



Birla Institute of Technology & Science, Pilani

Pilani | Dubai | Goa | Hyderabad | Mumbai (An Institution of Eminence)



**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE,
PILANI**

MOU - User Manual



Contents

Creating a fresh proposal for a MoU.....	3
Creating a new version of an existing proposal, after modifications	8
Approving a proposal	12
Reports for Reviewers:.....	16



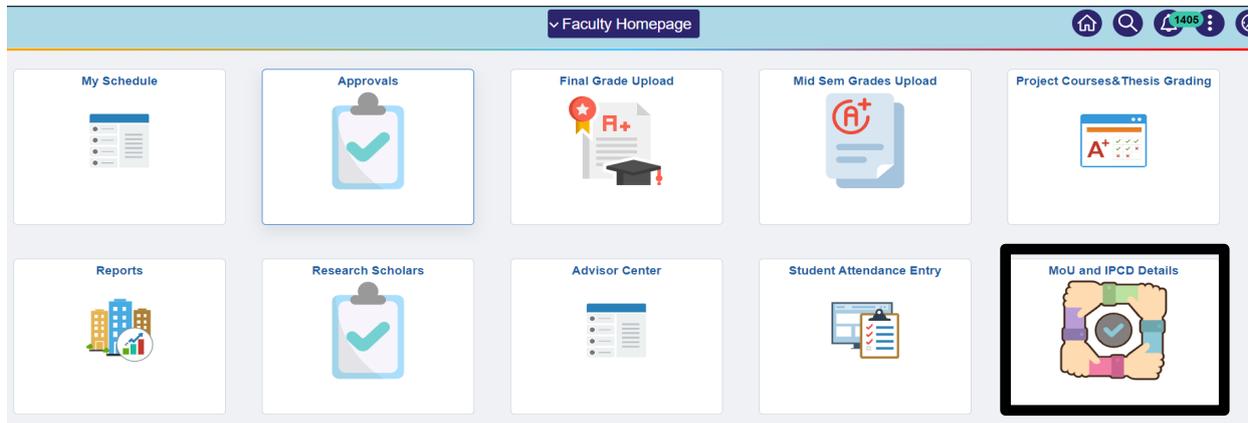
Birla Institute of Technology & Science, Pilani

Pilani | Dubai | Goa | Hyderabad | Mumbai (An Institution of Eminence)

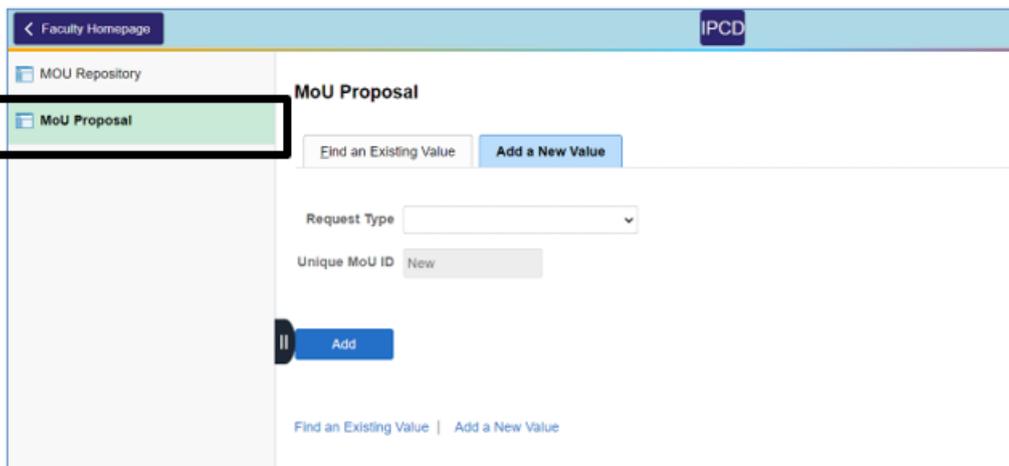
Creating a fresh proposal for a MoU

Nodal Officer login to the ERP Academic System.

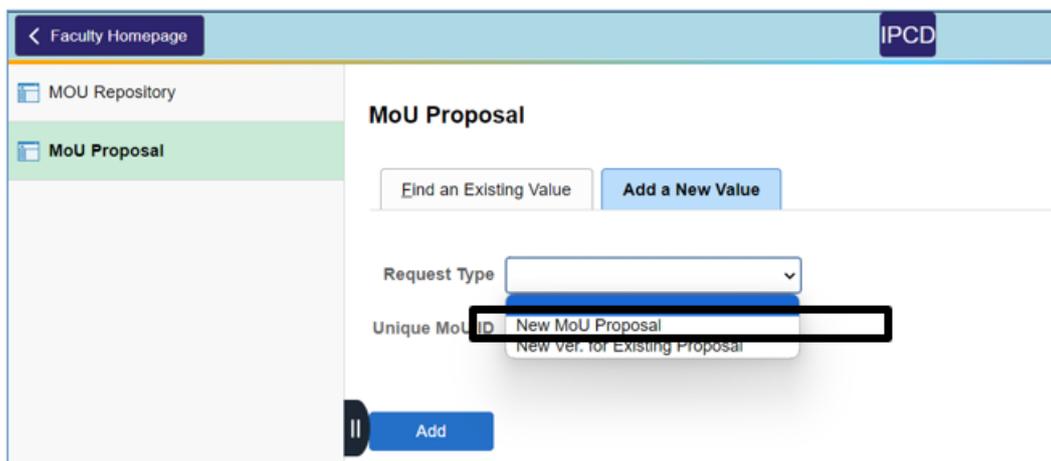
On the homepage of the Nodal Officer, the tile with name MoU and IPCD Details will be visible.



