

ANNA UNIVERSITY::CHENNAI-25

REGISTRAR

Circular.No.777/MoU/PD3/2020



Date: 03.02.2021

CIRCULAR

Sub: Streamlining of MoU(s) / MoA(s) / NDA(s) – Certain instructions – issued –Reg.

Ref: Vice-Chancellors approval dated: 11.09.2020.

As per the minutes of MoU Review Committee dated: 11.09.2020 approved by the Vice-Chancellor, the following three categories of documents can be signed as explained therein. The content of MoU/ MoA / NDA documents can be broadly classified under three categories:

1. General understanding / Agreement that brings in interactions leading to overall development of the University, Such MoUs / MoAs can come through Departments / Centres but not specific to an individual.
2. General Agreement that is aimed at executing certain projects with certain terms of references for deliverables in the project. Such agreement can come through individuals who are responsible for the projects / activities.
3. Agreements for Non-Disclosure of information which is primarily specific to projects involving P.I (faculty) and Students/Research Scholars.

In the above, **SI.No.'1'** may be called as MoU / MoA and can be signed by the Registrar / Vice Chancellor, Anna University depending upon the level of the counterpart signatory. Such MoUs / MoAs with any IPR / financial / space commitment from the University can be signed only with the approval of the syndicate. If it involves IPR/technology transfer the file should be processed through CTDT along with the recommendation of the technology transfer committee.

Other MOAs can be signed after vetting it through the MoU / MoA Review Committee.

SI.No.'2' may be called as Project Agreement which may be signed by the concerned faculty after getting permission from Director / CTDT which is approved by the syndicate (Ref : as per guidelines of CTDT, 7.6, Page No.20).

SI.No.'3' is NDA which may be signed by the concerned faculty with due permission from Director/ CTDT as in the case of SI.No.2.

For SI.No.2 and 3, legal vetting may be done with legal consultant / officer directly by the Director, CTDT. The following table presents the above more vividly.

(FOR READY REFERENCE)

Processed by P&D:

Sl.No.	Proposal	MoU Review Committee	Signing of MoU / MoA	Syndicate Approval (Yes / No)
1.	General MoA(s)	After Legal vetting of the draft document, the same to be placed in the Committee.	Can be signed after the recommendation of the Committee as approved by VC.	No
2.	MoU(s) / MoA(s) with any Financial / Space commitment from the University.		Can be signed after the approval of Syndicate.	Yes

Processed by CTDT:

Sl.No.	Proposal	Procedure	Syndicate Approval
1.	Technology Transfer Agreement / MoU	As per CTDT norms.	Yes
2.	Project Agreement: (i) Research project (ii) Consultancy project		No
3.	Non-Disclosure Agreement (NDA)		No

This may be followed scrupulously and the faculty members are informed that the onus lies with them for any documents signed by them.


REGISTRAR

To
All the Deans of Campuses
All the Directors of Centres / Institutions
All the Heads of Departments / Divisions
All the Deans i/c of Constituent Colleges

Copy to: 1. Finance Officer
2. PS to VC
3. PA to Registrar


3/2/21