

**OFFICE OF THE LOCAL COORDINATOR  
GLOBAL INITIATIVE FOR ACADEMIC NETWORKS (GIAN)  
GURUJAMBHESHWAR UNIVERSITY OF SCIENCE  
AND TECHNOLOGY HISAR-125001 (HARYANA)**

## **NOTIFICATION**

The Vice-Chancellor, on the recommendations of Local Coordinator, GIAN has been pleased to approve the following 'Scheme and Guidelines' to enable the teachers and scholars to actively participate in this innovative GIAN Scheme Phase-III sponsored by the MHRD, Government of India, New Delhi for which our University has been nominated by the MHRD and IIT Kharagpur. Hence, it may be brought to the notice of one and all.

### **'SCHEME AND GUIDELINES'**

#### **A.) BRIEF PLAN OF IMPLEMENTATION: GIAN SCHEME PHASE-III**

##### **I. DATES OF PROPOSAL SUBMISSION**

- a) Opening of portal for proposal submission : September 1, 2019
- b) Closing of portal for proposal submission : October 15, 2019

##### **II. ELIGIBILITY OF PARTICIPATION**

- a) All Institutions which had already participated successfully in GIAN Phase-I and GIAN Phase-II
- b) b. All Institutions which are in top 200 in NIRF overall rankings and having at least NAAC 'A' grade (3.0 and above)

##### **III. PROPOSAL FORMAT AND FUNDING**

- a) All course proposals should have minimum 5-day duration.
- b) Minimum number of lecture hours (excluding tutorial/practical) should be 12 hrs.

- c)** Normally, course proposals are expected to be between 12-14 lecture hours in 5-day duration and 24-28 hours in 10-day duration.
- d)** Minimum 8000 dollars (for 12-14 lecture hours in 5-day duration) and maximum 12000 dollars (24-28 hours in 10-day duration) will be paid for each course to support (i) travel and honorarium for the foreign faculty (ii) honorarium for the host faculty & local coordinator (iii) video recording (iv) incidental/contingency expenses.
- e)** Course having more than 10-day duration/ 28 lectures may be allowed with no extra financial support.
- f)** Course proposals should have mass appeal and shall be amenable for conversion to MOOC. Necessary consent for this purpose from the foreign faculty/expert should be explicitly included in the proposal.
- g)** An institute is permitted to submit maximum 50 proposals with maximum two proposals per host faculty/course coordinator.
- h)** Association of each foreign faculty/expert would be restricted to maximum two distinctly different proposals.
- i)** Minimum 60% of the course including lectures and tutorials should be taught by the foreign faculty.
- j)** Till date Rs. 68/ dollar was paid for each course. Now, this may be set at current rate of Rs. 71 per dollar.
- k)** Contingencies and other expenses (excluding travel and honorarium of foreign faculty) should not exceed 35% of the total fund provided for a course.
- l)** A maximum of Rs. 5000/- per course may be earmarked (From MHRD Grant) to the local coordinator for office expense and honorarium, from the contingency expense of the course.
- m)** The National faculty / host faculty may get honorarium at the rate of 3000/- per lecture hour and 2500/- per tutorial hour for a course, subject to a maximum of total 12 lectures /tutorials. This

should be within the approved maximum allotment of 8000/12000 dollars for a course.

- n)** Optional conversion of GIAN courses to MOOC format will be taken as an input during proposal submission. If the proposal is approved, two sanction letters, one for GIAN and other for MOOC will be generated by National Co-coordinating Institute. Preference will be given to those proposals, which are having MOOC conversion possibility. Cost of MOOC conversion will be transferred to the concerned Institutes to be utilized as per the Swayam Guidelines.
- o)** All other existing GIAN guidelines for proposal submission will also continue to be applicable in GIAN phase III.

#### **IV. PROPOSAL REVIEWING MECHANISM**

- a)** Each proposal will be reviewed by reputed expert selected by the chairperson of the concerned sectional/review committee.
- b)** Each reviewer would be paid Rs. 2000/- per review to be completed within 3 weeks.
- c)** Chairperson of the sectional committee would be paid Rs. 500/- per proposal for coordinating the review process and timely recommendation of the proposal to the national coordinator.
- d)** Recommended proposals will be approved by the GIAN implementation committee chaired by the Secretary(HE), MHRD
- e)** Sanction order for the approved courses will be issued by the National Co-coordinating Institute
- f)** In case of MOOC conversion of an approved GIAN course, a separate sanction order will be issued by the national coordinating Institute
- g)** All other existing GIAN guidelines for proposal review will also continue to be applicable in GIAN phase III.

## **V. CONDUCT OF APPROVED COURSES BY THE HOST INSTITUTES**

Host Institute should take responsibility of the following:

- a)** Holding/organizing the approved courses as per the scheduled date and duration of the proposals.
- b)** Video recording of all courses.
- c)** Registration of participants through the GIAN portal.
- d)** Conduct of examination for participants wishing to get graded for the course.
- e)** Course lectures may be telecast through the Swayam Prabha Channels for which the EMRCs may be authorized/ equipped by providing inputs as desired. Necessary consent from the faculty should be obtained for telecasting the lectures through Swayam Prabha Channels.
- f)** Feedback of participants should be made mandatory. Participants should give online feedback through the GIAN portal only.
- g)** The completed courses, for which MOOC conversion is approved, should be converted to MOOC courses within three months either using their own capability or utilizing resources of nearby institutes having MOOC conversion facility.
- h)** Course coordinator/ local coordinator of the Host Institute should submit the Online Course completion report.
- i)** Course coordinator/ local coordinator of the Host Institute should submit the online fund utilization certificate for each course.
- j)** All other existing GIAN guidelines for conduct of approved GIAN courses will also continue to be applicable in GIAN phase III.

