

Process Flow for executing MoUs/NDAs/similar agreements from SRIC Office

IIT Mandi faculty/entities interested in entering into an MoU/NDA/Agreement with external institutes/agencies may submit a request by providing the required details in the following form: <https://forms.gle/JbHtLNMwS3nuyABs6>.

Mandatory Pre-checks:

- First confirm if we already have an MOU with organisation of interest (<https://www.iitmandi.ac.in/mous>)
- Please fill the form **ONLY if** the MoU primarily has a **research scope**. In cases where, alongside the primary research scope, there are additional components such as international, academic, CCE, or infrastructure aspects, please obtain clearance/recommendation/concurrence from the respective sections by sharing the relevant clauses over an email thread with that section.
- If the MoU is generic in nature or of scope not mentioned above, then also this form can be submitted to SRIC for processing.
- If the MoU is primarily an international MoU, please **DO NOT** fill this form; instead, approach IRD.
- If the MoU is primarily an academic MoU, please **DO NOT** fill this form; instead, approach the Academics Section.

The following steps are to be followed:

1. Click on the link: <https://forms.gle/JbHtLNMwS3nuyABs6>
2. Fill in the relevant fields.
3. The following three documents are mandatory for upload:
 - a. Recommendation of School Chair/Centre Chair/Reporting Authority
 - b. IPTT Clearance: The initiator shall share relevant IPTT clauses with the Coordinator, CIE (cie@iitmandi.ac.in), via an email thread. The complete email thread, including all revisions up to final vetting by CIE along with recommendation, must be uploaded.
 - c. Final draft of the MoU after incorporating IPTT-related changes.
4. If there is any financial obligation on IIT Mandi for the project, approval from the Competent Financial Authority must also be uploaded.
5. If there are clauses related to academics/joint degree/course offerings/infrastructure requirements, etc., in addition to the primary research objectives, approval from Dean (Academics)/ Dean (Infrastructure) or other relevant section head (as applicable) must be uploaded.
6. Submit the Google Form.

Post Submission process:

1. Post submission, SRIC will arrange for legal vetting.
2. Necessary approvals will be obtained and communicated to the initiator.
3. The process may take 1–2 weeks; initiators are advised to plan accordingly.
4. The SRIC office and AR (SRIC) may be contacted for assistance in this regard.