



LOGO of the
SECOND PARTY

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MoU) is executed on Day, ---/---/YYYY Between _____ Department (if applicable) of Visva-Bharati as FIRST PARTY (hereafter referred as VISVA-BHARATI)

And

_____, a University/Company/NGO/Institute /College/Others duly organized and existing under the laws of India having its registered office at _____ (address of company) as SECOND PARTY

AND Whereas, VISVA-BHARATI is among the noteworthy academic institutes (A Central University, Government of India) of West Bengal offering UG & PG and PhD program in diverse subjects.

AND Whereas, _____, is a registered company, engaged in _____ AND WHERE both VISVA-BHARATI and _____ are desirous of associating with each other to confer expertise to students of VISVA-BHARATI and vice-versa on _____ (possible area/subject of working) through defined Internship programmes.

Now, in consideration of the premises and the actual covenants herein contained, it is agreed by both VISVA-BHARATI as under.

I. General Terms and Conditions.

- A. This MOU shall be effective when fully executed by both parties. The internship shall begin on _____, 20__, and end _____, 20__ or till the time both the parties agreed to dissociate from the terms laid herewith.
- B. Deviation from any of the terms by any party will lead to termination of this MoU.
- C. Besides, either party may terminate this MOU by giving the other prior written notice of termination of not less than thirty (30) days, or at any time by mutual consent.
- D. Both the parties shall cooperate in the selection of students in the educational, experiential and skill/training internship. The parties shall periodically confer, as needed, about the Internship during its term.
- E. It is mutually agreed that there is no financial obligation on the part of either party to the other, and acceptance of a student for an Internship does not obligate it to compensate the VISVA-BHARATI or vice versa.
- F. In order to share and disseminate the knowledge gained through the Internship, both parties, their students and employees, shall have the right to publish scholarly articles and papers arising out of

the Internship experience with any of the parties or both giving appropriate authorship credit to the intern/s. However, such articles and papers are to be communicated within sixty (60) days of completion of the internship. Upon mutual consent, such timeline may be made flexible to favour the intern/s, if required.

- G. If any natural circumstances warrant withdrawal or removal of a student from the Internship, the parties will first confer to determine appropriate action deemed to be in the best interests of the student.
- H. Neither party shall use the other's name in any publications, promotion or advertising without the prior and written approval of the other.
- J. The student will provide his or her own medical insurance if such coverage is mandatory to pursue internship in either of the institutes.
- K. Providing accommodation is subject to availability of space in the receiving institute of intern.
- L. An agency is called "host" if it receives interns from another agency. An agency is called "donor" if it provides interns to another agency. These rules are applied to any of the both parties based on their roles either as Host or Donor.

II. SECOND PARTY'S Responsibilities as Host

- A. The SECOND PARTY will designate one or more employees/Supervisor, with appropriate qualifications, to support in developing student assignments and training activities and to instruct, evaluate and supervise the student in the performance of the Internship. At the time of pursuing internship by students, the SECOND PARTY will be responsible for the direct supervision and control of the interns at the SECOND PARTY.
- B. Before commencement of internship programme, the SECOND PARTY will provide a mutually agreed schedule in writing without any conflict with the academic schedules of VISVA-BHARATI.
- D. At the beginning of each Internship, SECOND PARTY agrees to provide VISVA-BHARATI and its students all such applicable policies, rules and regulations which the student is expected to follow during the Internship while with the SECOND PARTY. Under such requirements, policies and procedures necessary to protect confidential and/or proprietary information are included.
- E. The SECOND PARTY shall submit reports to the VISVA-BHARATI on each student's progress and performance during the Internship on a mutually agreeable schedule.
- F. Upon completion of the Internship, both parties agree to provide a certificate of completion after assessing intern/s following their own assessment procedure.
- G. No party can deny providing the certificate of completion to intern/s once the full term of internship by intern/s is completed and assessed as per this MoU.

III. FIRST PARTY'S responsibilities as donor

- A. VISVA-BHARATI will follow the relevant regulations of UGC for conducting internship with any external agency for UG and PG students.
- B. A faculty member as Internship Supervisor will be designated to work with the SECOND PARTY to help in developing student assignments, training activities and student evaluations.
- C. If required, VISVAS-BHARATI will reciprocate in the same way laid down in this MoU if the SECOND PART wishes to deploy intern/s in VISVA-BHARATI.
- D. At the SECOND PARTY's request, the VISVA-BHARATI may permit any faculty to participate as resource person for the SECOND PARTY activities related to the Internship on a limited and discretionary basis.
- E. The VISVA-BHARATI as donor is responsible for final academic evaluation of the student to obtain a degree or such academic success.

IV. Authority to bind

- I. Both the parties agree that this MOU shall be binding upon their students only during the time of internship or any other timeline mutually agreed to on a broader interest for the benefit of the intern/s.
- II. Nothing in this MOU shall be construed to make either party the legal agent or representative of the other, nor shall either party have the right or authority to assume, create or incur any liability or any obligation of any kind, either expressed or implied, in the name of or on behalf of the other party.
- III. Neither party shall assign this MOU, directly or indirectly, in whole or in part, without the express, prior written consent of the other.
- IV. Both the parties, on mutual consent may amend this MOU to the extent not more than 15% by written agreement at any time when it remains in force.

VISVA-BHARATI

[FIRST PARTY]

[SECOND PARTY]

Name of the Officer:

Designation:

Date:

Seal

Name of the Officer:

Designation:

Date:

Seal