**Standard Operating Procedure for Research collaboration / MOU**.

**Step 1:** Formal request letter in a letter head from the company/institute, and tentative terms and conditions.

**Step 2:**Concerned PI or Department makes one MOU and discuss with the company.

**Step 3:**Once both the party agrees then HOD calls for DPC meeting and send the recommendation to DRIE office.

**Step 4:**DRIE sends the MOU for vetting by AR-Legal

**Step 5:** PI modifies the MOU as per AR-Legal suggestion and submit the final MOU.

**Step 6:** VC approves it.

**Step 7:** MOU Signing by both the parties.

**Step 8:** PI/HOD Executes the work and complete it.