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Department of Botany
PALIWAL POSTGRADUATE COLLEGE
SHIKOHABAD - 283 135
(Affiliated to Dr. B. R. Ambedkar University, Agra)
B+ Accredited by NAAC

Ref.:

Date 29.10.2026

MEMORANDUM OF UNDERSTANDING (MoU)

FOR

ACADEMIC EXCHANGE PROGRAM

Between
DR. AJEY KARAN CHAUDHARI
Head, Department of Botany
Paliwal P.G. College, Shikohabad, Firozabad, Uttar Pradesh

And

DR. SWEETY SINGH
Head, Department of Botany
Narain College, Shikohabad, Firozabad, Uttar Pradesh

1. PREAMBLE

This Memorandum of Understanding (MoU) is entered into between the **Department of Botany, Paliwal P.G. College, Shikohabad, Firozabad, Uttar Pradesh**, and the **Department of Botany, Narain College, Shikohabad, Firozabad, Uttar Pradesh**, with the objective of promoting academic cooperation, faculty and student interaction, knowledge sharing, and exchange of academic resources.

Both departments recognize the importance of collaboration in higher education for enhancing teaching-learning practices, research capabilities, practical skills, and professional development of faculty members and students. Accordingly, the two departments agree to establish an **Academic Exchange Program for a period of Five year** under the terms and conditions set forth below.

2. NAME OF THE PROGRAM

"Academic Exchange Program" between the Department of Botany, Paliwal P.G. College, Shikohabad and the Department of Botany, Narain College, Shikohabad

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3. OBJECTIVES

The objectives of this MoU are:

1. To promote academic cooperation and interaction between the two Departments of Botany.
2. To facilitate exchange of faculty members for academic lectures, guest lectures, demonstrations, workshops, and other academic activities.
3. To facilitate interaction and exchange of students for academic enrichment and exposure.
4. To share academic resources, teaching-learning materials, laboratory expertise, and other permissible academic facilities.
5. To organize joint seminars, conferences, workshops, webinars, training programmes, and extension activities.
6. To encourage collaborative research and academic publications in areas of mutual interest.
7. To promote joint projects and field-based studies related to Botany, biodiversity, environmental science, plant sciences, and allied disciplines.
8. To provide opportunities for students to enhance their practical, analytical, communication, and research skills.
9. To encourage exchange of ideas and good practices in teaching, assessment, mentoring, and student development.
10. To strengthen institutional networking and academic cooperation between the two colleges.

4. AREAS OF COLLABORATION

The Departments may undertake the following activities under this MoU:

4.1 Faculty Exchange

Faculty members may be invited to deliver:

- Guest lectures
- Special lectures
- Expert talks
- Practical demonstrations
- Workshops and training sessions
- Research-oriented lectures

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4.2 Student Exchange and Academic Interaction

Students may participate in:

- Academic lectures and demonstrations
- Practical and laboratory-based learning activities, subject to institutional permission
- Workshops and training programmes
- Field visits and botanical excursions
- Seminars, conferences, quizzes, poster presentations, and other academic events

4.3 Joint Academic Programmes

The Departments may jointly organize:

- Seminars and conferences
- Workshops
- Webinars
- Faculty Development Programmes
- Student Development Programmes
- Awareness and extension programmes
- Botanical and environmental awareness activities

4.4 Research Collaboration

The Departments shall encourage:

- Collaborative research projects
- Joint field surveys
- Biodiversity documentation
- Exchange of research ideas and methodologies
- Joint research publications
- Participation in research conferences and academic events
- Collaborative preparation of research proposals, wherever feasible

4.5 Sharing of Academic Resources

Subject to institutional rules and availability, the Departments may facilitate sharing of:

- Books and reference materials
- Academic notes and teaching resources

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- Laboratory expertise
- Botanical specimens and educational materials
- Research-related information
- Digital and e-learning resources

5. ACADEMIC EXCHANGE ACTIVITIES

During the five year period of the MoU, the two Departments may mutually decide to conduct activities such as:

S. No.	Proposed Activity	Frequency/Duration
1.	Faculty Guest Lectures	As mutually decided
2.	Student Academic Interaction	As mutually decided
3.	Joint Seminar/Workshop	At least one programme during the MoU period
4.	Practical/Training Activity	As feasible
5.	Field Visit/Botanical Excursion	As mutually agreed
6.	Research Interaction	Throughout the MoU period
7.	Webinar/Expert Lecture	As required
8.	Environmental/Biodiversity Awareness Programme	As mutually decided

The above activities may be modified or supplemented with the mutual consent of both parties.

