

தமிழ்நாடு தமில்நாடு TAMILNADU

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SRM IST
Kattankulathur

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Chennai - 600 012.

MEMORANDUM OF UNDERSTANDING (MoU)

Between

SRM Institute of Science & Technology

Located at SRM Nagar, Kattankulathur, Kancheepuram District – 603 203, India

(First Party, hereinafter referred to as **SRMIST**)

(MENTOR INSTITUTION)

AND

C. Kandaswami Naidu College for Men

Located at No.E7, 3rd Avenue, Anna Nagar East, Chennai – 600 102, India

(Second Party, hereinafter referred to as **CKNC**)

(MENTEE INSTITUTION)


Registrar

SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203.
Kancheepuram Dist, Tamilnadu, India.



PRINCIPAL
C.KANDASWAMI NAIDU COLLEGE
CHENNAI - 600 102.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MoU) is made and executed on this ²⁴ day of September 2019.

Between

SRM Institute of Science & Technology (SRMIST) located in SRM Nagar, Kattankulathur, Kancheepuram District, Pin code – 603 203, India, hereinafter referred to as SRMIST and represented by its Registrar Prof. N. Sethuraman on one part **(Mentor Institution)**

And

C. Kandaswami Naidu College for Men (CKNC) No.E:7, 3rd Avenue, Anna Nagar East, Chennai – 600 102, hereinafter referred to as SRMASC and represented by its Principal Dr. P. Murugakoothan on the other part (Mentee Institution)

SRMIST and KNKM are hereinafter individually referred to as "Party" and collectively referred to as "Parties".

i) BACKGROUND

One of the greatest challenges to India's growth trajectory for the next century is the quality of education imparted to the next generation by our Higher Education Institutions. University Grants Commission has dedicated itself to the pursuit of excellence with a specific focus on quality as enshrined in the UGC "Quality Mandate". After due deliberation and consultation, the UGC has approved the objectives set for improving the overall quality of Higher Education Institutions.

Striving to fulfil this objective UGC has developed the scheme of "Paramarsh" a new initiative for mentoring the non-accredited institutions to enable them get accredited by 2022. The scheme intends to promote well performing accredited institutions to mentor the NAAC accreditation aspiring institutions to upgrade their academic performance and get accredited. A well designed scheme of Mentor-Mentee relationship will not only benefit both the institutions but also lead to quality education to the 3.6 crore students who are enrolling to Indian Higher Education system at present. The UGC has approved SRMIST as a **Mentor Institution** mentoring the Non-Accredited Higher Education Institutions to enable them to get accredited.

ii) SCOPE OF MoU

The main objective of the MOU is to enhance the overall quality of the mentee institution and mentoring the Non-Accredited Higher Education Institution to enable them to get accredited.

The Scheme will be operationalized through a "Hub & Spoke" (H&S) Model where in the Mentor Institution, called the "hub" is centralized and will have the responsibility of guiding the Mentee institution through the secondary branches, the "spoke" which are the additional services provided to the mentee for self-improvement.


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This allows a centralized control over operational efficiency, resource utilization to attain overall development of the mentee institution. Hub can also be conceived as a pool of experts from multiple resources. External members can also be solicited from the industry and can be used as a resource pool. They can a ground assessment and can have a clear action plan for mentoring.

iii) The main Objectives of the Mentor Institution shall be as follows:

1. Assessing the strength and weakness of Mentee Institutions
2. Assist the Mentees in forming internal committees
3. Educating the Mentee faculty members on the NAAC Methodology
4. Hand-holding through frequent interactions in the form of workshops to create data formats, collect and check data and prepare necessary write up.
5. Assist the Mentees to upload IQA and SSR.

iv) RESPONSIBILITIES OF THE MENTOR INSTITUTION

1. The Mentor institution shall identify the potential areas of improvement in assessment criteria for accreditation in Mentee institutions eg. Curricular aspects, Teaching-learning & Evaluation, Research, Innovations & Extension, Institutional Values & Best Practices etc. Further, the mentor institution shall guide the mentee institution to focus and guide their application procedure at different stages.
2. Mentoring shall be imparted through the Internal Quality Assurance Cell (IQAC) of the Mentor Institution, which shall be primarily responsible for the implementation of the program.
3. The IQAC creates a Standing Committee where expertise can be pooled from multiple sources. The Committee shall work under the stewardship of an Accreditation Ambassador (AA) who could be provided a fellowship on the lines of Emeritus Fellowship.
4. Accreditation Ambassador shall be an eminent academician with insight in the Accreditation process.
5. The expert/resource person shall be drawn from the full time faculty of the mentor institution and/or also from industry experts from other institutions/retired persons etc.
6. The Mentor institution shall nominate fulltime faculty members (one from each participating institutions) as the Coordinator of the MOU.
7. The Mentor Institution shall prepare the details for accreditation mentorship along with targets and timelines.
8. The Mentor Institution shall prepare an implementation plan clear timeline and schedule for monitoring of progress.



