CGC UNIVERSITY MOHALI

Shaping Tomorrow, Today

Standard Operating Procedure

SOP

for the correspondence with external agencies, finalization and signing of Memorandum of Understanding (MoUs)



Ref. No.: CGCU/RO/2025/126 Dated 06 NOV 2025

Notification

Subject: SOP for the correspondence with external agencies, finalisation and signing of Memorandum of Understanding (MoUs).

Preface As CGC has now been established as a University, it is in the process of defining, streamlining, and centralizing procedures for all forms of formal correspondence, agreements, and related matters, including the execution of Memorandum of Understanding (MoUs), Memorandum of Agreement (MoAs), and other formal collaborative arrangements with external Universities, industries, and agencies. This initiative aims to ensure that all institutional commitments are aligned with the best interests of the University and are managed consistently across all departments. Accordingly, all personnel involved in initiating any collaborative activity that may lead to a formal agreement are directed to adhere to the following policy: -

1. **Authorized Signatory**.

(a) The Vice Chancellor and Registrar are the only officials empowered to sign all documents on behalf of the University.

(b) No Dean, Director, Head of Department, or faculty member is authorized to sign or enter into any formal agreement or correspondence that legally binds the University without the prior approval of the Vice Chancellor, routed through the Registrar.

(c) Any document signed by an unauthorized individual shall be considered null and void, and such action may attract disciplinary measures.

2. **Standard Procedure for Initiating an MoU**.

(a) **Proposal Submission.** The initiating School/Cell/Division/Department must submit a detailed proposal outlining the purpose, scope, potential benefits, and resource implications of the proposed collaboration. This proposal must be forwarded to the concerned Dean/Director for review.

(b) **Review Process**. The Dean/Director shall coordinate the review of the draft MoU/document with the relevant University offices as follows:

(i) The document must be vetted by the Legal Cell of the University.

Registrar
CGC University, Mohali

(ii) If the proposed collaboration involves financial implications or liabilities, the document must be reviewed by the Chief Finance and Accounts Officer (CFAO). The review should be completed within one working day (where applicable).

(iii) The finalized draft shall then be submitted to the Registrar's Office for obtaining approval from the Vice Chancellor at least two working days prior to signing.

3. **Non-Compliance.** Failure to comply with the above procedure will be considered a serious lapse and may jeopardize the University's interests. Any agreement made outside of this process will not be recognized by the University. Your full cooperation is solicited to ensure that all University collaborations are conducted in an effective, transparent, and legally sound manner.

Note: The above Standard Operating Procedure (SOP) is not applicable to the Hon'ble Chancellor and the Respected Managing Director.

This is issued with the approval of the Competent Authorities.

6.11.25

Prof. (Dr.) Anupam Sharma
Registrar
CGC University, Mohali

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