

MEMORANDUM OF UNDERSTANDING (MoU)

BETWEEN

MAR IVANIOS COLLEGE (AUTONOMOUS), THIRUVANANTHAPURAM, KERALA

AND

**GURUDEV RABINDRANATH TAGORE ARTS & SCIENCE COLLEGE, PAYYANNUR,
KERALA**

This MoU is entered into on the 24th of August 2019 by and between Mar Ivanios College (Autonomous) Thiruvananthapuram (hereinafter called mentor) situated at Nalanchira, Thiruvananthapuram, Kerala, an Arts & Science Autonomous aided college affiliated to the University of Kerala

and

Gurudev Rabindranath Tagore Arts & Science College, Payyannur, Kerala (hereinafter called mentee) a private college affiliated to the Kannur University, Kannur

Whereas the mentor institution is NAAC accredited in the 4th cycle with an A+ grade having an overall score of 3.38 and recognized under 2 (f) & 12 (B) of UGC Act 1956 and hence eligible to mentor non-accredited NAAC Accreditation Aspirant Institutions under the UGC scheme **PARAMARSH** to promote Quality Assurance in Higher Education

Whereas the mentee institution is a recognised private self-financing college affiliated to the Kannur University, non-accredited and consenting to be mentored by the mentor institution under the UGC scheme **PARAMARSH** in order to enable them to upgrade their academic performance and get NAAC accredited.

The objective of the MoU is to enhance the overall quality of the mentee institution and mentor it to enable to get NAAC accredited. The project will commence as and when the PARAMARSH scheme submitted by the mentor institution is approved by the UGC and funds are released. The mentor Institution will have the responsibility of guiding the mentee institution through additional services provided to the mentee for quality upgradation and self-improvement, especially based on the NAAC criteria for assessment namely Curricular aspects, Teaching-Learning & Evaluation, Research, Innovations and Extension, Infrastructure & Learning Resources, Student Support & Progression, Governance, Leadership & Management, and Institutional Values and Best Practices.

Mentoring will facilitate the following between mentor and mentee:

- Training of Faculty and Staff of the mentee institution for proper processes, documentation and presentation,
- Sharing of knowledge, information and resources,


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- Opportunities for research collaboration and faculty development
- Guidance and encouragement to the mentee to adopt best practices.

The Mentee will have the following benefits from the scheme:

1. Brings about enhancement in the overall Quality of the Mentee Institution
2. Enhances the profile of institutions as a result of improved quality of research, teaching and learning methodologies
3. Receives support in the Professional Development of Academics
4. Increased exposure and speedier adaptation to best practices
5. Advantage point in NIRF ranking and NAAC Accreditation

The Mentor will have the following benefits from the scheme:

1. Additional learning acquired from experience sharing
2. Intellectual challenge of working in different environments
3. Opportunities for increased collaboration
4. Satisfaction of helping others and see them succeed

DURATION

The duration of the project shall be one year which can be extended up to two years subject to the approval and grant of necessary funds by the UGC.

DUTIES AND PROPOSED MODE OF ACTION

- The mentor institution will identify the various potential areas of improvement in each of the NAAC assessment criteria for accreditation in the mentee institution.
- Further, the mentor institution will guide the mentee institution to focus and guide their application procedure for accreditation at different stages.
- 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 programme.
- The IQAC of the mentor institution will create a Standing Committee where expertise can be pooled from multiple sources. The Committee shall work under the stewardship of an Accreditation Ambassador (AA), who will be an academician with insight in the Accreditation process.
- The experts/resource persons will be drawn not only from the full time faculty of the mentor institution but also from industry, from other institutions, retired persons etc.
- The mentee institution is required to nominate a fulltime faculty member as the Coordinator of the project.

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- A detailed framework for the proposed accreditation mentorship along with targets and timelines shall be prepared.
- The mentor institution shall study the present status of the mentee institution and make a ground assessment to design a programme with well-established key indicators.
- An implementation plan will be developed with clear timeline and schedule for monitoring the progress of mentoring.
- The execution of the implementation plan may include various activities like mentor-mentee meetings, developing strategies, defining goals and deliverables.
- A manual to guide the institution to prepare for accreditation may be developed.
- The mentee Institution should undergo the complete Accreditation process with the help of Mentor institution in order to prepare them for the actual NAAC assessment process.
- The utilization of the amount sanctioned for the scheme by the UGC shall be the sole responsibility and right of the mentor institution. The mentor institution shall utilize the amount sanctioned by the UGC for the scheme strictly in accordance with the norms laid down by the UGC and as per the approved budget.
- The mentor institution shall not charge the mentee institution any amount for the services provided. The mentee institution however is welcome to provide any essential local hospitality for any resource person(s) who may be visiting the mentee for possible guidance and mentorship.

CONFIDENTIALITY

- Both the mentor and the mentee institutions agree to hold in confidence all information/data designated by the mentor and the mentee as confidential which is obtained from either party or created during the performance of the MoU and will not disclose the same to any third party without the written consent of the other party.
- The above confidential clause under this MoU excludes the information/ data possessed by either party before entering into this MoU or independently developed and/or information already available through public domain.

SIGNED IN DUPLICATE

- This MoU is executed in duplicate with each copy being an official version and having equal legal validity. By signing below the mentor and the mentee, acting by their duly authorized officers, have caused this MoU to be executed, effective as on the day and year first above written.

On behalf of

Mar Ivanios College (Autonomous)

Thiruvananthapuram

Principal

Mar Ivanios College

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Gurudev Arts & Science College

Payyannur, Kerala

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