After clicking on the tile, navigate to the “MoU Proposal” page.



Select the Request Type – “New MoU Proposal”





After selecting the Request Type “New MoU Proposal”, Click on “Add” button.

The screenshot shows the 'MoU Proposal' form in the IPCD system. The 'Request Type' is set to 'New MoU Proposal'. Other fields include 'Unique MoU ID' (New), 'Request ID' (New), 'Nodal Officer' (a blue box), and 'Document Version' (v1). A blue 'Add' button is visible at the bottom of the form.

The screenshot shows the detailed 'MoU Proposal' form. The 'Request Type' is 'New MoU Proposal'. Fields include 'Unique MoU ID: New', 'Request ID: New', 'Nodal Officer: [Blue Box]', and 'Document Version: v1'. There is a text area for 'Title of MoU:' and a rich text editor for 'Brief Description of MoU:'. Below these are fields for 'Name of the Organization:', 'Location of Organization:', 'Legal Entity / Business Entity inside the Org:', 'Date Initiated:', 'To be Signed on:', and 'Google Drive Link to the MOU Document:'. A 'Comments' section is also present. At the bottom, there are three sections for signatories: 'BITS Signatories', 'Organization Signatories', and 'Comments History', each with a search bar and a table. A 'Submit' button is at the very bottom.



Birla Institute of Technology & Science, Pilani

Pilani | Dubai | Goa | Hyderabad | Mumbai (An Institution of Eminence)

Nodal Officer must fill in the Details like Title of the MoU, description/purpose of the MoU etc., and click on “Submit” button.

Note: The review of the draft MoU document happens on the Google docs only. This module in ERP is to track the progress of every proposal and to enhance the communication regarding the same. The MoU document is not uploaded into ERP at this stage in the process.

List of Organizations: The current list available in the system is populated. However, if a new organization needs to be added to the list, the same needs to be requested and will be added by the ERP team.

Once the Nodal Officer fills in the required information & submits the request, the Approval process is initiated and request will be sent to the MoU Reviewers.



MOU Repository

MOU Proposal

MoU Proposal

Unique MoU ID: MOU0000010 Request Type: New MoU Proposal
Request ID: 50
Nodal Officer: [Redacted]
Document Version: V1
Title of MoU: Test Title of MoU
Brief Description of MoU: Test Brief Description of MoU

Name of the Organization: [Redacted]
Location of Organization: [Redacted]
Legal Entity / Business Entity inside the Org: Test Legal Entity inside Organization
Date Initiated: 29/02/2024
To be Signed on: Plain Paper
Google Drive Link to the MOU Document: <https://drive.google.com/drive/my-drive>

I have completed the review of the document and I am ok for the document to be signed

BITS Signatories

Signatory Id	Signatory Name
[Redacted]	[Redacted]

Organization Signatories

Signatory Name	Signatory Designation
[Redacted]	[Redacted]

Comments History

Updated By	Comments
[Redacted]	[Redacted]

Approval History

MoU ID: MOU0000010 Status: Pending

Approval Step

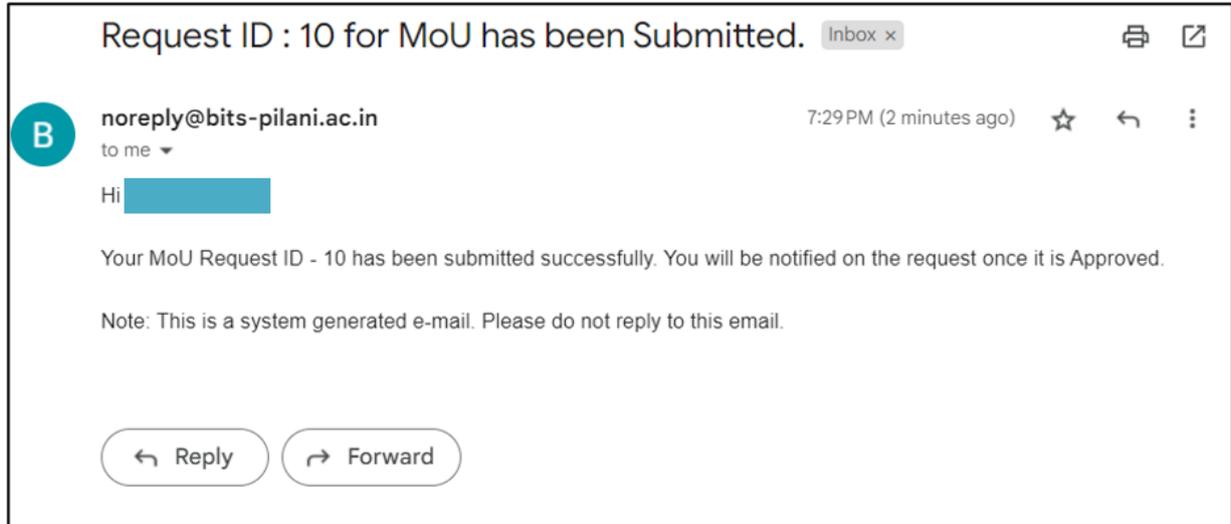
- Pending: TTC (MOU Reviewers)
- Pending: Registrar Office (MOU Reviewers)
- Pending: REGISTRAR OFFICE (MOU Reviewers)
- Pending: DEANS (MOU Reviewers)
- Pending: DEAN IPCC (MOU Reviewers)