## **B.) GIAN-MHRD SCHEME PHASE-III : THE DETAILED GUIDELINES**

### **“The Scheme and Guidelines for University’s Global Initiative for Academic Networks (GIAN) Scheme w.e.f. the Session 2019-20”**

**I. Backdrop to GIAN Scheme:** Education aimed at tapping the talent pool of scientists and entrepreneurs, internationally to encourage their engagement with the institutes of Higher Education in India so as to augment the country's existing academic resources, accelerate the pace of quality reform, and elevate India's scientific and technological capacity to global excellence. In order to garner the best international experience into our systems of education, enable interaction of students and faculty with the best academic and industry experts from all over the world and also share their experiences and expertise to motivate people to work on Indian problems, there is a need for a Scheme of International Summer and Winter Term. During the 'Retreat' of IITs with the then Minister of Human Resource Development on 29th June, 2014 at Goa, it was decided that “A system of Guest Lectures by internationally and nationally renowned experts would be evolved along with a comprehensive Faculty Development Programme not only for new IITs, IIMs, IISERs but also other institutions in the country. GIAN is envisaged to catalyse higher education institutions in the country, and that it will initially include all IITs, IIMs, Central Universities, IISc Bangalore, IISERs, NITs and IIITs subsequently cover good State Universities where the spinoff is vast.

**II. MHRD Scheme on International Summer/Winter Term (ISWT) under GIAN:** The Ministry of Human Resources Development (MHRD), Government of India has approved a new program titled Global Initiative of Academic Networks (GIAN) in Higher Education. It envisaged achieving the following objectives:

1. To increase the footfalls of reputed international faculty in the Indian academic institutes.
2. Provide opportunity to our faculty to learn and share knowledge and teaching skills in cutting edge areas.
3. To provide opportunity to our students to seek knowledge and experience from reputed International faculty.
4. To create avenue for possible collaborative research with the international faculty.
5. To increase participation and presence of international students in the academic Institutes.
6. To create opportunity for the students of different Institutes/Universities to interact and learn subjects in niche areas through collaborative learning process.
7. To provide opportunity for the technical persons from Indian Industry to improve understandings and update their knowledge in relevant areas.
8. To motivate the best international experts in the world to work on problems related to India.
9. Develop high quality course material in niche areas, both through video and print that can be used by a larger body of students and teachers.
10. To document and develop new pedagogic methods in emerging topics of national and international interest.

**III. The Broader Guidelines of GIAN Scheme :** GIAN is an evolving scheme which will initially include participation of foreign faculty in Institutes as Distinguished / Adjunct / Visiting faculty / Professors of

Practice, etc., to participate in delivering Short or Semester-long Courses. Other activities will be included in due course. The broader framework is as follows:

- 1. What to be Done by Academic Institutions Admitted Under GIAN :** Academic Institute/Universities will identify one or more subjects to be offered in this MHRD scheme. This subject typically should not be offered in the regular semesters/year and can be interdisciplinary/industry oriented/ research oriented in nature and scope.
- 2. The Course Timings:** Subjects should be offered in the Summer and Winter vacation of the host Institute.
- 3. Duration of Course:** The duration (number of weeks/days) can be mutually decided by the host institution and the visiting faculty.
- 4. Who can be Invited:** Each subject should be taught by at least one reputed international faculty jointly with one faculty from the host Institute. One additional faculty may be associated from another academic/ research organization in India.
- 5. Academic Repute of Invited Faculty:** The international faculty should be:
  - a) An expert in the area specified in the subject.
  - b) Working in academic institutions / industry / research organizations / independent researcher of international repute.
  - c) Encouraged to engage in a long-term collaborative research programme with faculty members of the host Institute.
- 6. Broad Area of Interest:** The GIAN proposal should be in one of following areas:
  - a) Physical Sciences
  - b) Chemical, Bio-Chemical & Material Sciences

- c) Mathematical & Computer Sciences
- d) Life Sciences & Healthcare
- e) Electronics, Electrical, Information & Communication Technology
- f) Mechanical Sciences & Infrastructure
- g) Earth & Environment Sciences
- h) Management
- i) Social Sciences
- j) Humanities & Liberal Arts
- k) Architecture, Design, Planning and Heritage
- l) Law
- m) Other Interdisciplinary categories

7. **Each subject should be designed as per following:**  
Duration of a lecture hour: one hour. Total number of lectures: 30 Maximum lectures per day: 3 lectures and / or tutorials (e.g. 2 lectures and 1 tutorial). Total duration: 10 working days. However, University may design one-week course in which there can be 15 maximum lectures and that may be conducted in 5 working days.
8. **Credit Transfer Mechanism:** The students can also obtain academic credits for these subjects based on the evaluation and grading process and agreed credit transfer mechanism between that host institute and the home institute of the students. The home university of the student will be mainly responsible for transferring academic credits. The host institute will only provide information on the grading system, subject syllabus, and the academic policy.
9. **Registration of Participants:** A number of course should be taught by the Institute during the International Summer/Winter term. The participants have to register for the subjects offered in this International Summer/Winter

Term (ISWT) scheme with payments of registration fee plus the subject fee for each subject registered. While, the registration fee would be a nominal fee for registering for the course, once selected, the subject fee would depend on the number of subjects, the participants chooses to take.

