



## **POLICY AND PROCEDURES - MOU WITH EXTERNAL ORGANISATIONS**

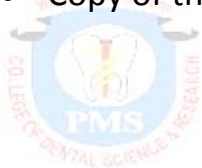
To formalize an affiliation/ agreement between the College and an international/national institution or organization. MOUs provide an overview of the affiliation's scope of work and describe, in general terms, the relationship with a particular organization; as such, MOUs act as vehicles to generally define and enhance collaborations between national and international partners.

- MOUs should not be a binding legal contracts or Affiliation Agreements – documents that define the precise legal responsibilities and obligations of the contracting parties.
- MOU should be a non-contractual, non-binding statement of the Parties' desire/intent to engage in a certain Program and the related activities outlined therein.
- MOU will not be binding or enforceable on either Party by the other, and creates no legal responsibilities or obligations.
- MOUs also will not be construed to create a relationship of a joint venture, partnership, brokers, employees, servants or agents between the two Parties.
- MOUs will be acting as independent contractors from Institutions that are entirely separate and distinct.
- If faculty or department or College or External organization desires to sign a documentation of collaboration that purely reflects a general intent to explore future relationship without any specifically defined areas of collaboration, they should request for a template for "Letter of Collaboration" (LOC) instead of an MOU.
- The LOC will be a non-contractual, non-binding statement that may be signed to express the friendship and amity between the two institutions.

## Procedures of Preparation of MOU

The following procedure should be followed to establish an MOU.

- Once a Project has been approved, a draft MOU contains all the basic provisions of an MOU in vetted legal language is prepared. Please contact Office of Global Health if your proposed MOU requires major changes.
- Changes may be done to the draft MOU and inserting the name and logo of the partnering institution, as well as modifying the MOU provisions to accommodate the needs of the specific relationship.
- The draft MOU should be vetted by the legal advices of both the Organizations.
- Once both entering parties have approved the MOU, the concerned persons of top management of the organizations can sign in to the Original MOU's.
- The Original MOU may be in Rs. 100/- stamp paper or in any other relevant letter pad, which should be approved by both the parties.
- Copy of the MOU should be kept with both the parties.



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