



**Office of the Associate Dean  
(International Relations and Alumni Affairs-IRAA)**

Ref No.: AD(IRAA)/02/2012-13

July 05, 2012

All HODs

**Sub: Strengthening International Relations through academic and research collaboration**

Greetings from Office of IRAA. I am writing this in continuation to the discussion on the above mentioned subject during the HODs meeting held on 03.07.2012. As directed and desired by DT, I seek your cooperation in strengthening ISM ties with various academic and research organisations abroad to mutually gain as well as propagate the image of ISM across the globe.

At the outset, I would be glad to receive any information about the already existing collaborations entered by your Department and also record the same for its wider publicity. Please arrange to send the same at your earliest convenience to the undersigned.

It will be our endeavour to support the Departments for facilitating new international collaborations in near future. In view of the technical, legal and other obligations involved in entering such collaborations, I request you to prepare the proposals keeping in view the broad guidelines enclosed. These guidelines are general and are not exhaustive.

I look forward to your proactive support in this regard and sincerely hope that ISM records its glory soon in this segment too.

**(V.M.S.R.Murthy)**

Encl.: Broad guidelines

(This communication is computer generated and may not contain signature)



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**Broad Guidelines for International Collaborations**

S.No.	Item	Details
1	Objective	<ul style="list-style-type: none"> <li>• Exchange of faculty, staff and students</li> <li>• Collaborative Research</li> <li>• Study abroad programs etc.</li> </ul>
2	Format	As specified by the collaboration supporting agencies such as DST, MoST etc..
3	Consent	From the participating institutions and key personnel involved (authorised signatory would be Director/Registrar or as the case may be)
4	Name of the lead person	<p>Any collaboration must have a lead person. The lead person shall prepare the proposal and be the contact person for all purposes regarding the formulation, execution and completion of the collaboration.</p> <p>The following points need attention while preparing a note for approval of the collaboration in principle:</p> <ol style="list-style-type: none"> <li>a) Exact nature of collaboration</li> <li>b) The Participating team</li> <li>c) Key Benefits/deliverables</li> <li>d) Liability if any (Financial, legal)</li> </ol>
5	Procedure	<p>Application prepared in a given format to be submitted by lead person through HOD to this office for its onward transmission to Competent Authority for approval after due checks.</p> <p>Once the proposal in principle is approved by Competent Authority the concerned lead person/Deptt. shall be informed about the same.</p> <p>The Department/lead person can correspond to take the collaboration forward with due information to this Office on further developments.</p> <p>Approval from MHRD before signing the MOU wherever applicable is required.</p>
6	Report	Annual Progress report with key achievements to be reported to this Office for compilation and reporting.

*(These guidelines are general and are not exhaustive)*