MOU – MEMORANDA OF UNDERSTANDING

Between, on the one hand:

WEBARCH CLUB  
SRM University  
Kattankulathur

Represented by:   
Sumant Sahney and Sarang Sharma

Domain Heads, WEBARCH

And on the other:

AARUUSH ‘16  
SRM University  
Kattankulathur  
  
represented by:  
Ravi Teja  
Secretary

PURPOSE OF THE MOU:

* To list out the services to be done by WEBARCH for AARUUSH ’16.
* To list out the things provided by AARUUSH ’16 in exchange for the work done by WEBARCH.

CONTENTS OF THE MOU

The following pages in this MOU contain the listed sections.

* Services Provided by WEBARCH to AARUUSH ‘17
* Terms of the Service
* Requirements in Exchange for the services
* Estimated Budget for AARUUSH ’17.

ENCLOSED:

Annexure A: Template for sending the documents to WEBARCH.

**Section 1: Services Provided by WEBARCH to AARUUSH ‘16**

1. Design Posters  (A3 Size)
   1. Main Poster
   2. Publicity Poster(s) – 2 No’s
   3. Swastika Posters – 1 No’s

**Total Posters: 4**

1. Design Banners
   1. 16ft x 4ft
      1. Main Gate’s – 3 No’s
      2. Arch Banner
      3. All in one-4
      4. Swastika Banner

**Total 16X4 ft: 9**

* 1. 10ft x 60ft for Hi Tech - 1
  2. Side Scroll **Not being made**
  3. 20ft x 30ft for Sannasi - 1
  4. 20ft x 30ft for Hotel Management - 1
  5. 16ft x 8ft for Auditorium Back Drop – 1 **Give PSD’s**
  6. Architecture, Management, Biotech and University block – 1 Each **Not being made**
  7. 10ft x 110ft for Tech Park -**2 sided**

**Total: 10**

1. Publicity Brochure (A5) – 8 pages
2. Souvenir (A5)
3. Registration Booklet
4. Website Development and Maintenance
5. Registration Web Application Development
6. Domain Monitoring
7. AARUUSH 17 Blog – Creation and Maintenance
8. Email ID Generation and Maintenance
9. Mobile Website Development or Mobile Applications Development
10. Aaruush Videos
    1. Curtain Raiser
    2. Teaser Video
    3. Main Video
    4. Counselling Video **Not being made**

All the items in which numbers are not mentioned are assumed to be 1.

**Section 2: Terms of Service**

1. Related to Designing
   1. Any Required Design for Poster, Banner, etc. should be notified at least **48 Hours**. before asking the design
   2. Any Changes in the content, design of poster would be made in the presence of the concerned members of the AARUUSH core team.
      1. For the posters related to particular domain, design ideas by that domain organizer would be given priority.
   3. Copies of the design that we make:
      1. Small scale copies of original banners on HQ Paper **should be provided** to WEBARCH for documentation of the work done by us.
      2. Copies of All the Posters, brochure **should be provided** to WEBARCH within **48 hours**. Of publishing that design.
   4. Each of the designed material would contain a designed by WEBARCH logo and the **copy rights would remain with WEBARCH**. WEBARCH reserves the right of keeping the original PSD(s) of the all the design made by WEBARCH.
   5. One WEBARCH person would either accompany the person to the printing press or would properly guide the person going to get the prints (if required).
   6. Color suggestions will be accepted from the team but the final decision will be made by the designer.
   7. T-Shirt colors will be finalized along with WEBARCH team.
2. Related to Website
   1. Landing site would be released in the even semester.
   2. Before Releasing the Website to public, the website will be available in pre-release folder accessible only by authorized persons.
   3. Content Updating
      1. From 1st May 2017 – 15th August 2017 – Changes would be twice a week i.e. on Wednesday, Saturday and would be released to public on Thursday, Sunday respectively meanwhile the website will be in pre release folder.
      2. From 16th August 2017 – A week before AARUUSH ’17 – Changes would be made on daily basis at 12:00 AM. During this phase the website would remain in prerelease folder for 8hrs.
      3. From a week before AARUUSH ’17 to day after AARUUSH 2017 – Changes would be made anytime, but we require at least 4 hours of time to update the changes.
   4. News Update on Website :
      1. A few Organizers **may be** provided with the system through which they can directly update the news on the website.
      2. WEBARCH would not be responsible for any irrelevant news being updated on the system, although we will keep monitoring the updates.
   5. Navigation :
      1. A sitemap for AARUUSH 2017 Website should be provided by AARUUSH ’17.
      2. An outline of the content on each of the page needs to be provided by AARUUSH ’17.
   6. Each of the web page would contain Powered by WEBARCH logo, and copyrights for website will remain with WEBARCH.
3. Related to Video
   1. WEBARCH would make video using predefined templates.
   2. Templates would customized to the extent to make the fair enough for use.
   3. Audio tracks in the video will be made by modifying any existing tracks as base.
   4. All videos will have a static WEBARCH logo at the **right bottom corner** of the video for the entire length.
   5. All videos will have 3 sec Produced by WEBARCH in the end.
   6. Content and timeline of the video should be finalized, proof read and approved before sending to WEBARCH.
4. Related to Content:
   1. Contents provided for websites, posters, brochure, etc. should be properly formatted as per the Annexure A (attached).
   2. The content provided should be properly proofread for spelling or grammatical errors. WEBARCH **would not be responsible** in any scenario for any error of such type.
   3. Contents on the website can be changed **only once** after it’s released on the website.
   4. Content **will not be** **changed** once it has been added in the Photoshop Document of the design.
   5. WEBARCH reserves right to reject any document not formatted as per the given guidelines. The provider would be notified of rejected documents.
   6. Contents should be mailed to technicalhead@aaruush.net by the respective organizers, event coordinators.
      1. The mail should contain the name, role in AARUUSH ’17, Contact Details of the person sending the mail.
      2. Mails from Event Organizers, Coordinators, and Other Organizers would only be entertained.
5. Related to Web Application:
6. WEBARCH would try to develop enterprise level application for fest management with minimum support for registration (online and on campus).
7. WEBARCH would try its best to convert as much possible paperwork to electronic form by providing support to other departments in AARUUSH ’17.
8. WEBARCH would hold the copyrights for the entire application and would ensure the security of application by keeping the source code of the system to itself. WEBARCH would not provide **any source code** of the application to AARUUSH ’17.
9. Related to Hosting and Printing
   1. Hosting server charges would be paid by AARUUSH ’17.
   2. Domain Renewal Charges for www.aaruush.net would be paid by AARUUSH ’17.
   3. Printing charges for Posters, Banners, ID Cards, T shirts, etc. would be paid by AARUUSH ’17

