



Momerandum of Understanding (MoU) Request – Check List

1.	Name of the Department	
2.	Name and Designation of the MoU Initiator	
3.	Date of request	
4.	Type of MoU Request	☐ Fresh ☐ Renewal
5.	Type of MoU	☐ National ☐ International
6.	Request submitted for signing MoU with (Second Part Name) <i>Alagappa University will be the First Part</i>	
7.	Second Part Type	☐ Institution (Govt.) ☐ Government Sector ☐ Research Institute ☐ Private ☐ Industry ☐ Society ☐ Others (Specify)
8.	Expected Outcome of the MoU	
9.	Attached duly signed report about the outcomes of the already signed MoU – <i>(Applicable for MoU Renewal)</i> <i>(Minimum 2 pages)</i>	☐ Yes ☐ No
10.	Remarks obtained from the Head of the Department	☐ Yes ☐ No
11.	Remarks obtained from the Faculty Dean	☐ Yes ☐ No
12.	Remarks obtained from the Director Centre for International Relations <i>(Applicable for International MoU)</i>	☐ Yes ☐ No
13.	Fiancial Commitment to the University	☐ Yes ☐ No
14.	Probable Date of Signing MoU <i>Minimum 20 days required to get legal opinion and approval from authorities</i>	
15.	Sent soft copy of the MoU draft to sopd@alagappauniversity.ac.in	☐ Yes ☐ No

Signature of the MoU Initiator