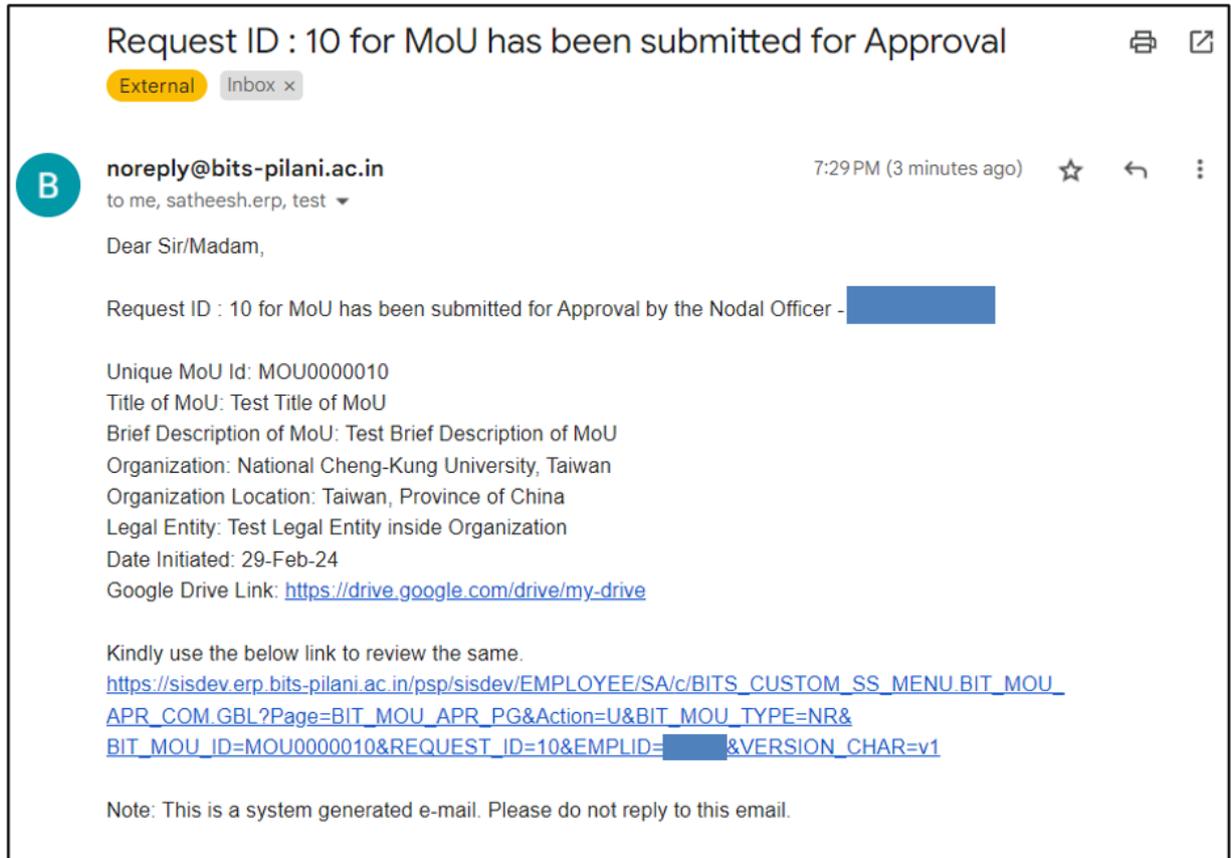
Birla Institute of Technology & Science, Pilani

Pilani | Dubai | Goa | Hyderabad | Mumbai (An Institution of Eminence)

Below sample email will be triggered to the Nodal Officer on Submission.



Below sample email will be triggered to the MoU Reviewers.



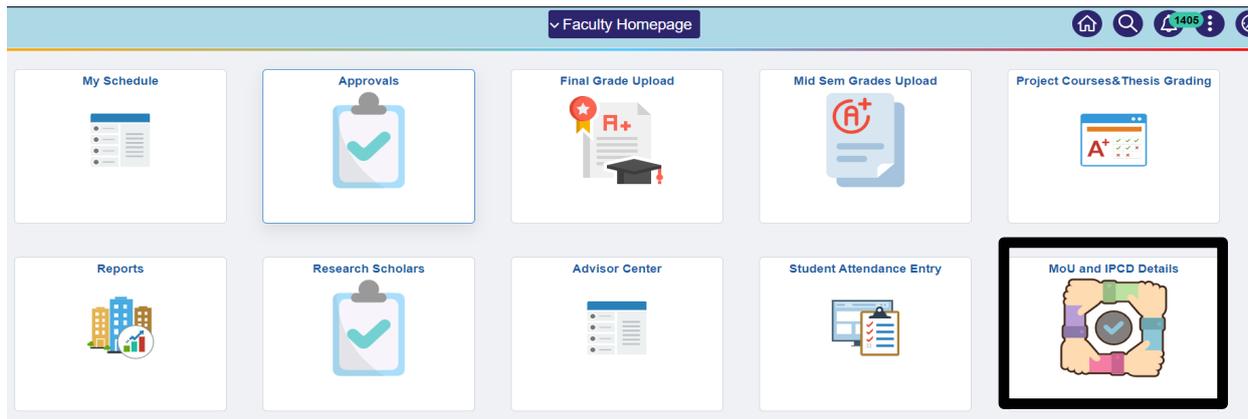


Creating a new version of an existing proposal, after modifications

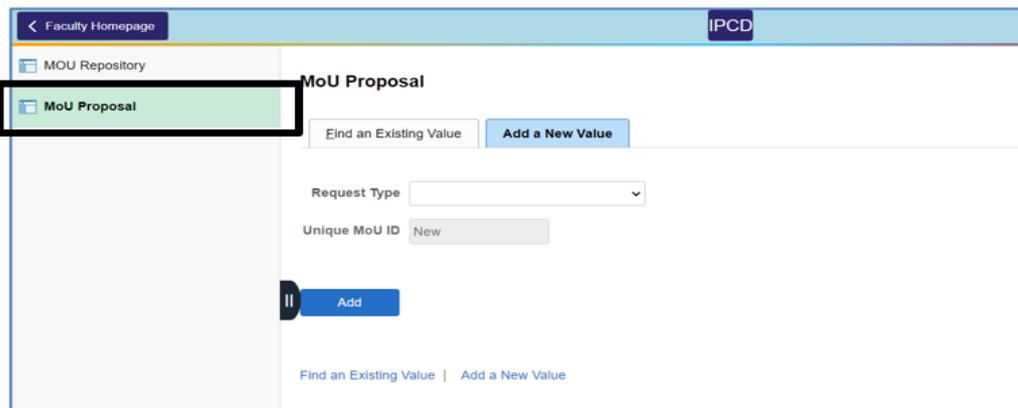
This is the scenario where the partnering organization has changed the MoU draft and you need to initiate the review for a second time.

