



International Relations

(UNIVERSITY OF DELHI)

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The Dean
Faculty of *Medical Sciences*
University of Delhi
Delhi – 110 007.

Subject: **Guidelines Defining Policy of the University of Delhi for Entering into an MoU with Foreign Universities**

Dear Sir/Madam,

A special committee constituted by the Vice Chancellor has approved the guidelines defining the policy of the University of Delhi for entering into an MoU with foreign universities. Enclosed please find a copy of the guidelines to be followed while submitting a request for entering into an MoU.

All requests for signing MoU documents should be submitted to the Dean, International Relations office, and a special committee constituted by the Vice Chancellor shall examine the documents and forward them for onward approval and signatures.

Thanking you,

Yours' sincerely,

Ksreenivas

Policy and guidelines for signing MOU documents

Memorandum of Understanding (MOU) is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action.

The object for which an MOU is established is to advance the teaching, research and service mission of its members and students, and without prejudice thereto but in furtherance thereof, to provide support and assistance to promote interests of the parties involved, or any of them in any manner or form and for whatever purpose to do any such thing the involved parties may decide. With the intention of advancing and contributing to the development, promotion and enhancement of higher education, and do all such things which may appear incidental/conducive to the pursuit, or attainment of the above objects.

1) MOU documents can originate:

- From the University of Delhi interested in establishing inter-institutional contacts, and associating with an International/National consortium/Partnership/network.
- From various departments and centers of the University involving in collaborative activities with foreign/Indian universities at the department level.
- From faculty members in any department involved in foreign/Indian bi-lateral collaborations and dealing with exchange of scientists/students.

2) Where to submit the MOU documents ?

MOU documents should be submitted to the office of the Dean, International Relations for further processing of the papers, and necessary approvals.

All requests for MOU's to be established shall be scrutinized and recommended by an Executive Committee duly constituted by the Vice Chancellor of the University of Delhi. The committee shall act on behalf of the University for examining and evaluating the submitted documents and thereafter submit the documents for onward approvals from the PVC and VC's office. The Executive Committee shall act in conformation to the regulations imposed on it by the Ordinances and Statutes of the University of Delhi.

MOU as a document would be signed by the authorized signatories from the involved parties. All matters related to dispute/conflict will be referred to the Executive Committee as constituted by the Vice Chancellor of the University of Delhi.

3) Who signs the MOU documents on behalf of the University of Delhi?

MOU documents will be signed by the head of the Institution, or the Registrar, University of Delhi, after clearance from the Legal department and approvals from the higher officials of the University (PVC and VC).

Only in special cases where it is required for the Vice Chancellor to sign the MOU, the papers will be accordingly submitted to the office of the Vice Chancellor.

4) MOU's which are generic in nature and do not specify any pre-defined activity involving the University, its departments/faculty/students would be discouraged. Guidelines to be followed by the Univ. of Delhi for signing the MOU are outlined below.

5) Guidelines for signing MOU documents (For all applicants submitting MOU documents for approval).

- a. The application requesting for establishing a MOU must be forwarded by the Head of the department, and should be submitted to the office of Dean- International Relations
- b. A prior contact must be made by the applicant with the Foreign Univ. officials/scientists either through the visit of their delegation to DU, or e-mail correspondence, or bi-lateral research projects and grants awarded to DU faculty by Indian/Foreign agencies. The application for MOU must be supported with necessary information justifying the need for establishing MOU.
- c. **Activity:** Besides the generic nature of the MOU highlighting the need for building inter-institutional links, a commitment for a well defined activity is necessary and important. A defined activity/collaborative program that will be implemented by the department/individual faculty member must be clearly outlined indicating the No. of foreign and Indian students/Faculty involved in the exchange, and the No. of scholarships being offered to DU registered students must be specified. The availability of funds to implement the activity must be justified
- d. Financial implications: Any financial implications on the Univ. of Delhi must be clearly stated. Documents relating to the necessary approvals, and allocation of the funds by the University authorities and Finance officer must be attached. Where ever transfer of funds from foreign sources (e.g., fees, administrative, project running costs etc.,) is involved, the exchange rate on the day of transfer and conversion to Indian rupees by SBI, DU will be considered, and the same exchange rate will be considered for further payments by the University of Delhi.
- e. Implications on accommodation, subsistence allowance for foreign students/faculty, Medical insurance and Tuition fees, and the period of stay must be clearly worked out and modalities for implementation should be specified, and will be the responsibility of the applicant requesting for MOU to be established.
- f. MOU's for a minimum period of three years duration will be considered. At the end of every year a brief report will be requested from the applicant/department on the activities that have been successfully implemented after the signing of the MOU document.
- g. The MOU must not conflict with the Act, Statutes & Ordinances of the University of Delhi e.g., relating to appoint of supervisors for Ph.D., duration of course, examination etc., where exchange students are involved.