- 10. Local GIAN Course Participation Fee:** In case of one-week GIAN Course, the Participation Fee (excluding One-time Online Registration Fee to be paid at National GIAN Portal) will be Rs. 3000/- per academic participant (Rs. 12,000/- per participant if he/she is from Industry), however, for two-week GIAN Course, the Local Registration Fee will be Rs. 5000/- per participant for academic participant (Rs. 18,000/- per participant if he/she is from Industry). Such fee may be received by either Online (the Bank Account Number have to be provided by the Accounts Branch) or it may be received through 'Demand-Draft' drawn in favour of Registrar GJUS&T, Hisar, payable at Hisar. After meeting all the legitimate approved expenditures from a particular Course's Participants Fees. if some unspent balance is available, the same may be transferred to University Account as a token infrastructure charges. However, the Vice-Chancellor on the recommendation of Local Coordinator, GIAN, can give the students of the host department some concession in participation fee.
- 11. Number of Participants:** Each course should have normally 50 participants. Preferably at least 30 participants should be teachers and students from other institutions, among whom at least 20 should preferably be teachers from other Institutions.
- 12. Completion Certificates with Grades:** After successful completion of the subject, all participants, will get subject participation certificates. Those participating in examinations will get completion certificates with grades and credits.

- 13. Development of Repository:** Host Institution will seek prior approval from all speakers for dissemination, archival and creation of repository of the activities conducted. A digital repository of the activities under GIAN will be kept. All permitted courses will be archived by the host institution and made available for dissemination. One copy will also be provided to the National Digital Library. Subsequently these may be used as part of various activities under various on-line programmes of MHRD.
- 14. Honorarium to International Faculty:** A maximum amount of US\$ 8000 for 12 to 14 hours of lectures and US\$ 12000 for 20 to 28 hours of lectures will be paid to the International experts covering their travel, honorarium and video recording of their Lectures. Local hospitality will be arranged by the Host Institution.
- 15. TA/DA to International Faculty:** The invited International faculty will be paid Travelling Allowance either as per actual bill of Taxi produced by the International faculty from Airport/Railway Station to our University (To and Fro both) in case he/she travels own his/her or Rs. 16/- per Km (To and Fro both) if the Local Coordinator/Course Coordinator has arranged taxi to receive the International Faculty from Airport/Railway Station to our University. When the Invited International Faculty would depart after completion of GIAN Course, the same amount (either of two option exercised by the Invited International Faculty) will be paid as travelling expenditure.
- 16. Local Hospitality to International Faculty:** The Daily Allowance will not be paid the Invited International Faculty as the host institution will have to take care of his/her local hospitality including boarding and lodging during his/her stay in the University. Further, the food arrangements for Invited International Faculty have to be made as per his/her food habits and if necessary the food-arrangements may be made outside the University preferably at Government

resorts like Blue-Bird or Flamingo and like. However, the stay arrangements may be made at University Guest House.

**17. Honorarium to University Local Coordinator, Course Coordinators/Co-Coordinator:** A maximum amount of Rs. 25,000/- per Course (including Rs. 5000/- per course from out of MHRD Grants and balance from fees collection only) may be paid to each the University Local Coordinator and Course Coordinator respectively. However, in case of Co-Coordinator/Deputy Coordinator of Course, a maximum amount of Rs. 15000/- per Course will be paid to each Co-Coordinator or Deputy Coordinator of Course. This honorarium to Local Coordinator, Course Coordinators, Co-Coordinator/Deputy Coordinator will be paid out of fee-collection (except Rs. 5000/- per course from out of MHRD Grants to Local Coordinator) amount duly received from the admitted participants for the particular GIAN Course.

**18. Honorarium to Supporting Staff and Audit Staff:** The supporting staff, maximum one person for one Course, will be deputed by the Course Coordinator on the recommendation of Deputy/Assistant Registrar Accounts Branch and he/she will assist the Course Coordinator and will take care of all Filings/Noting, Registration of Participants, Documentations, Procedures in Payments, Purchases, Audit and Accounts including Advance Adjustment and Utilization Certificate. Such supporting staff may be paid an honorarium of Rs 6000/- per Course from out of fee-collection from the participants for the particular Course. Further, one technical staff may be engaged by the Course Coordinator on the recommendation of Head, UCIC. He/she will be responsible for all kind of technical support including Live-Webcasting of particular GIAN Course, therefore, such technical staff may be paid maximum of Rs. 3000 per Course under GIAN from out of fee-collection from the participants for the particular Course.

