



Office of the Dean, International Relations  
Indian Institute of Technology Kharagpur

Date: 14.03.2023

**Subject: Minutes of the MoU Committee Meeting Dated 9<sup>th</sup> March, 2023.**

The MoU Committee comprising the undersigned members met on 9<sup>th</sup> March, 2023 in the Dean's Conference Room. The minutes and resolutions of the meeting are as under.

Prof. Amit Patra	Chairman, MoU Committee
Prof. Jayanta Mukhopadhyay	Dean, OR&AA
Prof. M. Ramgopal	Dean, FoEA
Prof. Krishna Kumar	Dean, FoS
Prof. Saswat Chakraborty	Dean, FoBTBS
Prof. Chandan Chakraborty	Dean, R&D
Prof. Debashish Chakravarty	Associate Dean, AA & Branding
Prof. Goutam Chakraborty	Associate Dean, IR & Ranking (Secretary & Convener)

**The Following points were discussed in the MoU Meeting before discussing the Action Items:**

- The MoU process flow was discussed <sup>and finalized</sup> in the MoU committee Meeting. <sup>The process is annexed for perusal</sup>
- It was discussed that there would be a single repository of all institutional MoUs and the Office of International Relations (OIR) would be the sole custodian of all MoUs. It was discussed that Dean R&D and Associate Dean IR& R will determine which MoUs will be processed at SRIC and those that will be discussed at the MoU committee. It was decided that All Faculty members/D/S/Cs will be intimated of this process and requested to share MoU related information with OIR.

**Action Items:**

1. New MoU with Central Sanskrit University: Dr. Dipesh Vinod Katira/Dr. Jayashree A. Gajjam

**Resolution:**

The committee recommended that the duration of the MoU be extended to 05 years. The committee further recommended that the content of the certificate to be awarded at the conclusion of the course be specified in the MoU after it has been mutually agreed upon. Dr. Katira has been requested to modify the draft and share the modified version for the approval of Director. It is recommended that Dean OR & AA be the signatory of the MoU.


2. JDP Renewal with University of Alberta: Prof. Goutam Chakraborty, AdeanIR


**Resolution:** The committee approved the renewal of the JDP Agreement.

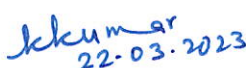
3. SEA Renewal with Curtin University: Prof. Goutam Chakraborty, ADeanIR  
**Resolution:** The committee approved the renewal of the JDP Agreement.
4. MoU Renewal with University of Auckland : Prof. Goutam Chakraborty, ADeanIR  
**Resolution:** The committee recommended that since a significant amount of activity has not been engendered under the MoU, an in-principle approval of the Director be taken before placing it to the MoU committee. Associate Dean IR is requested to obtain the in-principle approval.
5. MoU Renewal with University of Tokyo: Prof. Goutam Chakraborty, ADeanIR  
**Resolution:** The committee approved the renewal of the JDP Agreement
6. MoU Renewal with University of Catania: Prof. Manish Mamtani, GG  
**Resolution:** The committee approved the renewal of the JDP Agreement
7. New MoU with Ram and Mithilesh Gupta Foundation (RMGF): Prof. Shailendra Kumar Varshney, Chairman, PGAL

**Resolution:** The committee noted that if RMGF is not registered in India then the signing of the MoU should be undertaken with the Foundation. It was further recommended that the Finance section of the MoU be reviewed by the Registry and it be conveyed to RMGF that it provides payment for 01 year in advance towards the support to one senior executive as mentioned in the draft MoU. There must also be further details of RMGF in the Preamble section of the MoU.

8. New MoU with Partha Ghosh Academy & Rishihood: Prof. Shailendra Kumar Varshney, Chairman, PGAL  
**Resolution:** Since the committee sees no justification in signing this MoU, the committee recommended that Chairman PGAL conveys to the concerned party that IITKGP can help with its expertise on a case-by-case basis and that all activities can take place without signing MoUs.

  
**Goutam Chakraborty**  
Associate Dean, IR (Secretary & Convener)

  
**Debashish Chakravarty**  
Associate Dean, AA & Branding

  
**Krishna Kumar**  
Dean, FoS

**Absent**  
**Chandan Chakraborty**  
Dean, R&D

  
**M. Ramgopal**  
Dean, FoEA

**Absent**  
**Saswat Chakraborty**  
Dean, FoBTBS

**Absent**  
**Jayanta Mukhopadhyay**  
Dean, OR

  
**Amit Patra**  
Chairman, MoU Committee



# **IITKGP Memorandum of Agreement/Understanding (MOA/MOU)**

## **Step by Step Process**

### **Step 1:**

A faculty member from IIT Kharagpur (hereby referred to be MoU Coordinator) approaches the Office of IR (OIR) with the interest for initiation of MoU with a foreign Institute on academic matters.

