

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**ST. JOSEPH'S COLLEGE (AUTONOMOUS)**

Accredited at A<sup>++</sup> Grade (4<sup>th</sup> Cycle) by NAAC  
Special Heritage Status awarded by the UGC  
College with Potential for Excellence by UGC  
DBT STAR & DST FIST Sponsored College  
TIRUCHIRAPPALLI – 620002

**AND**

**AIMAN COLLEGE OF  
ARTS AND SCIENCE FOR WOMEN**

TIRUCHIRAPPALLI– 620 021

**FOR**

**UGC SCHEME FOR**

**MENTORING**

**NAAC ACCREDITATION  
ASPIRANT INSTITUTIONS**

**TO PROMOTE QUALITY ASSURANCE IN  
HIGHER EDUCATION**

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter called the MoU) is entered into on the 19<sup>th</sup> day of August 2019, by and between

**St. JOSEPH'S COLLEGE(Autonomous)**, TIRUCHIRAPPALLI – 620 002, the FIRST PARTY, (hereinafter referred to as the Mentor Institution) represented herein by Rev. Dr M. Arockiasamy Xavier, SJ., Principal

AND

**AIMAN COLLEGE OF ARTS & SCIENCE FOR WOMEN**, K. SATHANUR, TIRUCHIRAPPALLI – 620 021, the SECOND PARTY, (hereinafter referred to as the Mentee Institution) represented by Dr. Suhashini Ernest, Principal Whereas

The First Party and the Second Party, Institutions of Higher Education, being legal entities in themselves desire to sign this MoU for their mutual interests, and believe that collaboration and cooperation between themselves will provide the Mentee Institution with enhanced opportunities for getting accredited in the Assessment and Accreditation by NAAC, and so intend to cooperate and focus their efforts on identifying and improving the potential of the Mentee Institution to prepare for the Accreditation process, and

*NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL AGREEMENT SET FORTH IN THIS MoU, THE PARTIES HERETO AGREE AS FOLLOWS:*

**The Mentor Institution shall offer its expertise from the date of approval of the Proposal by the UGC, in guiding the Mentee Institution in its preparation for Assessment and Accreditation for a period of one year and a maximum of two years based on its readiness, and**

In order to attain the goal spelt out above, the Mentor Institution shall make periodic visits to the Mentee Institution and vice versa to attend various meetings and seminars organised periodically at the convenience of both the institutions to improve the process of documentation and other related activities.

**The Mentor institution shall adhere to the following detailed framework for Accreditation Mentorship:**

1. Undertaking a comprehensive survey of all the aspects of the Mentee Institution towards assessment process
2. Motivating the Mentee Institution to partake in the process of Accreditation
3. Offering guidance in establishing IQAC in the Mentee Institution and the Micro Quality Circles (MQCs) of the various departments (If the IQAC is already established, suggesting effective strategies to strengthen it)
4. Facilitating meetings at various levels viz., administrative, department, MQC, etc.,)



5. Facilitating understanding of the strengths, weaknesses and challenges of the Mentee Institutions through a review process in terms of various criteria as required for NAAC Accreditation
6. Suggesting effective means and strategies for collection of data with reference to all the above criteria
7. Offering guidance in analyzing and validating data collected and uploading and feeding them in the portal
8. Inviting eminent experts from outside to study the various metrics and facilitating interaction among the Administration, IQAC and the MQC members
9. Training the Mentee Institutions in various stages of the Accreditation process
10. Providing guidance for
  - i) Internal Audit ii) Mock Visit I and iii) Mock Visit II

**The Mentee Institution shall**

- 1) Meet regularly and maintain communication with the Mentor Institution at regular periodic intervals
- 2) Attend input sessions organized by the Mentor Institution
- 3) Collaborate with the Mentor Institution by adhering to the timeframe as suggested by the mentor institution with necessary deliverables, by working to reach the series of identifiable benchmarks and goals created by the Mentor Institution
- 4) Arrange for the needed technical support during the process of Accreditation
- 5) Attempt seriously to work on areas to be enhanced or developed
- 6) Work with an understanding that although the Mentor Institution may provide advice in many areas, it is the responsibility of the Mentee to develop and achieve specific goals to meet the standards proposed by the Mentor Institution

This MOU shall remain in force for a period of ONE YEAR by mutual consent of both the Institutions.

There are NO monetary terms or values attached or exchanged in this MoU other than the provisions as per the project approval document from the UGC.

*[Signature]* 19/8/19.  
**Dr. Suhashini Ernest**  
 Principal  
 AIMAN College Arts & Science for Women  
 K. Sathanur, Tiruchirappalli - 620 021.



*[Signature]*  
**Rev. Dr M. Arockiasamy Xavier SJ**  
 Principal  
 St. Joseph's College (Autonomous)  
 Tiruchirappalli - 620 002



In the presence of the following witnesses:

Witness 1 *[Signature]*  
 Director (Ph + Research)  
 Aiman College for women  
 Trichy - 21

Witness 2 *[Signature]*  
 Dr. A. Rose Venis  
 Associate Professor  
 St. Joseph's College  
 Trichy - 2