



Memorandum of Understanding (MoU)

Between

SGT University,

Budhera, Gurugram-Badli Road, Gurugram- 122505, Haryana, India

And

Research Wheel Publishers

*Metro Town, Peermuchalla Zirakpur, Distt. S.A.S. Nagar, Mohali- 160104,
Punjab, India*

Preamble

This Memorandum of Understanding (MoU) is entered into on this 25th March 2025, by and between **SGT University**, Budhera, Gurugram-Badli Road, Gurugram- 122505, Haryana, India and **Research Wheel Publishers**, Metro Town, Peermuchalla Zirakpur, Distt. S.A.S. Nagar, Mohali- 160104, Punjab, India (hereinafter referred to as "Research Wheel Publishers").

The primary objectives of this MOU are to:

- Collaborate in organising international conferences for Bachelor / Master / Doctoral Students / Faculties.
- Foster research interactions between the two parties.
- Promote the dissemination of knowledge and innovations in various fields of study.

Proposed Roles and Responsibilities:

Research Wheel Publishers:

- **Website:** Develop a website on which every detail of the conference/ training sessions/ workshops, etc. will be displayed.
- **Event Planning:** Assist in the overall planning, including theme selection, agenda development, and speaker invitations.
- **Speakers and invited speakers:** Ensure the participation of International / National experts and scholars in the events.
- **Publication and Dissemination:** Facilitate the publication of quality conference papers in Scopus and SCI Indexed journals by establishing connections with the leading publishing groups.
- **Marketing and Promotion:** Leverage their network and platforms to promote the events of **SGT University** ensuring maximum participation.
- **Sponsorship Management:** Identify and try to secure sponsorships to support the events financially.

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- **Career opportunities in research:** Facilitate networking opportunities between *SGT University* students and esteemed international and national researchers, enabling University students to secure funded Master's, Doctoral, and Postdoctoral positions.
- **SGT University:**
- **Venue and Logistics:** Offer a complimentary venue for hosting international conferences, webinars, and workshops. Provide free access to facilities and infrastructure, such as conference halls, classrooms, technical equipment, space for conference posters and IT support to ensure the smooth execution of events.
- **Academic Contributions:** Engage faculty members as speakers or session chairs from relevant departments and include students as event volunteers to ensure active participation and collaboration.
- **Local Promotion:** Encourage active participation by promoting the conference within their academic and local networks.
- **Coordination:** Designate 2-3 faculty members as points of contact to collaborate with our team during the planning and execution of the events. Additionally, assign 12 students to serve as volunteers.

Benefits of Collaboration:

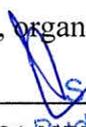
- **Increased Visibility:** Enhance the global reputation of *SGT University*, as a centre for research excellence.
- **Networking Opportunities:** Build connections with international scholars, industry experts, and potential collaborators.
- **Academic Recognition:** Gain recognition through the publication of high-quality research papers in our journals / Scopus-indexed / SCI-indexed journals.
- **NAAC accreditation:** Research Wheel Publishers will provide a complete file of the conference report after the completion of the event useful for NAAC accreditation of the University.
- **Faculties of the University will get a chance to become -**

- Chief Patron
- Patron
- Convenor (Local)
- Co-Convenor (Local)
- Convenor (Foreign, decided mutually, if required)
- Organizing Secretary (RW Publishers)
- Session chairs (will be decided mutually)
- Guest editors of the associated journals (from Institute (depending on research profile) and RW Publishers).

• Joint Responsibilities:

Both parties agree to:

- Work collaboratively to plan, organize, and execute the events.


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- Share resources, knowledge, and expertise to ensure the success of the events.
- Encourage participation from diverse fields and promote interdisciplinary research.
- Evaluate the outcomes of the events and identify areas for improvement in future collaborations.

• Duration and Termination

- This MoU shall remain in effect for 5 years from the date of signing the MoU unless terminated earlier by either party.
- Either party may terminate this MoU by giving 6 months 'written notice to the other party. However, both the Parties will meet any residual obligations in connection with the present MOU, notwithstanding its termination
- The MoU may be extended or modified by mutual written consent of both parties.

