

MEMORANDUM OF UNDERSTANDING (MOU):

Any department planning to sign a Memorandum of Understanding should follow the norms prescribed by the College

- The respective department should submit a proposal and the company's profile to the Principal as well as the fees structure if any prescribed
- The department should give a clear picture related to the MOU as well as the benefits of signing the MOU
- The department should have a meeting with the Secretary & Correspondent, Principal, respective department HOD, and faculty representative from the department to discuss about the implementation of the MOU without affecting any regular activities of the college
- The fees structure of the course will be finalized by the Secretary and Principal after consulting with the respective concern in the presence of the respective Head of the Department.
- The structure of the MOU (Content of the MOU) will be finalized by the IQAC with the consultation of the Principal in the presence of the Secretary & Correspondent
- The company signing the MOU should make a presentation in front of all the department Heads as well as in the presence of the Secretary & Correspondent and Principal.

A copy of the MOU should be maintained in the department and original should be submitted to the IQAC and a copy to the college office.