



## MEMORANDUM OF UNDERSTANDING

### BETWEEN <Institute Name> AND

### FOREX Publication, New Delhi, India

This Memorandum of Understanding (MOU) sets for the terms and understanding between the FPJ and the <Institute Name>

#### Background

The partnership is important between <Institute Name> and FP (FOREX Press). Since FP is India's largest Non-profitable professional association registered under India Trust Act (1882) meant for research development and promotion in the field of engineering and technology. Institute for engineering research and publication (FP) is India's one of the largest Non-profitable R&D Association operating as FOREX Press meant for research development and promotion in the field of engineering, management, science and medical. FP is a paramount body which has brought technical revolution and sustainable development of science and technology; whereas <Institute Name> is an Institute of higher learning established and is managed by the <College Management name>, <brief about Institute & history>.

#### Purpose

This MOU is done for the purpose of Institute Collaboration / International Conference <Title> proceeding activities at <Institute Name>.

The above goals will be accomplished by undertaking the following activities:

The expenditure of International Conference <Title> owned by FP according to strategy specified in early proceeding will be bearded by FP in following stated below points completely –

- ❖ Website & Web domain Design as well as creation.
- ❖ Brochures, Posters, Pamphlets, Flyers designing & printing, mailing & sending both soft & hard copy.
- ❖ Publicity of conference by Indexing of conference to event alert site, Social Networking, Mail notification, Colleges, University, PSU, Companies, Industries.
- ❖ Research paper management from receiving, ID allocation, DOI allocation, notification of acceptance.
- ❖ Research paper reviewer committee response for paper.
- ❖ Final invitation of Research Scholars whose papers are reviewed by committee.
- ❖ Research paper proceedings like ISBN generation, alignment & designing of research paper.
- ❖ Certificate printing & distribution for research scholars.
- ❖ Conference kit includes bag, pen, notepad, ID card, folders & other accessories.





- ❖ Key Note Speaker delegation.
- ❖ Food arrangement for conference attenders.

(NOTE: Preparation will be done your venue that will be shared 50% by FPJ).

## Reporting

Director of Institute for Engineering Research and Publication will evaluate effectiveness and adherence to the International Conference <title> held on <date> at <Institute Name, Area, State>.

## Funding

All expenditure funding commitment related to conference will be bearded by FP only.

## Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from <Designation, Institute Name> and CRM of FP. This MOU shall become effective upon signature by the authorized officials from the <Name of partner of the Institute> and Mr. R. P. Singh and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from (list partners) this MOU shall end on <Date>.

## Contact Information

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