**19. Tax deduction at Source:** If the Invited Foreign Faculty under GIAN Course is subject to Income Tax Assessment in India, at least 10% of his honorarium may be deducted as TDS and Form 16A should be issued to the Invited Foreign Faculty by the University. If the Invited Foreign Faculty undertakes in-writing that he/she, as assessee, is not subject to Income Tax Assessment in India, the clause of TDS should not be insisted upon owing to the underlying spirit of Income Tax Act, 1961.

**20. International Faculty:** Distinguished International Faculty identified by the International Advisory Committee / GIAN Implementation Committee / Participating Institutes / various International Academies / Missions abroad and approved by the GIAN Implementation Committee have agreed to participate in the GIAN programmes at regular / annual / bi-annual periods. Their programmes will be developed by the National and Group Coordinating Institutes or Members of the GIAN Implementation Committee in consultation with the International Advisory Committee.

**21. Faculty / Expert from outside India:** Foreign faculty/experts from academic Institution, research organization and Industry are welcome to participate in the GIAN program. They can either submit a course proposal in the format / template available at GIAN portal or send their expression of interest to take part as International faculty to the National Coordinator, GIAN.

**IV. The Procedure for GIAN Implementation at Local University Level:** Proposal to offer a subject in the Template-Performa available at GIAN portal should be submitted to local coordinator of Institute. The procedure shall be as follows:

**1. GIAN Course Proposal through Online National Portal:** All such proposals once approved by the MHRD/National Coordinator/ Group Coordinator will be

implemented through the Local Coordinator and Advisory Committee by the Course Coordinator in the respective department.

2. **GIAN Course Proposal Approvals:** All necessary approvals will be sought by the Course Coordinator from the Vice-Chancellor through the Local Coordinator.
3. **GIAN Course Payments/Utilization:** The payment/utilization process will be assisted by the Assistant Registrar (Accounts) in consultation with the Local Coordinator/Course Coordinator.
4. **GIAN Course Financial Records:** All records of financial assistance received and expenditures made will be maintained in the appropriate grants register by the Accounts Branch itself.
5. **GIAN Course Academic Records:** The meetings, agenda, proceedings and other documentary records of Advisory Committee will be duly maintained by the Academic Branch.
6. **GIAN Course Financial Powers:** The financial power of Local Coordinator and Course Coordinator will be same as in case of Chairperson and Principal Investigator, from time to time, respectively in the University.
7. **GIAN Course Temporary Advances:** The Course Coordinator will withdraw, through Local Coordinator, two different temporary advances one from the grant received from IIT-Kharagpur (National Coordination GIAN) and another from participation-fee received for the particular GIAN Course.
8. **GIAN Course Advances Adjustments and Utilization:** The Course Coordinator will submit the Utilization Certificated, duly audited by the Local Audit, within one month of the particular Course completion.
9. **GIAN Course Online Payment System:** Keeping into 'Digital India' headway, therefore, no APR be insisted upon

by the Audit and Accounts if all Online Payment are made through digital mode including RTGS, NEFT, IMPS, MMID and like. However, the legitimate evidences/proofs of such digital payments have to be produced by the Course Coordinator for the satisfaction of Local Audit and Accounts Branch.

**10. GIAN Course Miscellaneous/Unforeseen Issues:** Any unforeseen process or procedures, during the implementation of GIAN-Scheme, will be finally interpreted/approved by the Vice-Chancellor in the guidelines of GIAN and on the recommendation of Local Coordinator, GIAN.

**V. Role of the Local University Coordinator:** For this GIAN-Scheme, selected Universities/ Institutions have been shortlisted for extending the benefits of this scheme and for that purpose a senior Professor is to be appointed as Local Coordinator by the respective university/institution. Presently, Guru Jambheshwar University of Science and Technology, Hisar has Appointed Prof. Karam Pal Narwal, Haryana School of Business, Guru Jambheshwar University of Science and Technology, Hisar as Local Coordinator, GIAN. The Local Coordinator is supposed to maintain the proper coordination among all stakeholders just for the smooth implementation of GIAN-Scheme. After login to the GIAN portal ([www.gian.iitkgp.ac.in](http://www.gian.iitkgp.ac.in)) for the first time, the Local Coordinator is supposed to do the following:

1. Please circulate proposal template to your faculty for submitting proposal to you. The proposal template can be downloaded from the download section.
2. In the Menu of Local Coordinator, select Invite Proposal and type course coordinator's email id and click Invite Proposal. The email of Course Coordinator should be authentic. The course coordinator will receive a mail including a link to upload the Proposal. The proposals to upload should be in PDF format.
3. Once course coordinator uploads the proposal and clicks Final Submit, Local coordinator will be able to view the proposal and

accept the proposal. Local coordinator may click on Reject button for modification and resubmission of the Proposal by course coordinator.