- If the proposed MoU is related to research projects (not affecting other Institute activities/infrastructure), the same will be directed to the Office of Dean, R&D.
- If the proposed MoU is related to alumni matter, the same will be directed to the Office of Alumni Affairs.

Only the MoU related to academic matters will be handled by the MoU Committee.

### **Step 2:**

Share the top cover format (enclosed in ANNEXURE-I) with the MoU Coordinator to be filled up and signed by the head of the department/center/school.

### **Step 3:**

Once the MoU Coordinator submits the duly filled-up top cover to OIR along with the MoU draft, it is reviewed by the Associate Dean (IR&R) and Deputy Director. If found agreeable, the reviewed top cover is sent to the Director for in-principle approved and other necessary directives. Only the MoU proposals approved in-principle are to be placed in the MoU committee meeting (committee structure enclosed in ANNEXURE II).

### **Step 4:**

Place the draft MoU at MoU Committee Meeting to be held usually on last Thursday of every month. The MoU Coordinator will be invited in the MoU Committee meeting as special guest.

### **Step 5:**

The resolution made in the MoU committee meeting will be recorded in the Minutes of the Meeting (MoM) to be prepared by OIR. The MoM after getting reviewed by Associate Dean, IR&R will be circulated to all committee members for their review and additional comments. The revised version of MoM will be prepared by OIR and will be circulated for signatures of the Committee Members.

### **Step 6:**

Finalization of MoM reflecting the final approval of MoU draft by the committee members.

- If the draft MoU IS approved in the MoU committee meeting, then move on to Step 7
- If the draft MoU IS NOT finalized, it will be modified by the MoU coordinator according to the resolution made during the meeting. The modified MoU will be placed again before the MoU committee meeting for the final approval (same as Step 5)
- If the draft MoU IS NOT finalized and the MoU committee requires legal vetting in draft, the same may be sent to Institute Legal Cell for necessary action. The MoU along with the legal advice will be modified by the MoU coordinator and will be placed before the MoU committee meeting for the final approval (same as Step 5)

**Step 7:**

Prepare a note to seek final approval for signing the MoU from the Director along with the signed MoM reflecting the final approval of MoU committee members.

**Step 8:**

After the Director's approval, the final MoU will be handed over to the MoU coordinator.

**Step 9:**

Facilitate the signing of MoU either individually or in a joint ceremony, as the case may be.

**Step 10:**

The original signed MoU will be kept in the custody of OIR and a copy of signed MoU will be forwarded to BOG/Senate as applicable.



# ANNEXURE I

## Office of International Relations Indian Institute of Technology Kharagpur

### Proposal for entering into an institutional MoU with a national/international partner university/ institution/ organization

Instructions: Please submit the signed hardcopy along with supporting documents to Associate Dean IR

Please email scanned copy of this form along with softcopies of supporting documents to: [adeanir@adm.iitkgp.ac.in](mailto:adeanir@adm.iitkgp.ac.in)

Name and address of proposed partner		
National / international standing of proposed partner		
Extent of past / ongoing collaborations between IIT Kharagpur and proposed partner		
Expected activities in the next 3 years if MoU is signed	1 <sup>st</sup> Year	
	2 <sup>nd</sup> Year	
	3 <sup>rd</sup> Year	
How the MoU will benefit IIT Kharagpur		



Does the proposed partner have an MoU with any other IIT? If yes, please give details	Yes/ No
Has the proposed partner accepted IIT Kharagpur's standard MoU template?	Yes/ No
If No above, has the proposed partner suggested any MoU draft? If yes, please attach	Yes/ No
MoU proposed by (Name, Designation and Signature of Proposing Faculty)	Name: Designation: Affiliation: Email: Phone:
	Signature:
Recommended by Head/Dean (Signature with date and seal)	
Forwarded by Associate Dean, International Relations & Ranking	
Approval by Deputy Director for placing at MoU Committee	
OIR Notings	



## **ANNEXURE II**

### **Office of International Relations Indian Institute of Technology Kharagpur**

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#### **Institute MoU Committee**

<b>#</b>	<b>Chairperson and Members of the Committee</b>	<b>Position</b>
1	Deputy Director	Chairperson
2	Dean, Outreach & Alumni Affairs	Member
3	Dean, Research and Development	Member
4	Dean, Faculty of Engineering and Architecture	Member
5	Dean, Faculty of Sciences	Member
6	Dean, Faculty of Biotechnology & Biosciences	Member
7	Associate Dean, International Relations & Ranking	Member
8	Associate Dean, Alumni Affairs/Branding	Member