6. RESPONSIBILITIES OF THE DEPARTMENTS

Department of Botany, Paliwal P.G. College

The Department shall, subject to availability of resources and institutional approval:

1. Nominate a faculty coordinator for implementation of the MoU.
2. Facilitate academic interaction with the Department of Botany, Narain College.
3. Provide opportunities for participation in academic activities organized under this MoU.
4. Extend reasonable academic support for mutually agreed activities.
5. Maintain appropriate records of activities conducted under the MoU.

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Department of Botany, Narain College

The Department shall, subject to availability of resources and institutional approval:

1. Nominate a faculty coordinator for implementation of the MoU.
2. Facilitate academic interaction with the Department of Botany, Paliwal P.G. College.
3. Provide opportunities for participation in academic activities organized under this MoU.
4. Extend reasonable academic support for mutually agreed activities.
5. Maintain appropriate records of activities conducted under the MoU.

7. COORDINATION AND IMPLEMENTATION

For effective implementation of this MoU, each Department shall nominate **one Faculty Coordinator.**

The Faculty Coordinators shall:

- Prepare an annual activity plan in consultation with each other.
- Coordinate faculty and student exchange activities.
- Maintain records of programmes and participants.
- Facilitate communication between the two Departments.
- Review the progress of activities periodically.
- Prepare a brief report of activities conducted under the MoU.

8. FINANCIAL ARRANGEMENTS

1. This MoU does not create any mandatory financial obligation on either Department or College.
2. Expenses related to any particular activity shall be borne by the respective institution/participants or through available institutional, sponsored, or other permissible sources, as mutually decided in advance.
3. Any financial commitment shall require prior written approval of the competent authorities of the respective institutions.

9. INTELLECTUAL PROPERTY RIGHTS

Any intellectual property, research material, publications, data, or academic output generated jointly under this MoU shall be dealt with in accordance with applicable institutional rules and mutually agreed terms.

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The ownership and authorship of any jointly developed research or academic material shall be appropriately acknowledged.

10. CONFIDENTIALITY

Both Departments agree to maintain confidentiality regarding any confidential academic, research, institutional, or other information exchanged during the implementation of this MoU, wherever such confidentiality is required by applicable rules or mutually agreed upon.

11. CERTIFICATION AND DOCUMENTATION

The Departments may issue certificates, participation letters, or other appropriate documentation for faculty members and students participating in activities under this MoU, subject to the approval of the competent authorities.

Records of academic exchange activities, including photographs, attendance sheets, programme reports, certificates, and other relevant documents, may be maintained for institutional and accreditation purposes.

12. DURATION

This MoU shall remain valid for a period of **Five Years from the date of signing.**

Effective Date: 29.10.2026

Expiry Date: 28.10.2031

The MoU may be renewed or extended by mutual written consent of both parties.

13. AMENDMENT

Any amendment, modification, or addition to this MoU shall be made with the mutual consent of both Departments and shall be recorded in writing.

14. TERMINATION

Either Department may terminate this MoU by providing **30 days' written notice** to the other Department. Termination of the MoU shall not affect activities already initiated, unless mutually agreed otherwise.

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15. NON-EXCLUSIVITY

This MoU is non-exclusive. Both Departments may enter into academic collaborations with other institutions or organizations without affecting the objectives of this agreement.

16. DISPUTE RESOLUTION

Any difference or dispute arising in connection with the implementation of this MoU shall initially be resolved through mutual consultation between the Heads/authorized representatives of the two Departments and, where necessary, through the competent authorities of the respective Colleges.

17. GENERAL PROVISIONS

1. This MoU represents the mutual understanding between the two Departments for academic cooperation.
2. Activities under this MoU shall be undertaken subject to the rules, regulations, academic calendar, and administrative requirements of the respective institutions.
3. Participation in exchange activities shall be subject to prior approval from the competent authorities.
4. Nothing in this MoU shall be construed as creating an employer-employee relationship, agency, partnership, or legal association between the two institutions.
5. Both Departments shall make reasonable efforts to ensure effective implementation of the agreed academic activities.

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18. SIGNATURES

This MoU is executed by the authorized representatives of the two Departments in duplicate, with each Department retaining one original copy.

For

Department of Botany
Paliwal P.G. College, Shikohabad, Firozabad

Name: Dr. Ajey Karan Chaudhari
Designation: Head, Department of Botany

Signature: _____

Date: 29.10.2026

Seal: Head Department of Botany Paliwal (P. G.) college SHIKOHABAD

For

Department of Botany
Narain College, Shikohabad, Firozabad

Name: Dr. Sweety Singh
Designation: Head, Department of Botany

Signature: _____

Date: 29.10.2026

Seal: HEAD Department of Botany Narain College, Shikohabad

Prof. Vishal Pathak
Principal
Principal
PALIWAL (P.G.) COLLEGE
SHIKOHABAD

29/10/2026

Prof. Vijay Kumar Singh
Principal
Principal
Narain College
Shikohabad

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