4. Once the Proposal is accepted by the Local Coordinator, the proposal is forwarded to GIAN Office for document verification. The proposal may be sent back to Course Coordinator with comments if the required documents are not proper. If the proposal is in order, then the proposal is sent to the Chairman of appropriate sectional committee for arranging review of the proposal. The status of the proposal will change to Submitted to Section Coordinator for Review.
5. The status for the proposal will change continuously till it is approved by the Apex body.
6. You will receive approval mail from the National Coordinator with a request to upload the final brochure.
7. The official signed sanction letter with details of fund sanctioned along with terms and conditions for each approved course will be sent to your Institute with a copy marked to you.
8. You will coordinate with the course coordinator to upload the final brochure for the course and the final dates of organization of the course.
9. The fund allocated for the course will be released after the course brochure is uploaded in the portal.
10. Once the brochure is uploaded for a course, the status of the course will change to 'Brochure uploaded' and a mail containing login details to course registration site will be sent to the course coordinator's email address. Please confirm from the course coordinator regarding the receipt of the mail otherwise contact GIAN office at [gian@iitkgp.ac.in](mailto:gian@iitkgp.ac.in)
11. While the course is running, please enter the relevant data by clicking the 'monitoring course' in the right hand pane.
12. Course coordinator should select the participants who are attending the course, so that participants can fill the feedback form online before the completion of the course.
13. The required documents for each course should be sent by the respective Course-Coordinator through Local Coordinator to IIT

Kharagpur, National Coordinating Institute, which mainly include: **(a)** Course Completion Report; **(b)** Fund Utilization Certificate; and **(c)** Detailed Income and Expenditure Statement of Course. The required templates for the above documents can be downloaded from the download section.

14. In case you want to postpone a course because of non-availability of the foreign expert or any other reason, you should click 'Postpone' button against that course. The status of the course will be automatically changed in the 'Upcoming Courses' as postponed course.
15. In order to resume a course after postponement or reschedule a course, you should upload the brochure with revised dates and inform the GIAN office. The GIAN office will change the dates and status of the course. For any contingency situation, the Local Coordinator will contact the National Coordinator GIAN so that the situation may be addressed in time. It is pertinent to note that all approved courses of GIAN Scheme have to be completed by 31<sup>st</sup> December every year.
16. The Local Coordinator, from time to time, may seek the advice and academic support from the following Local Advisory Committee of GIAN Scheme:
 

1.	Prof. Usha Arora, Dean Academic Affairs	Chairperson
2.	Prof. Ashok Chaudhary, Dept of Bio & Nano Sciences	Member
3.	Prof. H C Garg, Dept of Mechanical Engineering	Member
4.	Prof. Yogesh Chaba, Dept of Computer Science & Engg	Member
5.	Prof. Devinder Kumar, Dept of Chemistry	Member
6.	Prof. Neeraj Dilbagi, Dept of Bio & Nano Sciences	Member
7.	Prof. Sandeep Rana, Dept of Applied Psychology	Member
8.	Prof. Sunita Srivastava, Dept. of Physics	Member
9.	Shri Mukesh Kumar, Head, UCIC	Member
10.	Sh. Shiv Dayal Ranga, D/R(Academic)	Member-Secretary
17. The Local Coordinator GIAN will actively facilitate the respective Course- Coordinators of GIAN Projects and guide them from time to time for smooth implementation.

**VI. Role of the Course Coordinator :** A teacher who propose and submit the course proposal under GIAN Scheme is named as Course Coordinator and supposed to perform the following roles and responsibilities :

- 1.** You need to contact Local Coordinator of your Institute for proposal submission under GIAN.
- 2.** Once Local Coordinator invites course coordinator to submit a proposal, the course coordinator will receive a mail including a link to upload the Proposal. The proposals to upload should be in PDF format.
- 3.** The format of Foreign Faculty Consent Form should be downloaded and sent to foreign faculty for his/her signed consent. The scanned copy of the same should be uploaded in PDF format while submitting the proposal.
- 4.** Course coordinator should upload the proposal and click on Final Submit.
- 5.** If required, the proposal may be sent back to the course coordinator for modification and resubmission.
- 6.** The status of the proposal can be viewed from Proposal Tracking link on the Home page of GIAN.
- 7.** If the course is approved by APEX body, contact the Local Coordinator for brochure format and further actions.
- 8.** Once the brochure is uploaded for a course by the local coordinator, a mail containing login details of course registration site will be sent to the course coordinator's email address. In case this mail is not received, please contact local coordinator.
- 9.** The Participants for a course will register in the GIAN registration portal and apply for attending courses. Course Coordinator should select the participants in the GIAN portal and may inform the selected participants regarding mode and amount of fee payment, course registration, venue etc. via mail facility provided in the portal.

- 10.** Course coordinator should select the participants who are attending the course, so that participants can fill the feedback form online before the completion of the course.
- 11.** The required documents for each course should be completed and submitted by the Course Coordinator: (a.) Course Participation Certificate; (b.) Course Grade-Sheet; (c.) Course Completion Report; (d.) TA Bill of Foreign Expert; and (e.) Fund Utilization Certificate for the Course.
- 12.** The Course Coordinator GIAN project will remain in-touch with Local Coordinator GIAN and take required guidance from time to time for smooth implementation.

