

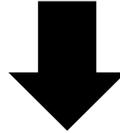


# Coimbatore Institute of Technology

## International Affairs and Industry Collaboration

### Process Workflow for Signing MoU

Complete the Pre-approval Form by the Faculty Proposer and forward to Dean, International Affairs and Industry Collaboration through HoD



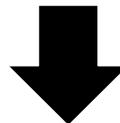
Review of submitted Pre-approval form by the Dean International Affairs and Industry Collaboration for scope of the MoU and nature of the organization



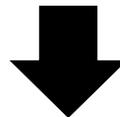
Preparation of Draft MoU by Department and verified by Dean, IAIC



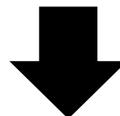
Submission to the Head of the Institution for Draft Proposal



Final Approval of Pre-approval Form by Head of the Institution



Final Signing of MoU



Maintaining of all records and reports in Department & Dean International Affairs and Industry Collaboration

#### Note

- ❖ Only individuals with the appropriate authorization must sign the Memorandum of Understanding (MoU) on behalf of the institution [Principal/Managing Trustee]. This is to ensure the agreement is legally binding.
- ❖ The competent authority must inform the institution about signing authority details before the MoU is signed.
- ❖ The Head of the Department and the faculty proposer must sign as witnesses.

**\*\*Application process will be completed within 1 week from the date of submission**