

भारतीय गैर न्यायिक

बीस रुपये

रु.20



Rs.20

TWENTY
RUPEES

INDIA NON JUDICIAL

मणिपुर मणिपुर MANIPUR

01AA 913819

MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (MOU) is entered into on the 5th of March 2025 by and between:

Don Bosco College (Autonomous), Maram, Manipur, represented by its Principal, Dr. Fr. K.O. Sebastian, (hereinafter referred to as "DBC"), and

Rayburn College (Autonomous), represented by its Principal, Rev. Dr. Khen P Tombing, (hereinafter referred to as "RBC").

Both parties, hereinafter referred to as "the Institutions," recognize the benefits of mutual academic cooperation and the opportunities it presents for enhancing teaching, research, and institutional development.

MEMORANDUM OF UNDERSTANDING (MOU)

Between



Don Bosco College (Autonomous), Maram, Manipur

And



Rayburn College (Autonomous), Churachandpur, Manipur

PURPOSE

This MOU outlines the framework of collaboration between DBC and RBC to pursue joint academic, research, and community development initiatives in areas of common interest.

The agreement aims to:

1. Foster academic interaction, development of teaching practices, and knowledge exchange.
2. Promote collaborative research, curriculum enhancement and innovation.
3. Facilitate the exchange of faculty, students, and academic materials between the Institutions.
4. Collaborate on internships and summer/winter courses for enhanced student exposure and skill development.
5. Collaborate on examination question setting, evaluation, and assessment strategies.
6. Encourage joint initiatives that support the holistic development of students and faculty, thereby contributing to societal progress.
7. Provide admission facilitation and career guidance for students from Don Bosco College into Rayburn College's PG programs.

BACKGROUND OF THE INSTITUTIONS

Don Bosco College (Autonomous), Maram

Established in 2000, Don Bosco College (Autonomous), Maram, is one of the leading higher education institutions in the state of Manipur. Administered by the Salesians of Don Bosco, the college has been a centre for academic excellence and holistic education, providing undergraduate and postgraduate programs across various disciplines, including Arts, Commerce, Science, and Social Work. The college has been awarded the 'A' grade by NAAC, reflecting its commitment to quality education and research. With the vision to "Learn, Excel, Lead," DBC is committed to fostering human values, leadership, and service to the community.

Rayburn College (Autonomous), Churachandpur

Seeking to serve the growing needs of the under-served student communities who are otherwise unable to continue their higher education outside the District and State due to a variety of reasons, Rayburn College was established in the year 2003. Rayburn College seeks to be a centre of excellence that promotes quality multidisciplinary education, and cultivates academically competent professionals and socially responsible citizens, through the medium of creative and innovative practices as well as integral and holistic learning experiences. Rayburn College received conferment of autonomous status from the University Grants Commission vide Memo No. F. 2-10/2023 (AC-Policy), on 13th November, 2023. It remains the first college in Manipur to achieve NAAC accreditation of B++ with a grade point of CGPA 2.96 in the first cycle, and is today the only college in the hills of Manipur offering both Bachelor and Master degree programmes, under its six schools namely School of Humanities, School of Social Sciences, School of Human and Environmental Sciences, School of Commerce and Business Management, and School of Mathematics, Physical and Life Sciences.

OBJECTIVES OF THE MOU

The Institutions mutually agree to pursue the following objectives under this MOU:

- 1. Exchange of Faculty and Staff:** Facilitate the exchange of faculty, staff, and administrative personnel to share knowledge, teaching practices, and professional development opportunities.
- 2. Student Exchange Programs:** Promote the exchange of undergraduate and postgraduate students for study tours, internships, and academic projects that support student development and exposure to new learning environments.
- 3. Collaborative Research, Publication and Development:** Engage in joint research projects, particularly in areas of mutual academic and social relevance. This includes developing interdisciplinary research and publishing collaborative research project outcomes in journals of repute.
- 4. Curriculum Development:** Collaborate on the development of new curricula, courses, and academic programs that reflect the emerging needs of the educational and

industrial sectors. The collaboration will also focus on integrating value-based education, digital skills, and other relevant competencies.