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9. Execution of the implementation Plan may include various activities like mentor-mentee meetings, developing strategies, defining goals and deliverables.
10. The Mentor Institution shall prepare a manual to guide the Mentee institution to prepare for accreditation.
11. The Mentor Institution shall form a Standing Committee (SC) to supervise and ensure that its responsibilities are implemented. The Standing Committee shall be briefed by the Dean IQAC of the Mentor Institution. The Standing Committee shall assess the strength of the Mentee Institution.
12. The Mentor Institution shall conduct a workshop of 3 hours duration at Mentee's Institution for all the faculty members of the Mentee Institution.
13. The Mentor Institution shall assist the Mentee Institution to form NAAC core committee.
14. The Mentor Institution shall conduct one day workshop for NAAC core committee at SRMIST to explain the criteria wise details.
15. The Mentor Institution shall assist Mentee Institution to gather data for IIQA.
16. The Mentor Institution shall assist the Mentee Institution for creation of format for quantitative metrics and criteria wise explanation for the metrics.
17. The Mentor Institution shall assist the Mentee Institution in gathering, cleaning and scrutiny of criterion wise data.
18. The Mentor Institution shall assist the Mentee Institution in creating write ups for qualitative data.
19. The Mentor Institution shall assist the Mentee Institution in uploading data in institute portal, Cleaning, validating, finalizing and uploading the IIQA data.
20. The Mentor Institution shall assist the Mentee Institution in uploading SSR in NAAC portal.
21. The Mentor Institution shall assist the Mentee Institution by doing onsite visits and Mock Visits to the Mentee Institution

v) Responsibilities of Mentee Institution:

1. The Mentee Institution shall depute qualified faculty to attend the workshops and events organized by the Mentor Institution to ensure that it actively implements the directives of the Mentor Institution for effective results of pursuing the obligations of the MoU.
2. The Mentee Institution shall provide space and accommodation for the Mentor Institution faculty while they visit the Mentee Institution for visits, conducting workshop in the Mentee Institution.


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3. The Mentee Institution shall attend the workshops conducted in the Mentor Institution without fail and also depute qualified faculty to attend the workshop and training.

vi) DURATION OF & EFFECTIVE DATE OF MOU

The total time frame for the engagement would be for a period of One (1) years effective from the date of signing of the MoU. The term of this MoU may be extended as may be mutually decided by the Parties.

vii) FINANCIAL ARRANGEMENT

No financial commitment from any party will be assumed unless a formal approval / acceptance to that effect has been accorded through a signed arrangement between both the Parties prior to starting of the work. The Mentor Institution shall bear the expenses in discharging its responsibilities mentioned in this MoU.

viii) AMENDMENTS TO MoU

This MoU may be amended with mutual consent of both the Parties through an exchange of correspondence. No amendment or addendum shall be effective unless it is in writing and signed by authorized representatives of both Parties hereto.

ix) TERMINATION OF MoU

Either Party may terminate this MoU at any time by providing a written notice of 90 day's if it reasonably believes that the other Party's performance, or any aspect of it, results, or might breach any legal, regulatory, ethical or audit independence requirement in the jurisdiction, or any other reason, by registered post, courier service, personal delivery, fax or through electronic mail to the Party at its last known address of business. In the event of termination/expiry of this MoU, Parties shall return the materials/documents of other party on request.

x) FORCE MAJEURE

Neither Party shall be held responsible for non-fulfillment of their respective obligations under this MoU due to the exigency of one or more of the force majeure events such as but not limited to acts of God, war, flood, earthquake, strikes, lockouts, epidemics, riots, civil commotions, etc., provided on the occurrence and cessation of any such event, the affected party thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force majeure conditions continue beyond six (6) months, the parties shall jointly decide about the future course of action.

xi) ASSIGNMENT OF MoU

The rights and/or liabilities arising to any Party of this MoU shall not be assigned except with the written consent of the other Party and subject to such terms and conditions as may be mutually agreed upon.


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xii) DISPUTE RESOLUTION

Disputes if any shall be settled between the parties by mutual negotiations.

xiii) COMMUNICATION/NOTICE

Method of Notice. The parties shall give all notices and communications between the parties in writing by (i) personal delivery, or (ii) a nationally-recognized courier service, or (iii) registered postal services, or (iv) fax or (v) electronic mail to the party's address specified in this agreement, or to the address that a party has notified to be that party's address for the purposes of this section addressing to:

First Party (SRMIST)
The Registrar
SRM Institute of Science and
Technology, SRM Nagar
Potheri, Kattankulathur 603203
Kanchipuram District
Tamil Nadu

Second Party (CKNC)
The Principal
C. Kandaswami Naidu College
for Men,
No. E7, 3rd Avenue,
Anna Nagar East
Chennai 600 102
Tamil Nadu

xiv) Receipt of Notice. A notice given under this agreement will be effective on the other party's receipt of it, or if mailed, shall be deemed to have been duly if actually delivered, or after 15 [fifteen] days after mailing, if mailed by registered post or by courier. In case of an electronic mail, the notice shall be considered as delivered on the date of receipt of such mail.

Any additions or deletions to this MoU can be carried out on mutually agreed terms and appended to this MoU to form an integral part of this MoU.

IN WITNESS WHEREOF the Parties hereto have signed this MoU on the day, month and year mentioned hereinbefore

For and on behalf of SRMIST


Dr. N. Sethuraman

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SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203.
Kancheepuram Dist, Tamilnadu, India.


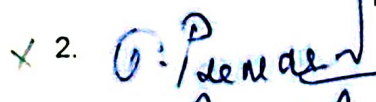


For and on behalf of CKNC


Dr. P. Murugakoothan

Principal
PRINCIPAL
C.KANDASWAMI NAIDU COLLEGE
CHENNAI - 600 102.

Witnesses

1.  CK. WORDSWORTH MANIATHANAN
Deputy Registrar, SRMIST
2.  Associate Prof. Dept of English.