Bilaspur, Dated: 18/07/2022

**NOTIFICATION**

On the recommendation of the Memorandum of Understanding/Collaboration Monitoring Committee and subsequent to the approval by the Standing Committee of the Academic Council in its meeting held 10.6.2022, passed resolution for "Procedure/Guidelines for ensuring Monitoring of the various Memorandum of Understanding/Collaboration signed between Guru Ghasidas Vishwavidyalaya with various National and International Institution/Agency" for proper and smooth implementation and monitoring of the signed MoUs. A copy of the approved Procedure/Guidelines is enclosed herewith.

All concerned are requested to kindly go through the enclosed procedure/guidelines and accordingly organise the activities from time to time and send the MoU Progress Report to the Development Section in the prescribed format duly filled & signed by the Head of the Department/concerned Nodal Officer/Coordinator, etc. twice in a year i.e. First half yearly report from April to September and October to March and to the final outcome/overall Progress Report after completion of the validity period.

It is requested to kindly organise the activities according to MoU and send Progress Report on or before due date.

By Order,

Encl: As stated above.

Registrar (Acting)

Copy to :

1. The Secretary to the Vice-Chancellor for information to the Hon'ble Vice-Chancellor.
2. The Convener, MoU Drafting Committee/Director, IQAC for information.
3. All Heads, Teaching Departments/all Nodal Officers/all Coordinators for MoU signed and execution for information and with a request to kindly go through the enclosed procedure/guidelines and submit the MoU Progress Report in timely.
4. The Convener/all members MoU/Collaboration Monitoring Committee for information and necessary action.
5. The In charge Media Cell, for information.
6. The In charge Website Cell, with a request to upload the enclosed notification and procedure/guidelines in the University Website.
7. Office Copy.

O.S.D. (Dev.)

**GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)**  
**PROCEDURE/GUIDELINES FOR ENSURING MONITORING OF**  
**THE VARIOUS MEMORANDUM OF**  
**UNDERSTANDING/COLLABORATION SIGNED BETWEEN**  
**GURUGHASIDAS VISHWAVIDYALAYA WITH VARIOUS**  
**NATIONAL AND INTERNATIONAL INTITUTION/AGENCY**

**Preamble**

This procedure/ guideline will be called as MoU Monitoring Committee. The MoU draft proposal must be prepared according to provisions of MoU draft model prepared by MoU Draft Committees approved by the competent body which is uploaded in the University website i.e. [www.ggu.ac.in](http://www.ggu.ac.in). In addition to this, in exceptional cases MoU can be drafted in consent with mutual terms and conditions of both the parties or as per instruction of the competent officer, in this regard.

**I. Procedure of approval of draft MoU: -**

1. All Memorandums of Understanding (MoU) proposals will be submitted to development section through the concerned Head/Dean/Coordinator.
2. The development section will forward the same to the competent officer approval for placing before the MoU Draft Committee through Internal Quality Assurance Cell (IQAC) for their observation/comment/recommendation.
3. In case of any correction/deletion/modification recommended by the MoU draft Committee, the same will be corrected/deleted/modified by the proposer/ department/cell and again submit it the same before MoU Draft Committee through office of the IQAC.
4. After due approval by the competent body, the concerned proposer/department/cell may process for signing of MoU.

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29/5/22

*[Handwritten Signature]*  
23/05/2022



5. All departments/ cell/ faculty after signing the MoU, a copy of the signed MoU must be submitted to the Development Section for record.

## **II. Responsibilities of the concerned proposer/head/coordinator/department for execution of the signed MoU: -**

1. After signing of the MoU with both the parties, the concerned proposer/coordinator/ department/ cell shall be responsible to execute the MoU as per the terms and conditions laid down in the respective MoU within a reasonable time frame in continuous mode.
2. The MoU signing department/cell/coordinator should explore the possibilities to promote/motivate other faculty members/research scholars/students, etc. for maximum utilization of resources/opportunities
3. The coordinator of the MoU or Head of the concerned department in case where the MoU is at the department level will keep the records of different activities conducted with MoU partner, and update the progress of MoU activities in prescribed format to development section through MoU monitoring committee in every six months.

## **III. Responsibilities and activities of MoU monitoring committee: -**

1. The convenor of the MoU monitoring committee will call a meeting of various coordinators/heads/nodal officials who have signed MoUs to discuss the development/progress of the MoUs.
2. The MoU monitoring committee along with concerned coordinators/heads/nodal officer will ensure that activities with MoU partner are regularly undertaken as per the norms of respective MoUs.
3. The MoU progress report should be submitted to the development section twice in a year i.e. First Half Yearly report is from April to September and it will be submitted on or before 30<sup>th</sup> September and Second Half yearly

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progress report is from October to March and it will be submitted on or before 31 March every year, through MoU monitoring committee.

4. The same progress report will be placed before the competent officer for his review/ perusal.
5. In case of expiry of the signed MoU, the same may be informed to the Development Section through MoU monitoring committee.
6. The final outcome/overall progress report of the signed MoU must be submitted to the Development Section once validity period of MoU is completed through MoU monitoring committee.

Notwithstanding anything above, the all above shall comply with the order/advice of the Honorable Vice Chancellor.

**Note: -The prescribed format of progress report is attached.**

*Sanjay*  
*23/5/22*

*J* *23/05/2022*

*20.7.14.2022*

**Six Months Report Format of MoU**

Name of the Department: -		Date of Signing of MoU:-
Name of MoU Partner: -		Validity of MoU: -
Period of the Report:		
Activities conducted during last 6 <sup>th</sup> Months as per the terms and conditions of MoU*		
1. Conduction of workshops/seminar/conferences/event/programs etc. as per MoU norms		
2. Any other activities conducted during the period of report as per the norms of MoU		
3. Any collaboration/exchange program conducted during the period of report as per the norms of MoU		
4. Output of the MoU during the last six months		
5. Remarks if any		

Signature of Head/ Nodal Officer/MoU In charge

\*: In case of conduction of any kind of events/programmes as per the terms and conditions of signed MoU, the report along with the photographs/documents are required to be attached during the time of submission of progress report.

*[Handwritten Signature]*

23/05/2023