5. **Seminars, Workshops, and Conferences:** Organize joint seminars, webinars, workshops, conferences, and symposiums on topics of common interest. These academic events will foster discourse on innovation, sustainability, social issues, and leadership, enriching both institutions' intellectual environments.
6. **Value Education and Social Responsibility Programs:** Both institutions are committed to educating students not only for academic excellence but also for their role as responsible citizens. Joint initiatives in value-based education, community outreach programs, and social responsibility projects will be conducted to instil strong ethical values in students.
7. **Extension and Community Development Activities:** Collaborate in extension programs that benefit the local communities, focusing on educational, economic, and social upliftment projects, including skill development programs for underprivileged sections of society.
8. **Digital and Technological Collaboration:** Explore the integration of technology in the academic and administrative functioning of both institutions, encouraging the use of digital learning platforms, e-resources, and the development of online courses.
9. **Examination Question Setting and Evaluation:** Collaborate on designing, setting, and evaluating examination questions and assessment methodologies. Both institutions will work together to ensure that the examinations reflect a balanced assessment of Lower Order Thinking (LOT) and Higher Order Thinking (HOT) skills in alignment with Bloom's Taxonomy. This will include the development of question banks, standardized assessments, and evaluation rubrics.
10. **Co-teaching and Guest Lectures:** Faculty members will deliver guest lectures on specialized topics to enhance the academic exposure of students in both institutions. Engage in co-teaching initiatives, where faculty from both institutions collaborate to teach courses, either in person or virtually, leveraging diverse expertise.
11. **Student Mentorship and Academic Counselling:** Provide joint academic mentoring and counselling for students pursuing research, dissertation projects, and field placements. Establish cross-institution mentorship programs where students from each institution can receive guidance from faculty members of the partner institution.

Develop peer-to-peer mentorship networks between students of both institutions for academic collaboration and knowledge exchange.

- 12. Joint Research and Thesis/Dissertation Supervision:** Co-supervise graduate and doctoral students on thesis and dissertation projects, especially on interdisciplinary or comparative topics that can benefit from diverse expertise. Foster collaborative research groups composed of students and faculty from both departments to conduct studies in social work issues like policy advocacy, community health, child protection and many more. Organize regular research proposal writing workshops to equip students with skills in securing research funding and producing high-quality academic proposals.
- 13. Faculty Development and Pedagogical Innovation:** Collaborate on faculty development programs that focus on innovative teaching techniques, new technologies in education, and the integration of online learning platforms. Encourage faculty members to participate in cross-institution training on curriculum development, teaching methods, and new research techniques. Organize regular workshops for faculty on topics such as research ethics, grant writing, and interdisciplinary teaching methods.
- 14. Internships and Summer/Winter Courses Action Plan:** Identify Internship opportunities across industries and sectors for students of both institutions. Design and implement summer/winter courses that provide short-term, intensive learning opportunities focused on practical skills, emerging technologies, and interdisciplinary subjects.
- 15. Admission Facilitation for PG Programs:** Both institutions agree to collaborate in facilitating the admission of students from Don Bosco College (Autonomous), Maram into the postgraduate programs offered by Rayburn College (Autonomous). This will include:
 - Priority Consideration:** Students from DBC Maram will be given priority consideration for admission to Rayburn College's PG programs, provided they meet the academic requirements.
 - Dedicated Admission Quota:** A certain number of seats in PG programs may be reserved for students of DBC Maram, provided they fulfil the academic eligibility criteria set by RBC.

Collaborative Research Opportunities: Students from DBC Maram pursuing PG programs at RBC will have access to joint research opportunities and supervision from faculty members at both institutions.

METHOD OF COOPERATION

In order to achieve the objectives outlined in this MOU, both institutions agree to:

1. Develop and implement cooperative programs, activities, and projects that align with the objectives of this MOU.
2. Establish a joint coordination committee to oversee the implementation of this MOU. The committee will consist of representatives from both institutions and will meet periodically to review the progress of initiatives, resolve any challenges, and propose new opportunities for collaboration.
3. Prepare an annual action plan specifying the initiatives, roles, and responsibilities of each institution, the timeline for execution, and resource requirements.

ACTION PLAN

To ensure the effective implementation of the aforementioned objectives, both institutions will create an Action Plan for each area of cooperation. The Action Plan will be developed jointly by representatives of DBC and RBC and will include the following components:

1. **Foundations of Collaboration:** Clearly define the rationale for collaboration in each specific area (e.g., faculty exchange, research, curriculum development) and how it aligns with the strategic goals of both institutions.
2. **Specific Objectives:** List the goals to be achieved through the collaboration, such as the number of faculty exchanges, student internships, research publications, or joint events within a specified timeframe.
3. **Roles and Responsibilities:** Specify the roles and responsibilities of both institutions in the execution of the programs. For example, one institution may be responsible for organizing workshops, while the other may facilitate student exchanges.
4. **Timeline and Milestones:** Outline a clear timeline for the execution of each initiative. Milestones should be set for progress reviews and necessary adjustments throughout the collaboration period.