Nodal Officer login to the Student System.

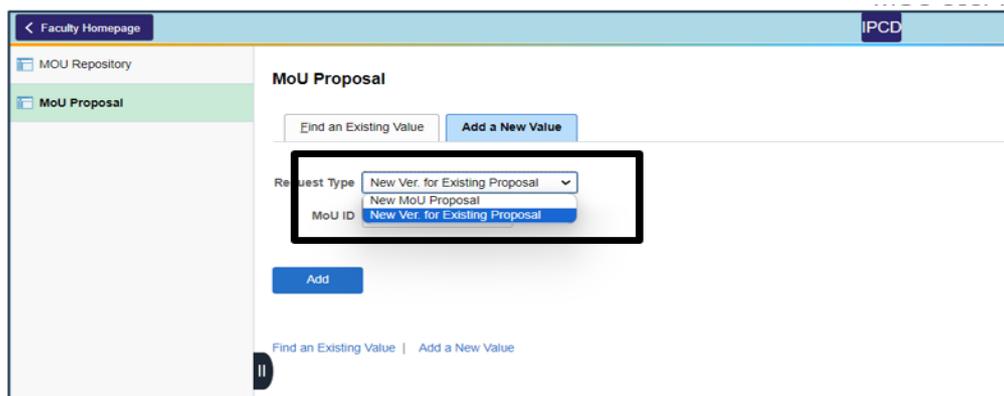
On the homepage of the Nodal Officer, the tile with name MoU and IPCD Details will be visible.



After clicking on the tile, navigate to the “MoU Proposal” page.

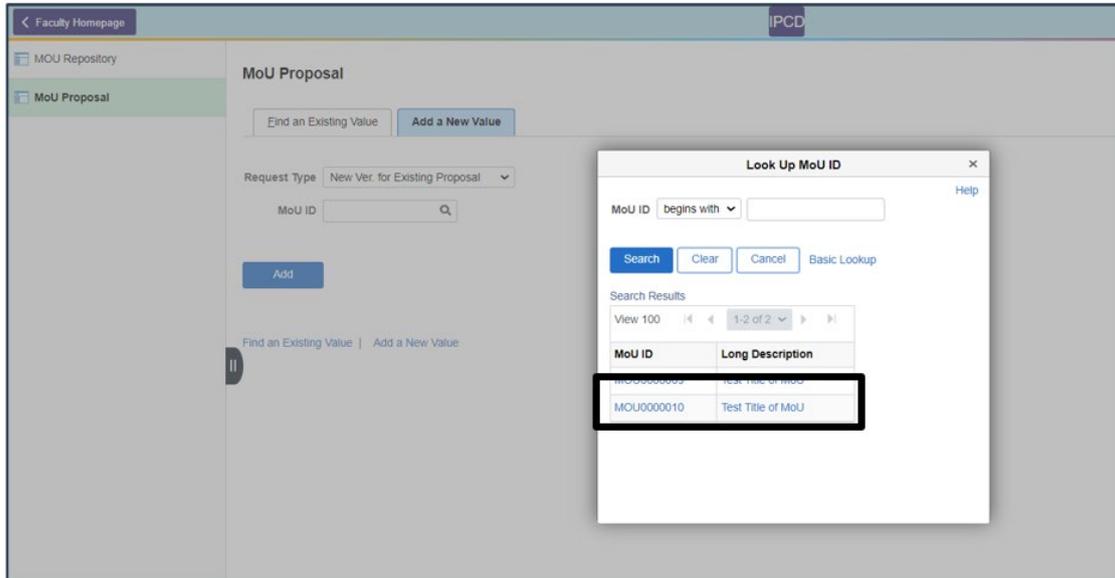


Select the Request Type – “New Ver. For existing Proposal” (see screenshot below):

