**MEMORANDUM OF UNDERSTANDING**

between



**UNIVERSITY OF HYDERABAD**

**Hyderabad, Telangana**

and

**Logo**

**Name of Institution**

**Date (of entering MoU)**

**University of Hyderabad**

The University of Hyderabad, a premier institution of Post-graduate teaching and research, was established by an Act of Parliament in 1974 as a Central University. The University has 12 Schools of Study, namely School of Mathematics & Statistics, Physics, Chemistry, Life Sciences, Humanities, Social Sciences, SN School of Arts & Communication, Management Studies, Medical Sciences, Economics, Engineering Sciences & Technology, Computer & Information Sciences and College for Integrated Studies.

1. **Details of partnering Institution**
2. National / International:
3. Public / Private / Industry / NGO: (brief details may be given as to when and where it was established and its legal status)
4. Teaching: (details about graduate / post-graduate courses offered in the various departments; doctoral programs, if any)
5. Research: (if purely a research institution, an overview of the research conducted)
6. Industry: overview, products and services, if any and turnover
7. **Brief overview**

**(**The MoU has to be entered into with a specific statement of the nature of the Project and deliverables).

1. **Areas of collaboration**

(if there are clear demarcations on the role of each institution, they can be included under the respective institution; precise objectives and avoiding generalized statements is suggested)

1. Broad areas of academic exchange
2. Teaching:

* (role of UoH and partnering institution in teaching any courses)
* Dissertations or projects that will be done in UoH / partnering institution

1. Research:

* (mention nature of collaborative research; it must be mentioned that suitable permissions will be obtained from the Institutional Ethical Committee / Institutional Biosafety Committee for studies involving human subjects / genetically engineering organisms, plants and animals)
* Is this research resulting in a PhD degree? If PhD degree is being awarded by UoH, with supervision in the (other institution), then the other institution and the concerned Supervisor must be recognised as per UoH guidelines.

1. Conferences / Seminars/ Exhibitions / Symposia/ Workshops/ Training Programs: (if financial implications are there, need to mention details. If made generic, then must mention that there will be an addendum to this MoU with reference to a proposed activity, giving financial details if any).
2. Translational activity: product development and commercialization; business development
3. Any other relevant activity
4. **Duration**

This MoU is for a period of ----------- years**.** It can be extended further by mutual consultation and agreement

(Note: MoU with a public institution can be for a period of 5 years and for Private institutions / industry / NGO it will be for a maximum of three years)

1. **Co-ordinators**
2. UoH: Dr. ------, Asst Prof. / Assoc. Prof./ Professor in the Department of ----------- will serve as Coordinator.
3. (Other Institution): --------------will serve as Coordinator. He / She along with ---------------will sign as Witness in the MoU document.

The respective Coordinators of UoH and the partnering Institution shall be responsible for all the communication between the two institutions and the implementation of the proposed objectives of the MoU.

1. **Administration of the signed MoU**
2. This MoU shall be effective and will come into force from the day the two authorized signatories of both the parties formally sign the MoU document.
3. The authorized signatories and / or the Coordinators of UoH and (other institution) will
   1. implement this MoU and all endeavor that derive from it.
   2. develop and carry out joint plans for the implementation of the objectives of the MoU by having regular communications
   3. submit yearly ‘Status reports’ on the implementation of this MoU.
4. Additional activities proposed within the framework of the general terms of this Memorandum of Understanding will be formally incorporated as an addendum to this MoU, provided the addendum is agreed to and signed by both parties.
5. Both UoH and other institution shall inform in writing the respective communities of this MoU to draw benefits from it and to contribute towards its implementation in spirit and substance.
6. **Financial Provisions**
7. A specific clause with financial implications must include all the details of revenue sharing and execution by the two parties.
8. A total of (number) fellowships with financial assistance of Rs. (amount / year) will be provided by (other Institution). (If the partnering institution will award fellowships to students / researchers in UoH, the value, period and total amount must be mentioned in the MoU or as an addendum)
9. If generic MoU is signed, sharing of expenditure shall be determined by the parties on a project-by-project basis and will be incorporated by reference as an addendum to this MoU.
10. **Termination / Amendment of MoU**
11. Both the parties will endeavor to resolve disputes arising between them in relation to this MoU by amicable means. If this not be possible because of irreconcilable differences, then this MoU may be terminated by mutual consent of the two parties.
12. Either party may terminate this MoU by written notification signed by the appropriate official of the institution initiating the notice.
13. A minimum of three months prior notification must be sent to the other party prior to the effective date of termination
14. In the event of a breakdown due to disagreement etc., the expenditure incurred by the parties would remain on a ‘As is Where is’ condition. This would be decided on a project by project basis.
15. Students taking courses as part of this MoU shall be allowed to continue till the end of that semester.
16. **Intellectual Property Rights**

Intellectual Property developed by the joint efforts would be the joint property of the Parties and any financial benefits or otherwise arising out of it shall be shared proportionately by the parties in consonance with the efforts / inputs given by them.

1. **Jurisdiction**

All disputes are to be settled within the jurisdiction of Hyderabad courts, State of Telangana

1. **Undertaking by UoH and other institution**
2. Both the parties undertake to work closely and cooperate in the implementation of this MoU
3. The authorized representatives, including the signatory and the Coordinator related to this MoU acknowledge having read and understood the MoU and agree to be bound by its terms and conditions.

**Memorandum of Understanding between University of Hyderabad and (other Institution)**

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed this Agreement in two original copies in English at the place and on the date(s) indicated below:

|  |  |
| --- | --- |
| Registrar, University of Hyderabad | Authorised Signatory  Other Institution |
| Date: | Date: |
| Place | Place: |
| Witness 1  (Name of Coordinator, University of Hyderabad) | Witness 1  Name of Coordinator, (other institution) |
| Witness 2  (Name) Dean of School of --- / Director of International Affairs for International MoUs) | Witness 2  Registrar / Director / CEO (other Institution) |

**Instructions for filling in the application**

1. All the necessary information must be filled in with clarity in the given format.
2. In the format, wherever information is given in brackets, the appropriate details may be included.
3. Necessary details, including Brochures, web details of partnering institutions may be furnished.
4. Areas of collaboration must be clear and precise.
5. If MoU is signed for specific purposes, for eg. conducting courses, the MoU must include only the courses offered and not include others, for eg. collaborative research etc.
6. The financial details must be clearly indicated with respect to both the institutions. The concurrence of the Finance Officer may be obtained if money transfer between UoH and the other institution is proposed a copy of the document thereof is to be attached to the draft MoU.
7. Addendums to an existing MoU must be related to the original MoU and be an extension of the proposed activities. If not, a new MoU must be prepared.
8. The duration of the Addendum must be co-terminus with the duration of the original MoU.
9. The Coordinator will sign as a witness along with the Dean of the (respective School) in the MoU document. For International MoU, the Coordinator along with the Director, International Affairs will sign as Witness in the MoU document – may be taken to the Instructions sheet.