**Section 3: Requirements by WEBARCH in exchange of the services.**

1. *Amount involved in maintaining server, domain and email Ids , will be provided to the WEBARCH Secretary by the end of even semester.*
2. Workspace Requirements in case if we need to work from Aaruush Venue
   1. \*At least 6 clean table and chairs,
   2. Proper Internet connectivity (Wired/Wireless).
   3. Plug points for at least 4 Laptops.
   4. \*One White Board
   5. \*Markers and Dusters
   6. Fan
   7. \*Printer – for analyzing system architecture, statistics, documentation, etc.

\* Based upon the Availability.

1. Certificates to each of the WEBARCH member describing their role in AARUUSH ’15.
2. 25 free tickets for each show should be provided to WEBARCH MEMBERS

**Section 4: Important Notes**

1. WEBARCH would not be responsible, if aaruush.net domain is blacklisted because of sending junk or repetitive emails to people for publicity. Blacklisting of domain can lead to disabling of emailing from various aaruush.net email accounts.
2. Any event where any technical assistance is required from WEBARCH, the required members will be given full access to the venue **without being charged**.
3. If the organizers are not satisfied with the design of posters or banners they should inform the technical head in the beginning itself instead of rejecting the design once it has been completed.
4. Changes in designs will only be taken into consideration for a maximum of two times for small designs and only once for large designs.
5. Once the UI Design (PSD) is finalized for the website no further design changes will be entertained for the website, web applications and mobile applications.
6. Any bad mouthing or sarcastic comment by any organizer or faculty over the work done by the WEBARCH team won’t be tolerated and will taken seriously.
7. Incase a specific design is needed the organizer should inform the technical head beforehand.
8. All aaruush.net email ID except the organizers, should not send more than 50 emails per hour until we shift to private servers.
9. WEBARCH would **not** be developing applications for ONLINE Events, as it does not account in WEBARCH Job Description.
10. For other events involved with Aaruush such as Konvolve separate MOU will be signed between the Team Konvolve and WEBARCH, this MOU does not include the work associated with Konvolve.
11. A template for Event Documentation would be provided by WEBARCH after the events are finalized which will contain the outline of Events
12. Any video made by WEBARCH when published on YouTube or any social media proper credits need to be mentioned in the description.
13. Any music made by WEBARCH, when used with any other video published on YouTube or any social media proper credits need to be mentioned in the video as well as in the description.
14. Any work of WEBARCH that is published should be cross checked by PRO of Aaruush, for any content errors after publishing WEBARCH is not responsible.
15. In case the MOU stands void, either of the parties have the right to step back from the agreement.

**Annexure A**

1. Page Size – A4
2. Margin – As per the following

|  |  |  |
| --- | --- | --- |
| 0.5 | | |
| 0.5 |  | 0.5 |
| 0.5 | | |

Units in inches

1. Font – Calibri
2. Line Spacing – 1.0
3. Remove Spaces after Paragraph
4. Name Word Document Should be   
   **Category\_Title\_YYMMDD.docx**eg :Website\_AboutUs\_120326.docx
5. Template as per the following

|  |
| --- |
| **Title – 20(Size) - Bold** Name of Person – 12 (Size)  Role of Person – 12(Size)  Contact Details – 12 (Size)  Date of sending Document   1. **Main Heading  - 14 -Bold**    1. Sub Heading – 14       1. Sub Sections / Points – 14          1. More Points Under one Subsection   **Notes – 14 – Bold**   1. Note Text – 14 2. Note Text – 14 |

CONCLUSION :

Both the parties have agreed:

* For the services that would be provided by WEBARCH as mentioned in the Section 1
* On the Terms under which WEBARCH and AARUUSH ‘17 would be working together as mentioned in the Section 2.
* On the Requirements which would be provided by AARUUSH ’17 to WEBARCH as mentioned in section 3
* On the Important Notes as mentioned in Section 4.

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| --- | --- |
| WEBARCH CLUB  SRM University    Sumant Sahney  Secretary  WEBARCH | AARUUSH 2017  SRM University    Utkarsh Srivastava  Secretary  AARUUSH 16 |

IN PRESENCE OF:

|  |  |
| --- | --- |
| Asst. Prof. Venkatesh Kaliamoorthy  Convener  WEBARCH | Prof. Rathinam A.  Convener  AARUUSH |

Date :

Place : SRM University, Kattankulathur Chennai