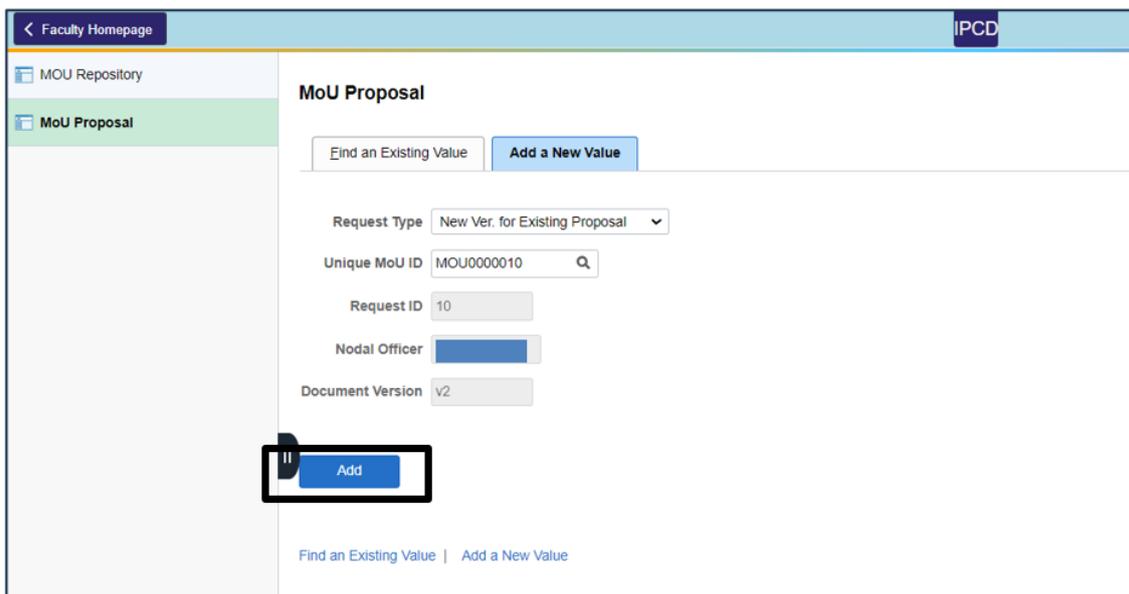




Select the existing MoU Id from the prompt



Click on “Add” to add a new version for the existing MoU.



Nodal Officer enters the updated details and clicks on Submit.



Faculty Homepage IPCC

MOU Repository

MOU Proposal

MoU Proposal

Unique MoU ID: MOU0000010 Request Type: New Ver. for Existing Proposal
Request ID: 10
Nodal Officer: [Redacted]
Document Version: v2
Title of MoU: [Redacted]

*Brief Description of MoU: [Rich Text Editor]

*Name of the Organization: [Text Field]
Location of Organization: [Text Field]
*Legal Entity / Business Entity inside the Org: [Text Field]
*Date Initiated: [Date Picker]
*To be Signed on: [Dropdown Menu]
*Google Drive Link to the MoU Document: [Text Field]
Comments: [Text Area]

I have completed the review of the document and I am ok for the document to be signed

Organization Signatories

Signatory Name	Signatory Designation
[Redacted]	[Redacted]

Comments History

Updated By	Comments
[Redacted]	[Redacted]

Approval History

MoU ID: MOU0000010 Status: Pending

Approval Step

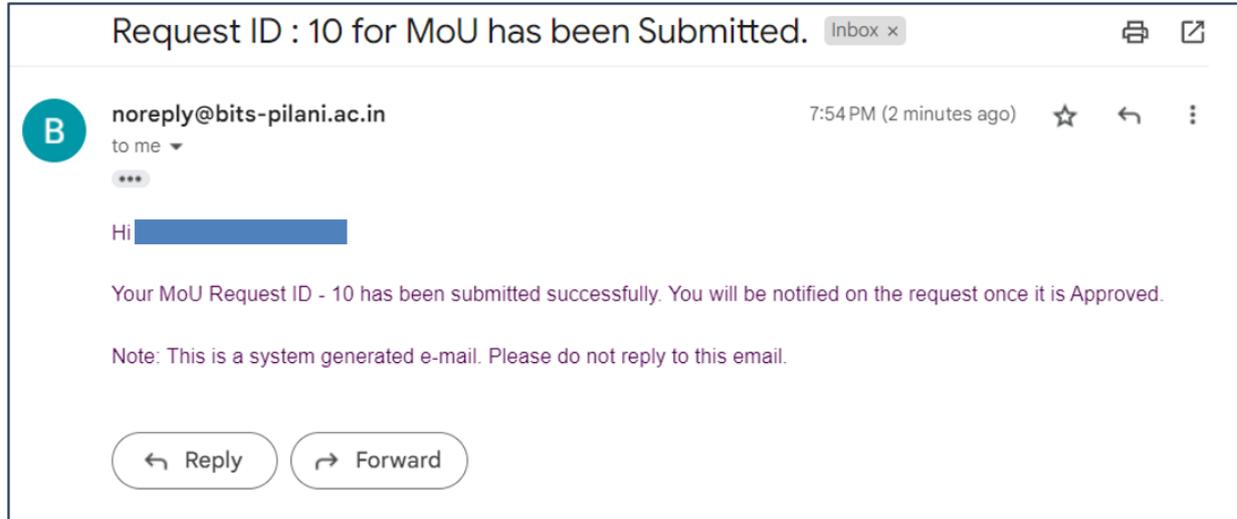
- Pending: ITO (You Reviewers)
- Pending: Registrar Office (You Reviewers)
- Pending: REGISTRAR OFFICE (You Reviewers)
- Pending: DEANS (You Reviewers)
- Pending: DEAN IPCC (You Reviewers)



