

GLOBAL INITIATIVE ON ACADEMIC NETWORKS (GIAN)

MINUTES OF THE MEETING OF GIAN COORDINATORS HELD ON 14TH NOVEMBER 2015 AT KOLKATA

A meeting of the Global Initiative on Academic Networks (GIAN) coordinators was held on 14th November 2015 at 11 A.M at IIT Kharagpur Extension Centre, Kolkata. Group Coordinators and Local Coordinators of the universities/Institutes having course proposals approved under the GIAN programme participated in the meeting. A list of participants is at Annexure-I. Registrar, IIT Kharagpur attended the meeting as a special invitee.

Shri P.P. Chakrabarti, Director, IIT Kharagpur (Coordinating Institute, GIAN) chaired the meeting and welcomed all the participants to the meeting. After a brief introduction of the participants, the agenda items were taken up for discussion.

Item No. 1. Uploading of Brochure for Approved courses

Prof. Amar Nath Samanta informed that out of the 164 courses approved so far, not many brochures are uploaded on the GIAN portal. Since many of the course duration were tentative during the proposal stage, after approval, course brochure with final dates needs to be uploaded. A template for the brochure is available in the GIAN portal for download and distribution to the course coordinators. The local coordinators were requested to take necessary action in this regard and upload the brochure of approved courses as per format as early as possible (preferably within next 15 days).

Item No. 2. Request for change of date of courses after approval

It was emphasized that there is a need to finalize actual starting date of the courses once the course proposals are approved by the apex body (MHRD). However, some of the coordinators expressed that since there is an initial time delay in the process and considering that in certain cases it may not be possible for foreign experts to teach the course in the December 2015/ January 2016, the postponement of the date to next convenient date may be considered.

After discussion on this matter it was decided to allow change of date for the currently approved courses up to next summer vacation (i.e. July 2016). However, the final starting date should be informed to GIAN within 15 days.

Item No. 3. Whether to allow multiple foreign experts within the budget.

It was clarified that the funds provided for one/two weeks' courses are for facilitating one foreign expert per course. It was felt that having multiple foreign experts to teach in such short duration courses may dilute the purpose of the course where each foreign experts is expected to put in a minimum number of teaching hours.

In view of the above, it was decided to allow only one foreign expert per course. However, If more than one faculty expert is identified for any course already approved, National Coordinator may be approached for special permission in this regard.

Item No. 4. Fund distribution and utilization certificate

It was informed by the National Coordinator that based on approval of the course, sanction letter giving the budgetary provisions will be sent to the Head of the Institution with copy to the local coordinators. For one week course the budget is maximum 8000 USD and the budget is limited to a maximum 12000 USD for two week course. The amount as per budgetary provision will be paid to the respective Institute through bank transfer once the bank details are received by the National Coordinator. The break-up heads for utilizing the fund are:

- (a) honorarium and travel of foreign experts/faculty
- (b) lecture note preparation
- (c) video recording of the course
- (d) contingencies and miscellaneous expenses, if any.

A maximum of Rs. 1.5 lakhs (for one week course, 10-14 lectures) and Rs. 2 lakhs for (2 weeks course, 20-28 lectures) can be spent for items (b), (c) and (d) only. Remaining amount should be used for (a) honorarium and travel expenses of foreign experts/faculty.

For the courses which may have some lab components, the consumables etc can be purchased from the contingency amount or from the amount raised from course registration fee.

Institute may decide on its own the norms to pay host teachers, local coordinators etc. from the fund raised from course registration fee or any other fund..

Food, transport and accommodation of course participants will be borne by the individual course participants themselves.

After completion of the course, a statement of expenditure and utilization certificate in respect of the fund sanctioned duly signed by the Finance Officer of the Institute will be sent to the National Coordinator within 30 days.

Item No. 5. Visa related issues

- (a) The type of visa applicable for the foreign expert will typically be Research Visa.
- (b) Invitation letter to the foreign expert for the purpose of VISA should be sent by the Head of the concerned Institute. A sample copy may be available on request from Prof A Goswami, local coordinator, IIT Kharagpur.

Item No. 6. Payment to Foreign Experts.

Tax to be deducted at source (minimum 10 %) on the honorarium part only. A statement of tax deduction/tax deduction certificate should be given to the foreign experts by the host Institute to enable him to file tax return/declaration in his/her parent country.

Bank Transaction should be made through bank transfer preferably towards end of the course. Transaction charges payable to bank to be borne by this amount only.

Foreign faculty needs to certify that he/she has not received financial support for the travel from any other source.

If a foreign faculty is planning to deliver lecture in two courses or courses at different institutions during a single visit to India, in such cases it may be ensured that travel expenses are not paid twice or by both the institutions for the single journey performed by the foreign expert. However, domestic travel may be supported for moving from one Institute to another Institute.

Item No. 7. Course Fee for the students

Registration on GIAN portal for all participants: a token (one time) registration fee of Rs.500/- (non-refundable) will be charged from all participants in order to avoid casual and bogus registration on the portal in large numbers and to ensure that the registration is done by genuine users who want to enroll for courses facilitated by GIAN programme. Once registered, he/she can apply for any number of courses. However, mere registration to GIAN portal will not ensure selection as participant in a course.

Course fee for students: After detailed discussion, it was decided that for each course, students will be charged a nominal course fee (not more than Rs.1000/- for a one week course and not more than Rs. 2000/- for a two weeks' course). The actual course fee will be decided by the host institution and could even be free if the Institute so decides. The course fee will be made half for SC/ST students.