**VII. The Tentative Budget Template under GIAN :** The tentative budget outlines for one-week GIAN Course are as under:

<b><u>S. No.</u></b>	<b><u>Description of budgetary head per Course</u></b>	<b><u>Amount (INR)</u></b>
<b>1.</b>	International Expert Air Fare	2,00,000
<b>2.</b>	Honorarium to Expert (US\$3300*71)	2,35,500
<b>3.</b>	Lecture Notes/video-learning material	50,000
<b>4.</b>	Contingency	73,500
<b>5.</b>	Video recording expenses	40,000
<b>6.</b>	Miscellaneous expenditure	55,000
<b>7.</b>	Local Coordinator Honorarium	25,000
<b>8.</b>	Course Coordinator and Staff Honorarium	50,000
<b><i>(Item 1 to Item 6 should not exceed 8000 or 12000 USD)</i></b>		
<b>GRAND TOTAL</b>		<b>7,29,000</b>

## Important Notes:

- a) The honorarium is for one-week course, the actual honorarium to be paid to the invited expert is subject to the maximum of approved amount by the Funding Agency.
- b) Actual cost could be lower or marginally higher depending on specific proposal. The participants have to bear the food and lodging expense during their stay in the host Institute.
- c) Honorarium to Local Coordinator, Course Coordinator/Co-Coordinator should be paid from the earning for the subject through the fee collection.
- d) A lump-sum amount of up to US\$ 8000 for 12 to 14 hours of contact and up to US\$ 12000 for 20 to 28 hours of contact can be paid to the foreign experts covering their travel and honorarium.
- e) Local hospitality will be arranged by the Host Institution.
- f) The duration (number of weeks/days) can be mutually decided by the host institution and the visiting faculty.

**VIII. The VISA Guidelines for Foreign Faculty under GIAN:** The foreign academicians/ experts/faculty visiting India under GIAN should apply for VISA for at least one month (preferably 2 months) before the scheduled departure as per following guidelines:

1. VISA Type: Business VISA
2. Foreign Faculty should upload/submit following documents along with the VISA application
  - a) Invitation letter from the host Institute/University
  - b) Copy of the sanction letter of the GIAN course
  - c) Copy of the course brochure
3. The above three documents should be provided by the Host Institute/University.

**XI. The Dedicated GIAN-Portal of the University:** All above scheme and guidelines would be made available, by the Local Coordinator, GIAN, on the dedicated GIAN-Portal of our University at following web link:

<http://www.gjust.ac.in/gian/index.php>

**X. Important Documents :** Following important documents are given hereunder as ready reference for all the stakeholders:

### **(A) FOREIGN FACULTY CONSENT FORM**

I have read the course proposal entitled submitted by of < host Institute> under the GIAN scheme of MHRD, Government of India and agreed to the course content and schedule. I hereby give my consent to teach the course in the from to or any other mutually convenient dates under the following terms and conditions:

1. The course should be approved by the GIAN Implementation committee.
2. I do not object Video recording of my Lectures & Tutorials by the host Institute, provided these recordings will not be used for commercial purpose without my consent.
3. Conversion of my course lectures to massive open online course (MOOC) format is agreed / not agreed (Default option: not agreed).
4. The will (a) reimburse my economy class air fares and other travel expenses (b) pay honorarium of US dollars per lecture hour and US dollars per tutorial hour for my service and (c) arrange for free local hospitality.

My contact details are given below:

Name:                      Affiliation:                      Phone:                      (Signature)

## (B) UTILIZATION CERTIFICATE

Name of The Institute .....

**Utilization Certificate**  
Under GFR 19-A , Rule 212(1) for GIAN Programme

Sl No	Letter No & Date	Amount (Rs.)
TOTAL		

1. Certified that out of Rs..... of Grant-in-Aid sanctioned for the GIAN programme in favour of (Name of the Institute) under MHRD/IIT, Kharagpur sanction vide letter Number given in the above, a sum of Rs. .... has been utilized for the purpose of GIAN Course for which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the course has been surrendered to Bank Account - GIAN IIT KHARAGPUR , Number. 35639268920 (IFSC Code. SBIN0000202) vide UTR No..... dated.....

2. Certified that I have satisfied myself that the conditions on which the Grant-in-Aid was sanctioned have been duly fulfilled and that I have exercised the checks to see that the money was actually utilized for the purpose for which it was sanctioned.

3. Statement of Expenditure and Auditors Certificate are enclosed

Prepared by:

Signature :

Signature.....

GIAN Course Coordinator

Name.....

Designation with Seal:

Designation with Seal:

Date:

(F.O./ A.O/ Equivalent officer in  
Finance & Account Department)

Date:

Signature of GIAN Local Coordinator

Kinds of checks exercised

1. Ledgers.
2. Receipts and Payments Account.

Encl: As stated above

Name of the Institute .....

**Statement of Expenditure under GIAN Programme**

(Sanction Letter Number ... Dated.....)

Sl No.	Head of Expenditure	Amount (Rs.)
1	Honorarium to Foreign Expert	
2	Travelling Expenditure of Foreign Expert	
3	Expenditure on Lecture Note Preparation	
4	Expenditure on Video Recording of the Course	
5	Contingency & Miscellaneous Expenses	
<b>Total</b>		

Prepared by:

Signature :

Signature.....

GIAN Course Coordinator

Designation with Seal

Name.....

Dated:

Designation with Seal:

(F.O./ A.O/ Equivalent officer in  
Finance & Account Department)

Signature GIAN LC

Dated:

**Auditors' Certificate**

This is to certify that Grant of Rs.....given to (Name of the establishment) vide Sanction Letter no..... dated..... by IIT, Kharagpur for the purpose of GIAN Programme . An amount of Rs..... has been spent as per details given above at the end of the course. The unspent balance of Rs..... at the end of the course has been surrendered to GIAN IIT KHARAGPUR Bank A/c No. 35639268920 ,IFSC Code. SBIN0000202, vide UTR No..... dated.....

