

EC. 4.9.2019

**12. Guidelines of Global Initiative of Academic Network (GIAN) Scheme**

Considered the action taken by the Vice-Chancellor under Section 9-A(5) in approving the guidelines of Global Initiative of Academic Network (GIAN) Scheme (Annexure A/16 pages 92-106, already circulated).

*(The above action taken by the Vice-Chancellor has already been approved by the Academic Council vide Reso. No. 5 of 03.09.2019).*

***Resolved that the action taken by the Vice-Chancellor as above be approved.***

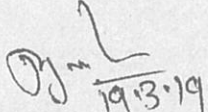
**[Action by Co-ordinator (GIAN)]**

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Annexure A/5

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

A meeting of the Committee to finalize the rule of the GIAN was held on 30.1.2019 and subsequently further meeting was held on 19.3.2019 at 3-00 p.m. in the office of Finance Officer and the guidelines of the GIAN attached as annexure below was finalized and the same is being recommended for necessary approval.

  
(DR.J.P.YADAV)

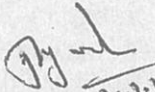
  
(MUKESH BHATT)

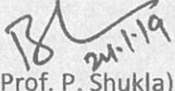
  
(N.R.SHARMA)

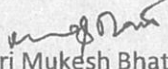
**M.D.UNIVERSITY, ROHTAK****Minutes of meeting**


The meeting of the committee constituted by Vice Chancellor for GIAN Guidelines was held on 24.1.2019 at 12 PM at the Chamber of Dean, Academic Affairs and the guidelines (Annexed as "X") pertaining to GIAN was finalized and the same is being recommended for necessary approval .

(Prof. Ajay K. Rajan)  
Dean, Academic  
Affairs

  
24.1.19  
(Prof. J.P. Yadav)  
Local Coordinator,  
GIAN

  
24.1.19  
(Prof. P. Shukla)  
HoD, Microbiology  
& Course  
Coordinator, GIAN

  
(Shri Mukesh Bhat)  
Finance Officer

  
(Shri N.R. Sharma)  
Financial Advisor



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**GLOBAL INITIATIVE FOR ACADEMIC NETWORKS (GIAN)  
MAHARSHI DAYANAND UNIVERSITY ROHTAK-124001  
(HARYANA)**

**"The Scheme and Guidelines for University's Global Initiative for  
Academic Networks (GIAN) Scheme"**

**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 Smt. Smriti Zubin Irani 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.

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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 participant chooses to take.

10. **Local GIAN Course Participation Fee\*:**

Besides registration fees paid at the GIAN Portal the course fees are given below:

Participation fee

Participants	Two weeks course	One week course
Foreign delegates	500 USD	300 USD
Industry Participants	15000 INR	8000 INR
Faculty	4000 INR	3000 INR
Scholars/ Students	2000 INR	1500 INR
Students From host university	1000 INR	1000 INR
SC/ST	1000 INR	750 INR

\*The registration fee taken during one week GIAN Courses held during October and November, 2018 was as following:

Participants		Registration fee
Foreign delegates		300 USD
Industry Participants		8000 INR
Faculty		4000 INR
Students	OBC/Gen	2000 INR
	SC/ST	1000 INR
	PWD	0 INR

11. **\*Honorarium to University Local Coordinator, Course Coordinators/Co-Coordinator:**





- a. Host Faculty/Course Coordinator honorarium Rs. 30000/- for 2 week/20-28 hour lectures and Rs. 20000/- for 1 week/10-14 hour. In case of two course coordinators the honorarium will be Rs. 40000 for two weeks and Rs. 30000/- for one week to be shared mutually.
- b. Local Coordinator honorarium Rs.20000/- for 2 week/20-28 hour lectures and Rs. 10000/- for 1 week/10-14 hour
- c. Capping of honorarium for Local coordinator: Honorarium to be paid for not more than 10 courses in a year.
- d. Support faculty/ Lecture delivered by local faculty as per university guidelines.

**\*Note:** In case less receipt of Participant Fees due to less numbers of Participants, the above mentioned honorarium will be admissible proportionately.