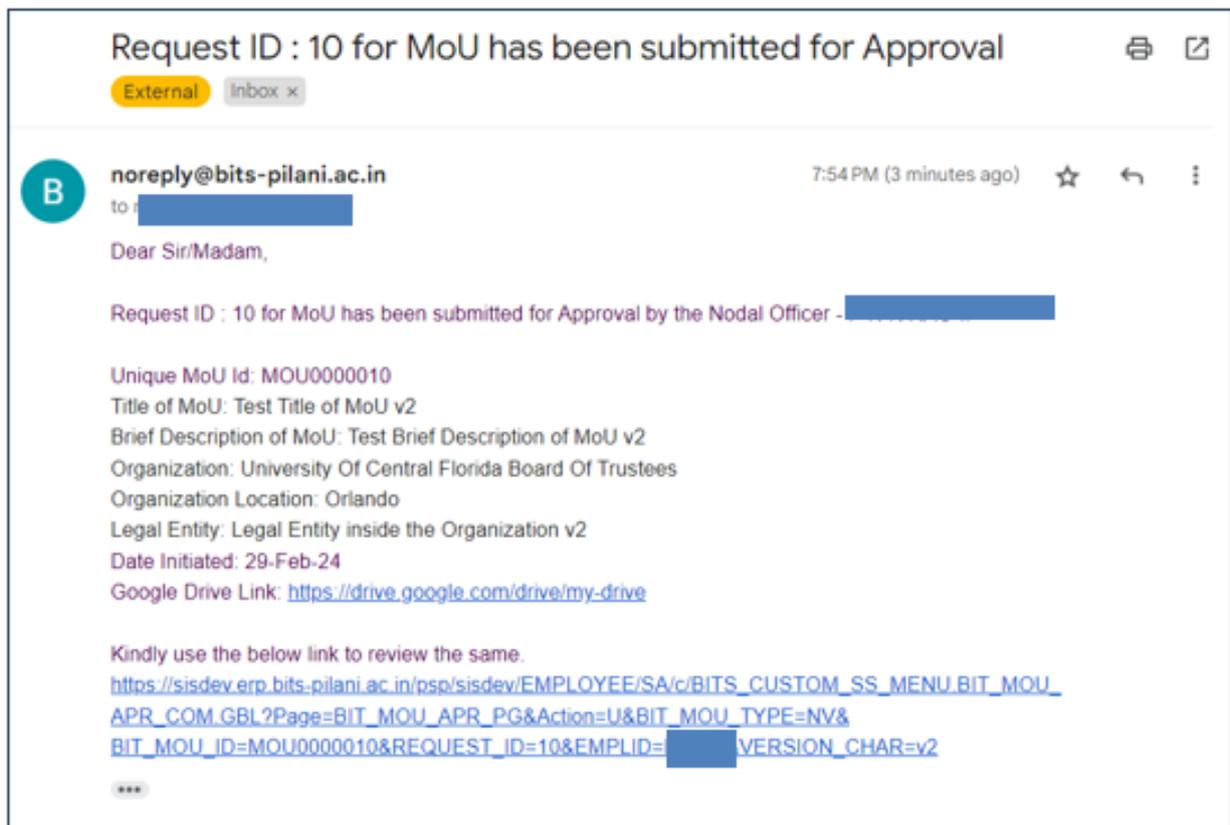
Birla Institute of Technology & Science, Pilani

Pilani | Dubai | Goa | Hyderabad | Mumbai (An Institution of Eminence)

Below sample email will be triggered to the Nodal Officer on Submission.



Below sample email will be triggered to the MoU Reviewers.

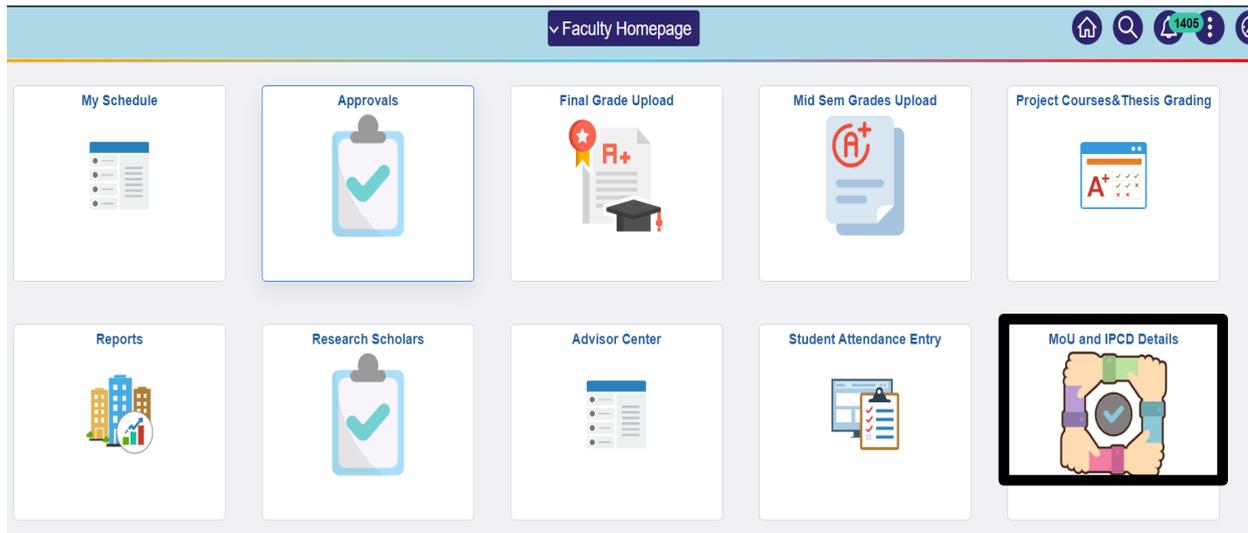




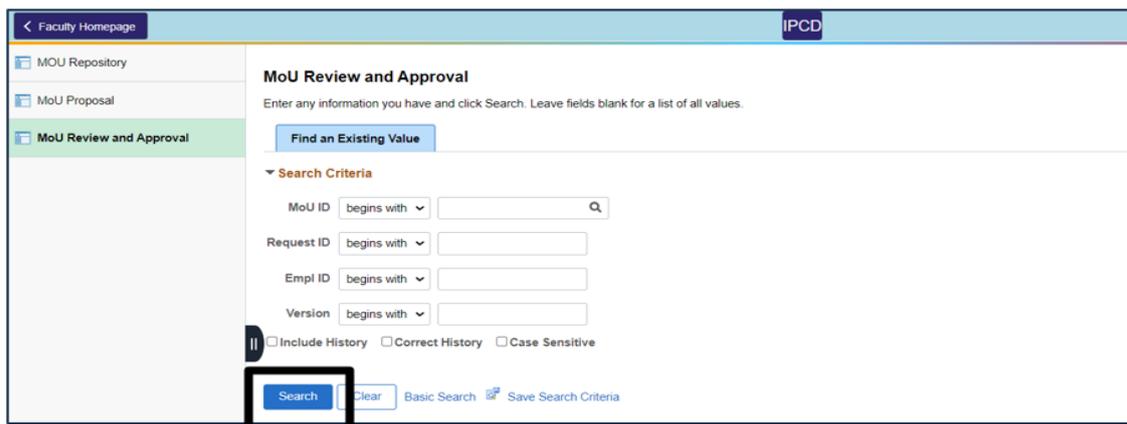
Approving a proposal

Note that this step should be performed after the review is completed on google drive document. Reviewers' login to the Student System.