Financial Arrangements*:

• Conference Registration Fee and APC:

- Research Wheel (RW) Publishers will collect the conference registration fee:
 - **Students:** Tentative INR 2000-3000
 - **Faculties:** Tentative INR 3000-4000
- Article Processing Charges (APC) will be collected from authors if research papers are published in Scopus/Web of Science/SCI-indexed journals, based on the specific APC requirements of the journals.

• Fee Relaxation for SGT University Participants:

- About 2-3 faculties and 12 volunteers who will work actively for the conference are eligible for registration fee relaxation including food and kit in the conference
- A **50% relaxation** on the registration fee will be offered to participants from SGT University, **excluding food.**
- A **15-20% relaxation** on the registration fee will be offered to participants from SGT University, **including food.**
- Relaxation in APC charges for paper publication in journals will not be possible for anyone.

• Use of APC by RW Publishers:

- RW Publishers will retain a minor amount from the APC (INR 2000 to 3000 per paper) to cover:
 - Scrutiny of papers
 - Review and alignment of papers according to the journal scope
 - Communication with authors and journal editors
 - Plagiarism checks and many more tasks after the conference.

• Targeted Conference Proceedings and Journals:

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- RW Publishers will aim for reputed conference proceedings and journals such as:
 - Elsevier
 - Springer
 - AIP Conference Proceedings
 - IOP Conference Proceedings
 - Scientific.net
- Individual journals indexed in SCI, Scopus, and Web of Science will also be targeted.
- APC charges for full paper publication may range from INR 5000 to 15000, on average.

• Financial Responsibility:

- If external funding for the conference is not received, RW Publishers will bear nominal expenses (~INR 25,000/-) related to the use of infrastructure, electricity, and furniture usage at SGT University for three days of conference.
- RW Publishers will cover all financial expenses associated with organizing the event.

Further details are provided in **Annexure I**.

- **SGT University** will provide only facilities associated with organizing the event. The details are provided in **Annexure I**.
- In case **SGT University** receives funding from the government or private organizations for the conference, then SGT University will spend 75% of the entire amount to cover the expenditures of the event. SGT University can keep 25% amount to cover the expenses of the infrastructure, electricity, furniture, etc.

• Dispute Resolution:

Any disputes arising from the interpretation or implementation of this collaboration shall be resolved through mutual discussions and negotiations between the parties.

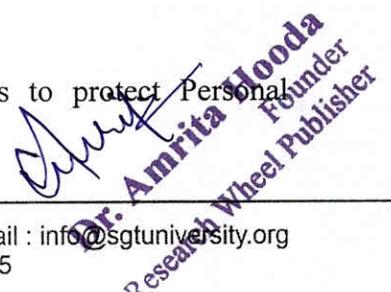
• Confidentiality

Each of the parties shall maintain confidentiality of and shall not disclose any of the terms of this MOU (including its existence or the fact that the parties are in negotiations) and any other sensitive information related to the other party or its representatives or affiliates (“confidential information”), in any form, except to the extent required by any law, rule or regulation (provided that any party so required shall if legally permissible and reasonably practicable inform the other party about such disclosure).

To the extent that either party accesses or uses Personal Information in connection with this MOU, that party must:

- only use and disclose the Personal Information for the purposes of carrying out this MOU;
- not disclose or transfer the Personal Information outside to anyone unless expressly permitted by the other party;
- comply with Privacy Laws;
- implement adequate technical and organizational measures to protect Personal Information from misuse and unauthorized access, use or disclosure;


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(e) co-operate with the other party in connection with any requests or complaints by individuals relating to their Personal Information.

(f) promptly notify and co-operate with the other party upon becoming aware of a data breach involving the Personal Information; and

(g) upon request by the other party, return or permanently destroy (at the other party's option) the Personal Information.

• Intellectual Property Rights

Both the parties will honor and protect the intellectual property and copyrights of the other party. Each Party shall retain all right, title, and interest in its works, creations, and inventions, including all intellectual property rights therein (collectively "IPR Rights"), and nothing herein is intended or shall be deemed to be a transfer, license, release or waiver of its IPR Rights.