In case any amount is left unspent from the registration fees collected the said amount will also become part of the GIAN corpus and it may be utilized for GIAN purposes with the approval of Local Coordinator, GIAN, during, before or after the course. Further, 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.

12. **Number of Participants:** Each course should have maximum 50 participants. Preferably 30 participants should be teachers/ Scholars/Students from other institutions, among whom 20 should be teachers from other Institutions.
13. **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 as below:

Interval of Marks	Grade	Grade Point
86-100	O (Outstanding)	10
76-85	A+ (Excellent)	9
61-75	A (Very Good)	8
56-60	B+ (Good)	7
51-55	B (Above Average)	6

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41-50	C (Average)	5
40	P (Pass)	4
Less than 40	F (Fail)	0

- 14. Development of Repository:** Host Institution will seek prior approval from all speakers for dissemination, archival and creation 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.
- 15. 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. Further the honorarium paid to international faculty will be as per sanction letter of GIAN within MHRD guidelines.
- 16. TA/DA to International Faculty:** The invited International faculty will be paid as Travelling Allowance (Airfare/ Taxi / Visa fees etc.) as per actual bill. The Taxi fare will be paid as per university rules.
- 17. 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. However, the stay arrangements may be made at University Guest House. Outstation GIAN participants will be charged as per official rate of faculty house.
- 18. Honorarium to Supporting Staff:** The supporting staff, maximum one person for one Course, will be deputed by the Course Coordinator on the recommendation of Finance Officer 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

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may be paid an honorarium of Rs 5000/- per Course from out of any such head under GIAN grant or fee-collection from the participants for the particular Course. Further, one technical staff may be engaged by the Course Coordinator on the recommendation of Director, UCC. 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. 2500 per Course under GIAN from any such head under GIAN grant or from fee-collection from the participants for the particular Course.

19. **Tax deduction at Source:** As per Income Tax Rules, Govt of India. The honorarium to supporting staff for Filing of TDS return of foreign faculty will be Rs. 1500/- per course
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 Uploading:** The local coordinator, through advisory committee, may scrutinize the proposal before uploading on National GIAN Portal.
2. **GIAN Course Proposal Preparation:** The department concerned through its Chairperson may recommend the name of Course Co-coordinator and Co-coordinator from among the faculty of concerned specialization. The proposal of GIAN will be sent to the local



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coordinator by the department concerned after scrutiny by the committee comprising of Dean of the concerned faculty, Head of the department and senior most Professor of the concerned department.

3. **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.
4. **GIAN Course Proposal Approvals:** All necessary approvals will be sought by the Course Coordinator from the Vice-Chancellor through the Local Coordinator.
5. **GIAN Course Payments/Utilization:** The payment/utilization process will be assisted by the Assistant Registrar (Accounts) in consultation with the Local Coordinator/Course Coordinator.
6. **GIAN Course Financial Records:** All records of financial assistance received and expenditures made will be maintained in the grants register by the Accounts Branch itself.
7. **GIAN Course Academic Records:** The meetings, agenda, proceedings and other documentary records of Advisory Committee will be duly maintained by the Academic Branch.
8. **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.
9. **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.
10. **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.
11. **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

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evidences/proofs of such digital payments have to be produced by the Course Coordinator for the satisfaction of Accounts Branch and Local Audit.

**12. 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 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. 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. He/she may circulate proposal template to his/her faculty for submitting proposal to him. 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. He/she 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. He/she 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. He/she may 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 he/she wants 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, he/she may 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.

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16. The Local Coordinator, from time to time, may seek the advice and assistance from the Local Advisory Committee of Maharshi Dayanand University, Rohtak for GIAN Scheme is available on university website.
17. The Local Coordinator GIAN will 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. He/she needs 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, he/she may contact local coordinator.

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9. The Participants for a course will register in the GIAN registration portal and apply for attending course(s). 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 :** As per the Proposal submitted by respective course coordinator.

**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

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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

The above three documents should be provided by the Host Institute/University.

**IX. 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 weblink :

**<http://www.mdurohtak.ac.in>**

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