We have checked all relevant vouchers, bank statements, bills, challans, letter & correspondences regarding the GIAN Programme conducted at (Name of the establishment )and to the best of my knowledge and belief, the aforesaid figures are correct and in conformity with the books of accounts of the establishment.

Dated:

Signature of Chartered Accountant  
with seal and membership number

## (C) INVITATION LETTER TO FOREIGN FACULTY

Date:

To  
<Foreign Faculty >  
<affiliation>  
<Address>

Dear Prof. <foreign faculty name>,

*Greetings from Indian Institute of Technology Kharagpur, India.*

I am happy to announce the commencement of Global Initiatives of Academic Network (GIAN), an initiative of Ministry of Human Resource Development, Government of India, where national and international participants will get an opportunity to seek knowledge and experience through intensive study of subjects taught by reputed international faculty.

In this context I take great pleasure to invite you to participate in our Global Initiatives of Academic Network (GIAN) program and deliver lectures on topics related to the course “<course name>” from <start date> to <end date>. We believe that this course shall give an excellent opportunity to participants from academic institutes and Industry to learn about this unique subject from faculty of University of California, Berkley and IIT Kharagpur. It shall also provide the course instructor from both the Institute with a platform to initiate future teaching and research collaboration.

Transport facility with economy class round trip air fare (preferably by Air India), all local hospitality including rent free accommodation in our Guest House or hotel shall be provided to ensure a smooth and comfortable stay at IIT Kharagpur. We would be honoured if you kindly accept our invitation.

I would like to request Indian Embassy/consulate office to issue appropriate visa to **<name of foreign expert> (Passport Number : -----)** for the period from < date> to < date> to participate in the Global Initiatives of Academic Network (GIAN) program.

We hope that <name of foreign expert> will have no difficulty in obtaining Research Visa to take up this research and teaching assignment at IIT Kharagpur.

Thank you for your positive response and with warm personal regards,

Yours Sincerely,

## (D). SPECIMEN PERFORMA FOR REPORT ON GIAN COURSE



### Global Initiative of Academic Network (GIAN) Programme < Name and address of Host Institute >

#### Report on Conduct of GIAN Course

<b>Title of GIAN Course</b>	
<b>GIAN Course ID</b>	
<b>Period of Course</b>	<Start date> to <End date>
<b>Name and Department of Faculty from &lt;host Institute&gt;</b>	
<b>Course Coordinator</b>	
Name	
Department	
<b>Co-host Faculty, if any</b>	
Name	
Department	
<b>Name and Affiliation of International Faculty</b>	
Name	
Affiliation	
<b>Name and Affiliation of National Faculty, if any</b>	
Name	

Affiliation	
<b>Structure of the Course</b>	
Duration of course (1 week or 2 weeks)	
Number of credits (1 or 2)	
Total number of lectures in the course	
Number of lectures by International Faculty	
Number of lectures by Host Faculty	
Number of hours of laboratory/tutorial sessions	
<b>Participants of the Course</b>	
Number of student participants	
Number of participants from Industry/ Research Organisations	
Number of Faculty participants	
<b>Total Number of participants</b>	
Number of participants who credited for the course	
<b>Course Generated Fund</b>	
Sponsorship, if any (in Rs.)	
Registration Fee Collected	
<b>Total amount</b>	
<b>Interaction with International Faculty</b>	
<u>Interaction of Host Faculty:</u>	

<u>Interaction of other faculty from &lt;host Institute&gt;</u>	
<u>Interaction of faculty/researchers from other institutes/organizations</u>	
<b>Signature of Course Coordinator</b>	
<b>Date of submission of report</b>	

## (E). TRAVEL PERMISSION TO FOREIGN FACULTY

No. 40-1/2015-TS.V  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Technical Section – V

Shastri Bhawan, New Delhi  
Dated 12<sup>th</sup> July, 2016

To  
Prof. K. V. Ramaiah,  
Deptt. of Biochemistry,  
University of Hyderabad.

**Subject: Air Travel Permission related to GIAN – reg.**

I am directed to refer to your letter dated 2<sup>nd</sup> June, 2016 regarding relaxation for Prof. A. Sivaprasada Rao, University of Leeds, UK to allow to travel by British Airways instead of Air India to deliver lecture on academic course on 'Ionic Signalling and Human Diseases' under GIAN from 18<sup>th</sup> July to 8<sup>th</sup> August, 2016.

2. In this regard, the Institute is requested to refer to 'Point 6 i.e. Funding of GIAN Activities' of 'Guidelines for Implementation of GIAN', available at MHRD's website. Since the guidelines on travel have not been defined under the GIAN Scheme, the foreign faculty may be allowed to travel as per their choice of airlines and class of travel. However, efforts should be made to book them on Air India or its allied airlines to the extent possible.

3. This issues with the concurrence of IFD vide Dy. No. 2572/2016 dated 01.07.2016.

Yours faithfully,  
*Rina Sonowal Kouli*  
(Rina Sonowal Kouli)  
Director (mgf)  
011-23387948

Copy to: Director, IIT Kharagpur, West Bengal.