On the homepage of the Reviewers, the tile with name MoU and IPCD Details will be visible.



Enter the MoU Id or Click on "Search" button.





Below details will be displayed once clicked on "Search".

The screenshot shows the 'MoU Review and Approval' search page. The search criteria are: MoU ID begins with MOU0000010, Request ID begins with 10, Empl ID begins with [redacted], and Version begins with v2. The search results table is as follows:

MoU ID	Request ID	Empl ID	Version	Workflow Status	Long Description
MOU0000010	10	[redacted]	v2	Submitted	Test Title of MoU v2

The below page opens with the details submitted by the nodal officer.

The screenshot shows the 'MoU Review and Approval' details page. The details are as follows:

Unique MoU: MOU0000010 Request Type: New Ver. for Existing Proposal
Request ID: 10 Request Status: Submitted
Nodal Officer: [redacted] Nodal Officer Name: [redacted]
Document Version: v2
Brief Description / Title of MOU: Test Brief Description of MoU v2

Name of the Organization: IPCD00008 University Of Central Florida
Location of Organization: 1 Orlando
Legal Entity / Business Entity inside the Org: Legal Entity inside the Organization v2
Date initiated: 29/02/2024
To be Signed on: Plain Paper
Google Drive Link to the MOU Document: <https://drive.google.com/drive/my-drive>
Comments: [redacted]
 I have completed the review of the document and I am ok for the document to be signed

BITS Signatories

Signatory Id	Signatory Name
[redacted]	[redacted]



Birla Institute of Technology & Science, Pilani

Pilani | Dubai | Goa | Hyderabad | Mumbai (An Institution of Eminence)

The screenshot displays the 'MoU Review and Approval' interface. On the left is a sidebar with navigation options: 'MOU Repository', 'MoU Proposal', and 'MoU Review and Approval' (highlighted). The main content area is divided into three sections:

- Organization Signatories:** A table with columns 'Signatory Name' and 'Signatory Designation'. It includes a search bar and a '1-1 of 1' indicator.
- Comments History:** A table with columns 'Updated by' and 'Comments'. It includes a search bar and a '1-1 of 1' indicator. The 'Comments' column contains the text 'Nodal Officer Comments'.
- Approval History:** A section titled 'MoU ID: MOU0000010 Status:Pending'. It lists five approval steps, each with a 'Pending' status and a 'MoU Reviewers' field. The reviewers listed are: TTO, Registrar Office, REGISTRAR OFFICE, DEANRI, and DEAN IPCD.

Below the 'Comments History' section are two buttons: 'Approve' and 'Deny'.

Reviewer verifies the details and clicks on Approve/Deny button. System will ask for confirmation message if they want to proceed further.

This screenshot shows the same interface as above, but with a confirmation dialog box overlaid on the 'Approve' button. The dialog box contains the text 'Do you really want to Approve?' and two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a black border.



Once clicked on "Yes" button, the request gets approved as shown in the below screenshot.

The screenshot shows the 'MoU Review and Approval' interface. The left sidebar contains 'MOU Repository', 'MoU Proposal', and 'MoU Review and Approval'. The main content area is titled 'IPCD' and includes three sections: 'Organization Signatories', 'Comments History', and 'Approval History'. The 'Approval History' section shows a list of steps for MoU ID: MOU0000010, all with a status of 'Pending'.

Signatory Name	Signatory Designation
[Redacted]	[Redacted]

Updated by	Comments
[Redacted]	Nodal Officer Comments

Approval History

MoU ID: MOU0000010 Status: Pending

Approval Step
Approved TTO MoU Reviewers 29/02/24 - 8:28 PM
Pending Registrar Office MoU Reviewers
Pending REGISTRAR OFFICE MoU Reviewers
Pending DEANRI MoU Reviewers
Pending DEAN IPCD MoU Reviewers

The status changes to Approved once all the Reviewers approve the request.

The screenshot shows the 'MoU Review and Approval' interface from the Registrar Office perspective. The 'Approval History' section now shows the status as 'Approved' for all steps, which are highlighted in green.

Updated by	Comments
[Redacted]	Nodal Officer Comments
[Redacted]	Dean IPCD comments
[Redacted]	Registrar Office Comments
[Redacted]	Registrar comments

Approval History

MoU ID: MOU0000010 Status: **Approved**

Approval Step
Approved REGISTRAR OFFICE MoU Reviewers 29/02/24 - 8:31 PM
Approved TTO MoU Reviewers 29/02/24 - 8:28 PM
Approved Registrar Office MoU Reviewers 29/02/24 - 8:31 PM
Approved DEANRI MoU Reviewers 29/02/24 - 8:29 PM
Approved DEAN IPCD MoU Reviewers 29/02/24 - 8:30 PM