• Miscellaneous:

- This collaboration does not create any legal or financial obligations on either party except as mentioned in the MOU.
- Both parties acknowledge and respect the independence and academic freedom of each institution.
- This collaboration is governed by the laws of India.
- Variations to any of the provisions of this MOU shall be void unless they are in writing and duly executed by the authorised representatives of each party.
- The status of the parties under this MOU shall be that of independent contractors. No party shall be authorized to waive any right, or assume or create any contract or obligation of any kind in the name of, or on behalf of, the other or to make any statement that it has the authority to do so. Nothing in this MOU shall be construed as establishing a partnership, joint venture, agency, employment or other similar relationship between the parties hereto.

• Signatures:

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding as of the day and year first above written.

For SGT University,

Registrar
SGT University
Budhera, Gurugram

Registrar

SGT University, Budhera, Gurugram-Badli Road, Gurugram- 122505, Haryana, India

For Research Wheel Publishers **Dr. Amrita Hooda**
Founder

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Founder

Research Wheel Publishers

Metro Town, Peermuchalla Zirakpur, Distt. S.A.S. Nagar, Mohali- 160104, Punjab, India

Research Wheel Publisher



Annexure I:

• Financial Arrangements*:

Research Wheel Publishers will cover the following financial expenses.

Marketing and Promotion

Conference Website and App design and maintenance:

Item Name
Conference Website Design & Maintenance
Bulk email communication cost
Virtual Conference Platform (In hybrid mode, the cost of an online event platform)
Digital Marketing (Social media advertising, email marketing, and search engine ads to promote the conference.)
Promotional Items (Branded merchandise, lanyards, badges, and any other giveaways)

Chief Guest & Keynote/Invited Speakers (in-person & Online) *

Item Name
Chief Guest (Gift & Momento)
Keynote/Invited Speakers (honorarium+Momento)
Keynote Speakers/Invited Speakers (Approx. <u>TA@Rs.20/km</u> including toll tax) in-person
Keynote/Invited Speakers (Online/International)
Accommodation including dinner (Approx.)
Local transportation for 3 days

*RW Publishers will be solely responsible for inviting Keynote and Invited Speakers.

(Signature)
Registrar
 SGT University
 Budhera, Gurugram

(Signature)
Dr. Amrita Hooda
 Founder
 Research Wheel Publisher



Conference Kit (Approximately 200 in-person participants + 20 persons (3 faculties and 12 students from SGT University and 5 persons from RW publishers) & Awards to the winners*

Item Name
Conference kit (1 folder/bag, Conference Abstract Book soft copy, 1 pen, 1 event schedule, 1 writing pad)
Event Materials (Print costs for name badges, certificates, and food coupons/barcodes.)
Best Paper Award (Faculty category/Oral)
Best Paper Award (Student category/Oral)
Best Paper Award (Student category/Poster)
Session wise best Paper Awards-Only Certificate
Day wise 2 best Poster Awards-Only Certificate

* Details are tentative and may change based on the actual number of participants.

Overall Arrangement by RW Publishers-

Item Name
Conference Website and and maintenance:
Chief Guest & Keynote/Invited Speakers (in-person & Online)
Conference Kit & Awards to the Participants
Catering for 3 days


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SGT University will provide the following facilities-

Venue Facilities

Item Name
Auditorium and 3 to 4 rooms to run parallel sessions of the Conference, all are equipped with <ul style="list-style-type: none"><input type="checkbox"/> High-speed Internet Connection<input type="checkbox"/> PC/Laptop<input type="checkbox"/> Projector<input type="checkbox"/> Screen<input type="checkbox"/> Mic<input type="checkbox"/> Speaker• Space for Conference Posters• A conference dedicated official email will be created by the SGT University using their domain and provide access to the convenor of the conference and RW Publishers to communicate with research journals and funding agencies.• SGT University will display the conference website link and conference related information on its website till the conference from the date of launch of conference website.
SGT University may organize a cultural event for the conference depending on their interest.

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