## (F). SPECIMEN PERFORMA FOR FEEDBACK UNDER GIAN SCHEME

**gian**  
Global Initiative of Academic Networks  
Indian Institute of Technology Kharagpur  
Course Evaluation Form

Your feedback is critical for the GIAN team to ensure we are meeting your educational needs. We would appreciate if you could take a few minutes to share your opinions with us so we can serve you better.

Course Title: \_\_\_\_\_

Date: \_\_\_\_\_ Faculty Member (s): \_\_\_\_\_

1. Given the topic, was this course  a. Too short  b. Right length  c. Too long

2. In your opinion, was this course:  a. Introductory  b. Intermediate  c. Advanced

3. Please rate the following:

	Excellent	Very Good	Good	Fair	Poor
a. Course overall	<input type="checkbox"/>				
b. Course Instructor	<input type="checkbox"/>				
c. Quality of Presentation	<input type="checkbox"/>				
d. Course Material	<input type="checkbox"/>				
e. Video and Acoustics	<input type="checkbox"/>				

4. Would you recommend this course?  
Definitely not recommend  Unlikely to recommend  Recommend with reservations  Likely to recommend  Recommend with enthusiasm

5. What are the strengths of the course?  
\_\_\_\_\_

6. How could the course be improved?  
\_\_\_\_\_

7. What did you most appreciate/enjoy/think was best about the course?  
\_\_\_\_\_

**Thank you!**  
Please return this form to the Course Coordinator or local support staff at the end of the course.

## (G). SPECIMEN PERFORMA FOR REGISTRATION UNDER GIAN



**HARYANA SCHOOL OF BUSINESS**  
Guru Jambheshwar University of Science and Technology, Hisar  
*Organizes One Week*  
GIAN-MHRD, Government of India Sponsored Workshop-Course  
On  
**"Personality Development and Communication Skills"**  
(From 1<sup>st</sup> June 2016 to 5<sup>th</sup> June 2016)

### Expert Foreign Faculty

Prof. Naresh Khatri  
Professor of Management  
University of Missouri, USA

### Local GIAN Coordinator

Prof. M S Turan  
Professor of Management  
HSB, GJUS&T, Hisar

### Workshop Coordinator

Prof. Karam Pal Narwal  
Professor of Management  
HSB, GJUS&T, Hisar

### Workshop Co-Coordinator

Prof. Subhash C Kundu  
Professor of Management  
HSB, GJUS&T, Hisar

### Workshop Advisory Committee

Prof. Milind Parle  
Prof. H C Garg  
Prof. Yogesh Chaba  
Prof. Davinder Kumar  
Prof. Neeraj Dilbaghi  
Prof. Sandeep Rana  
Sh. Mukesh Kumar  
Sh. Dinesh Chugh  
Sh. Surinder Singh

### The Workshop Programme

1<sup>st</sup> June to 5<sup>th</sup> June 2016

### The Workshop Venue

Seminar Hall -II  
CRS Auditorium of University

### CONTACT FOR THE REGISTRATION

Prof. Karam Pal Narwal  
Workshop-Coordinator, Room No F-27  
Haryana School of Business  
GJUS&T Hisar 125001 (Haryana)  
Tel : 01662-263329, 263182  
Email : [karampalhsb@gmail.com](mailto:karampalhsb@gmail.com)  
Email : [scsundu@yahoo.com](mailto:scsundu@yahoo.com)  
Mob : 09813705928, 09812273156

## REGISTRATION FORM

1. Name of the Participant .....
2. Father's Name .....
3. Present Designation .....
4. College/University/Organisation.....  
.....  
.....
5. Details of Workshop-Course Fee Paid.....  
.....
6. Address for Correspondence  
.....  
.....  
.....  
Email Address :  
Mobile Number :
7. Any Other Information  
.....  
.....  
.....

Date: .....

Signature

(KARAM PAL)

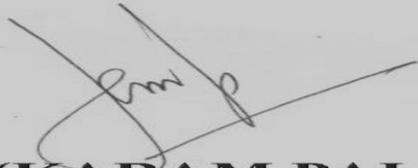
**LOCAL COORDINATOR, GIAN**

**Dated: 09-09-2019**

**GJUS&T-HISAR : SCHEME AND GUIDELINES OF MHRD-GIAN PHASE-III**

***A Copy of the above 'Scheme and Guidelines' is forwarded to the following for information and necessary action please:***

- 1.** All Statutory Officers/Directors/Deans/Chairpersons/Branch Officers, GJUS&T, Hisar with the request to wider publicity amongst all the stakeholders of the GIAN Scheme of the University please.
- 2.** Head, UCIC with a request to upload these Guidelines on University Website at appropriate places please.
- 3.** Dy Registrar (Academic) with the request to maintain records of GIAN Scheme related meetings, agenda, proceedigs and other documentary records. Please.
- 4.** Assistant Registrar (Accounts) with a request to maintain all necessary records of financial assistance received and expenditures made in the relevant grants register of University. Please.
- 5.** Secy. to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar please.
- 6.** OSD to Registrar (for kind information of the Registrar), GJUS&T, Hisar please.



**(KARAM PAL)**

**LOCAL COORDINATOR, GIAN**