Birla Institute of Technology & Science, Pilani

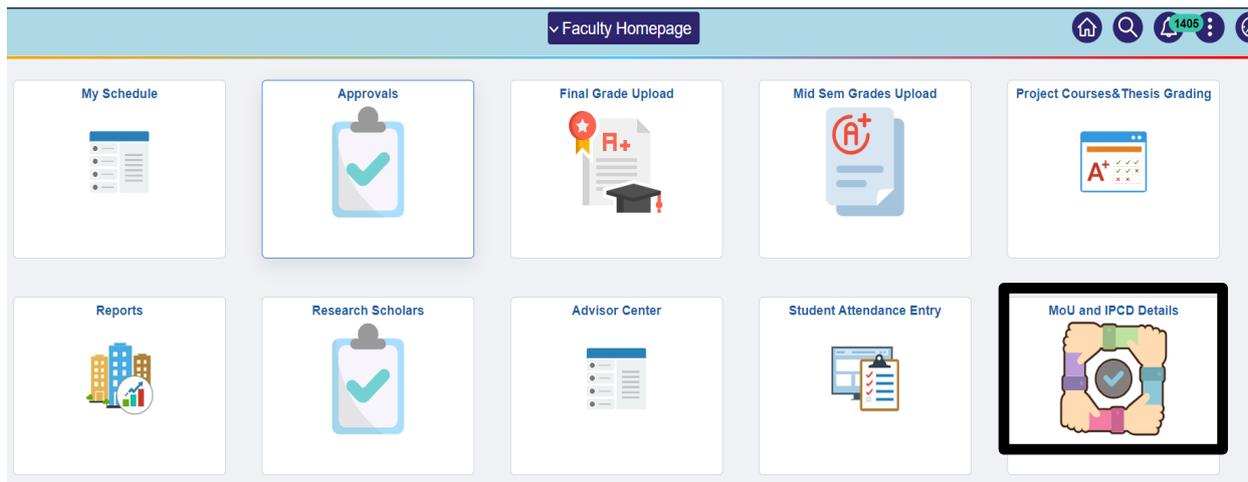
Pilani | Dubai | Goa | Hyderabad | Mumbai (An Institution of Eminence)

Below email is triggered to the Nodal Officer once the request is approved.



Reports for Reviewers:

On the homepage of the Reviewers, the tile with name MoU and IPCD Details will be visible.





Birla Institute of Technology & Science, Pilani

Pilani | Dubai | Goa | Hyderabad | Mumbai (An Institution of Eminence)

After clicking on the tile, navigate to the “MoU Proposal Status Report” page.

BITS_MOU_WORKFLOW_MASTER- MoU Workflow Master Query

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15 kb)

View All

Row	MoU Type	MoU ID	Request ID	Nodal Officer	Version	Request Status	Title of MoU	Brief Description of MoU	Name of the Organization	Location of Organization	Legal Entity / Business Entity	Date Initiated
1	New MoU Proposal	MOU0000001	1		v1	Submitted	Title of MoU.1	"Brief Description of MoU.1"	IPCD00005	1	"Legal Entity / Business Entity inside the Org."	28/02/2024
2	New MoU Proposal	MOU0000002	2		v1	Submitted	Title of MoU.2	"Brief Description of MoU.2"	IPCD00004	1	"Legal Entity / Business Entity inside the Org."	28/02/2024
3	New MoU Proposal	MOU0000003	3		v1	Denied	Title of MoU.3	"Brief Description of MoU.3"	IPCD00007	1	"Legal Entity / Business Entity inside the Org."	28/02/2024
4	New Ver for Existing Proposal	MOU0000003	3		v2	Submitted	Title of MoU.4	"Brief Description of MoU.4"	IPCD00005	1	"Legal Entity / Business Entity inside the Org."	28/02/2024
5	New MoU Proposal	MOU0000004	4		v1	Approved	Title of MoU.5	"Brief Description of MoU.5"	IPCD00010	1	"Legal Entity / Business Entity inside the Org."	28/02/2024

To view approval status of the Request, click on the respective “MoU Id” hyperlink.

BITS_MOU_STATUS_QUERY- MoU Request Status Query

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

View All

Row	MoU Type	MoU ID	Request ID	Nodal Officer	Document Version	Request Status	Title of MoU	Brief Description of MoU	Name of the Organization	Location of Organization	Legal Entity / Business Entity	Date Initiated	To be Signed on	Acknowledgement	Google Drive Link to MOU Doc	Nodal Officer Comments	Approver Name	Approval Status	Approver Comments	Last Updated	Deleted Date
1	New MoU Proposal	MOU0000001	1		5	v1	Submitted	Title of MoU.1	"Brief Description of MoU.1"	IPCD00005	"Legal Entity / 1 Business Entity inside the Org."	28/02/2024	Plain Paper	Yes	"Google Drive Link to the MOU Document"		DEANAGSRD	Pending		28/02/2024 3:25:45PM	
2	New MoU Proposal	MOU0000001	1		5	v1	Submitted	Title of MoU.2	"Brief Description of MoU.2"	IPCD00005	"Legal Entity / 1 Business Entity inside the Org."	28/02/2024	Plain Paper	Yes	"Google Drive Link to the MOU Document"		DEAN IPCD	Pending		28/02/2024 3:25:45PM	
3	New MoU Proposal	MOU0000001	1		5	v1	Submitted	Title of MoU.3	"Brief Description of MoU.3"	IPCD00005	"Legal Entity / 1 Business Entity inside the Org."	28/02/2024	Plain Paper	Yes	"Google Drive Link to the MOU Document"		DEANRI	Pending		28/02/2024 3:25:45PM	
4	New MoU Proposal	MOU0000001	1		5	v1	Submitted	Title of MoU.4	"Brief Description of MoU.4"	IPCD00005	"Legal Entity / 1 Business Entity inside the Org."	28/02/2024	Plain Paper	Yes	"Google Drive Link to the MOU Document"		TTO	Approved	JKIKjhghjssdfgg	28/02/2024 3:25:45PM	