Course fee for non-students (i.e. other academic, industry participants etc.): an appropriate course fee not less than what is charged from the students will be decided by the course coordinator/host institution.

Item No. 8. Consent form for Video recording and broadcasting

Consent for video recording and broadcasting of the courses may be obtained from the foreign experts. They may be informed that video recording of the courses shall be broadcasted nationally/within the Institute. The video recording of the courses can also be linked to the National Digital Library which will be accessible to anyone. If it is possible consent for live

streaming of the courses may be obtained. If any foreign expert is not willing to consent for video recording of the courses the same may be discussed with the National Coordinator.

Item No. 9. Format of voucher to be collected from international faculty for payment towards airfare, honorarium.

The vouchers from the foreign experts may be obtained as per the respective Institute/university norms. A certificate may be obtained that the travel expense is not met from any other sources. Copy of air tickets and one way boarding pass may be collected from the foreign faculty as document in support of travel. The foreign expert/faculty may travel by suitable airlines.

Item No.10 & 11. Feedback from Foreign Experts/Course participants.

Feed Back from the foreign experts as well as course participants will be obtained after completion of the course. A feedback form will be designed for this purpose.

Item No.12. Demo of GIAN registration portal.

Functioning of GIAN registration portal was demonstrated to Group/Local Coordinators. Wide publicity of GIAN courses by sending a one-page news letter to the prospective Institutes may be done by the course coordinators to ensure active participation in the courses.

Item No.13. Linking of course registration portal of host institute and GIAN.

Web portal for GIAN activities should be maintained by the host institute which will be linked to the main GIAN portal. Repository is to be maintained by the host institute.

Item No.14. Any other issue

The following was decided/clarified:

- 14.1. After completion of each course, a course completion report including the revised proposal, if any, should be submitted to the local coordinator. The local coordinator will send these reports along with the utilization certificate to the National Coordinator.
- 14.2. During the proposal stage, if the course proposal has been accepted with remarks for revision or a reviewer suggests any further revision in approved courses, such revisions need not be sent to apex body again for approval. Local Coordinator will ensure that such revision will be incorporated in the course brochure. Final revised course brochure should be submitted during the report submission after completion of the course.
- 14.3 A rejected proposal can be re-submitted as a new proposal after taking care of the comments but must have a reference to the earlier proposal.

- 14.4. Before sending a new proposal to GIAN, Institute should have local screening committee/department committee who should review the suitability of the course.
- 14.5. All the courses (including currently approved courses) should be rescheduled with minimum one week or two weeks format. Holidays/gaps during the courses should not be counted. No course is allowed below one week duration.
- 14.6. While inviting the foreign expert, focus should be on people/institute where in future research collaboration could be established.
- 14.7. During course proposal as well as for currently approved courses, complete information about the institute of foreign faculty should be provided. Detailed CV of foreign experts should also be given.
- 14.8. Passport details of foreign expert to be provided for approved courses.
- 14.9. When the number of applicants is very high, course coordinator can do shortlisting to select the participants for a course. However reason for not selecting a candidate should be recorded for replying to future queries in this regard. Course coordinator while releasing the select list should maintain a wait list also so that if any drop out of the selected participants can be made up from the wait list.
- 14.10. For participants willing to get academic credit from a course, evaluation as per Institution academic norms is mandatory at the end of the course.
- 14.12. If there is any discrepancy in the currently approved courses (keeping in view of the above points) GIAN Local coordinators are requested to report the matter to the National Coordinator immediately so that appropriate action can be taken.

The meeting ended with vote of thanks.

Annexure-I

List of Participants in the Meeting of GIAN Coordinators held on 14.11.2015 at Kolkata Extension Centre, IIT Kharagpur

#	Group/Local Coordinator Name	Institute
1.	Prof P P Chakrabarti, Director	IIT Kharagpur
2.	Mr. Pradip Pyne, Registrar	IIT Kharagpur
3	Prof. A N Samanta	IIT Kharagpur
4	Prof Prasenjit Sen	Jawaharlal Nehru University, New Delhi
5	Prof. Adrijit Goswami	IIT Kharagpur
6	Dr. Mohammed Shahid Abdulla	IIM Kozhikode
7	Dr. Muhammad Abulaish	Jamia Millia Islamia New Delhi
8	Dr. Devashish Bose	Harisingh Gour Vishwavidyalaya Madhya Pradesh
9	Prof. Projit Kumar Palit	Assam University
10	Dr. Arijit Mondal	IIT Patna
11	Dr. Bharat B. Panigrahi	IIT Hyderabad
12	Dr. Anirban Dasgupta	IIT Gandhi Nagar
13	Dr. Samrat Mukherjee	NIT Patna
14	Dr. Arindam Bit	NIT Raipur
15	Dr. G.P. Sahu	NIT Allahabad
16	Prof. C. Chandrasekhar	IIT Madras
17	Dr. C.S.R.K. Prasad	NIT Warangal
18	Dr. Satish Kumar Singh	IIT Allahabad
19	Dr. Arindam Mukherjee	IIM Ranchi
20	Dr. Nirmal Kumar Viswanathan	University Of Hyderabad
21	Dr. Bhaskar Mukherjee	Guru Ghasidas Vishwavidyalaya Bilaspur
22	Prof. J. K. Verma	IIT Bombay
23	Prof. V. R. Pedireddi	IIT Bhubaneswar
24	Dr.Pradyumna Ghosh	IIT Varanasi
25	Dr. Damodar Reddy Edla	NIT Goa