5. **Resource Allocation:** Identify the resources required for each initiative, including faculty time, student participation, financial commitments, technology needs, and any other relevant resources.
6. **Budget and Funding:** Detail the funding requirements for each activity, including contributions from both parties, external grants, or other sources of funding. Clarify financial responsibilities, including costs for travel, accommodation, event organization, and research materials.
7. **Evaluation and Review Mechanisms:** Establish criteria for evaluating the success of each initiative and conducting periodic reviews. This may include surveys, progress reports, and performance metrics to measure academic impact, student satisfaction, and institutional growth.
8. **Intellectual Property Rights:** Agree on the ownership of intellectual property (IP) generated from joint research and other collaborative activities. Both parties will negotiate and agree upon IP sharing and licensing terms before any activity begins.
9. **Communication and Coordination:** Set up a system for regular communication between the two institutions. Appoint key coordinators from each side to monitor the progress of the Action Plan and address any challenges or changes in priorities.
10. **Risk Management and Contingency Planning:** Identify potential risks to the collaboration (e.g., funding shortfalls, academic conflicts, regulatory changes) and develop contingency plans to address these risks.

FUNDING AND FINANCIAL ARRANGEMENTS

Each institution will bear the cost of its own participation in any joint activities unless otherwise agreed upon in writing. This includes:

- * Travel, accommodation, and personal expenses of faculty, staff, and students participating in exchange programs or collaborative events.
- * Costs associated with organizing joint conferences, workshops, or events will be shared based on mutual agreement.
- * No financial liability will be imposed on either institution unless expressly agreed upon in advance.

RIGHTS AND RESPONSIBILITIES

- 1. Academic Integrity and Autonomy:** Both institutions shall retain their academic autonomy and will ensure that the academic standards and criteria governing their programs remain unaffected by this collaboration.
- 2. Use of Logos and Branding:** Both institutions agree to respect the logos, trademarks, and branding guidelines of each other and will seek approval before using them for joint programs or activities.
- 3. Confidentiality:** All shared documents, data, and information of a confidential nature shall be kept confidential by both parties and will not be shared with third parties without prior written consent.

DURATION AND TERMINATION

This MOU shall be valid for an initial period of five (5) years from the date of signing and shall be renewable for another five-year term based on mutual consent.

Both institutions reserve the right to amend the MOU at any time through mutual consent and may terminate the agreement by providing three (3) months' written notice. Upon termination, any ongoing projects or programs will be allowed to conclude as per agreed timelines.

DISPUTE RESOLUTION






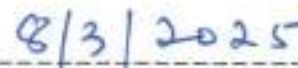

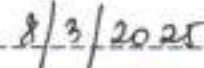
In the event of any disagreement arising from the interpretation or implementation of this MOU, the institutions shall attempt to resolve the issue through amicable discussion between designated representatives. Should such discussions fail, the matter may be directed to higher authorities of both institutions for final resolution.

AMENDMENTS

This MOU may be amended or modified by mutual written consent of both parties. Any changes or additions shall be documented as an addendum to this MOU and will become effective upon the signatures of the authorized representatives.

SIGNATORIES

In witness whereof, the undersigned have affixed their signatures to this Memorandum of Understanding on the 5th of March, 2024 and the parties have agreed to its terms as outlined above.

<p>For Don Bosco College (Autonomous), Maram:</p> <p>Dr. Fr. K.O. Sebastian Principal, DBC (A) Maram</p> <p>Signature: </p> <p>Date:  Don Bosco College (Autonomous) Maram, Manipur 795015</p> <p>Mr. John Britto A IQAC Coordinator</p> <p>Signature: </p> <p>Date: </p> <p>----- HoD of ----- Signature: ----- Date: -----</p>	<p>For Rayburn College (Autonomous), Ccpur:</p> <p>Rev. Dr. Khen P Tombing Principal, RBC (A)</p> <p>Signature: </p> <p>Date:  Principal RAYBURN COLLEGE Churachandpur, Manipur</p> <p>Ms. Laingaihawmi IQAC Coordinator</p> <p>Signature: </p> <p>Date:  Director Internal Quality Assurance Cell Rayburn College, Gangpimual, Lamna, Churachandpur, Manipur.</p> <p>----- HoD of ----- Signature: ----- Date: -----</p>
---	--