

Shri Gopal Rajgarhia International Programme (SGRIP)

Application Guideline and Selection Process

SGRIP endowment fund created from the donation made by Shri Gopal Rajgarhia (68/BTech/CH/NH) aims to support various schemes to enhance international participation at IIT Kharagpur. Through these schemes IIT Kharagpur wishes to make a special effort to facilitate and support international programmes which are expected to have significant contribution towards transformation and elevation of its world ranking. Five schemes are supported under this program:

- 1) SGR International faculty/expert outreach program
- 2) SGR International research scholar/postdoc support program
- 3) SGR International student scholarship for non-degree program
- 4) SGR International student scholarship for degree program
- 5) SGR student international travel support

Selection Procedure: SGRIP committee meetings will be held from time to time to shortlist the proposals under each scheme. Request for proposals should be sent within the stipulated deadline. The committee may seek advice from external members if required. Number of awards during each call will depend on the fund position and applications received. Proposals for the scheme must be raised by the heads of the academic units. Each department may submit *up to two proposals per semester*. Typical application format, end of program activities, support provided by SGRIP, responsibilities of the department, honorarium detail and caps on various components of the budget are enlisted in Table 1-8. The detailed eligibility and selection criteria for the various schemes are presented below.

Table 1: Call for Proposals:

Typically, there will be two calls for proposals annually for all the five schemes mentioned above. The tentative schedule for the proposals and their commensurate deadlines have been given in the table below:

Semester	Application Deadline	Decision	Visit to be completed by
Spring	End-March	End-April	December
Autumn	Mid-August	Mid-September	March

1. SGR International faculty/expert outreach program:

The International visiting faculty must be of high professional standing as evidenced from his/her biography. He/she may be 1) a member of the faculty in a reputed academic institute or university, 2) a researcher in a research organization, or 3) an expert from industry willing to teach and do collaborative research at IIT Kharagpur.

Duration of stay: 1-2 weeks

Typical qualifications: 1) Indications of academic or research leadership including awards and recognitions, 2) Academic indices in terms of publications, citations, H-index, etc. must be at par or higher with the average such parameters of the department.

Typical activities: 1) Teaching in a regular institute course as adjunct or visiting faculty, 2) Offering a short course (CEP approved/Microcredit course for 10 to 14 hours) specially planned based on his/her teaching/research/industrial experience, 3) delivering lecture series, 4) collaborative research and joint guidance.

Note: Support from SGRIP will be restricted to the limits mentioned in Tables 2, 5-8. However, International Faculty members may continue to stay longer with augmented funding from other sources (including self-funding)

2. SGR International Research Scholar/Postdoc Support Program

Eligibility: Post-Doctoral Fellows from international academic institutes, researchers from international research laboratories or personnel from industry.

Duration of stay: up to 1 year

Typical Activities: 1) joint research and student supervision, 2) delivering lecture series, 3) conducting workshops outside regular curriculum of the institute.

Note: Support from SGRIP will be restricted to the limits mentioned in Tables 2, 5-8. However, International Research Scholars may continue to stay longer with augmented funding from other sources.

3. SGR International Student Scholarship for non-degree Program

Eligibility: International doctoral students, international summer interns working on collaborative projects with international partner organizations. It is restricted to short-term non-degree international students.

Matching Financial Support: Matching grants in terms of travel support for these students are expected from the partner organization.

4. SGR International Student Scholarship for degree Program

Eligibility: A student accepted in a degree program at IIT Kharagpur. The student has to maintain a minimum CGPA as stipulated by IIT KGP for continuation of this scholarship. The scholarship will be offered for the duration of the program, renewable on a yearly basis and subject to fulfilment of eligibility criteria and availability of funds.

Duration of stay: Entire duration of the degree program.

5. SGR Student International Travel Support

Under this scheme student will be supported in two categories:

A) A student visiting an SGRIP faculty. Visit as part of a collaborative effort that arose from a previous visit by a faculty/expert under SGRIP. Letter of support is required from the SGRIP faculty/expert.

B) A student visiting as part of Dual Doctoral Degree Program (DDDP).

This scheme has a cap of INR 50,000.

Table 2: Typical Content of the application and end of program activities

Typical content of the application	
<ul style="list-style-type: none">• Name of the scheme• Name(s) of the visitor/team/student• Host faculty and department• Duration of visit with expected start and end dates• Justification of the visit• Declaration from the guest faculty that he/she is not claiming the fund from any other source.• Declaration from the host faculty that he/she is not claiming the fund from any other source.• Letter from the visitor showing his/her willingness to stay during the specified period	<ul style="list-style-type: none">• Matching grant in case of scheme 3 and 4• Any other special financial assistance required with justification (subjected to approval of the SGRIP committee)• Endorsement by the head of the academic Unit• Justification for using SGRIP as the funding source and their reason for applying to SGRIP• Detailed plan of activities• Budget (Refer Table 5-8 for typical components) <p><i>Note:</i> Please submit application in hard copy to Office of International Relations and email soft copy of the same to ir-office@adm.iitkgp.ac.in.</p>

End of program activities

- Submission of bills as per institute format to DR (Academic) along with the original approval letter
- A covering letter by the host faculty addressed to DR (Academic) and Dean (IR) requesting reimbursement. The appropriate claim form is also required to be submitted.
- Submission of the Form no. 10F; Tax Residency Certificate Bank details of the guest (Account Holder's Name, A/c No., SWIFT Code and Routing Code and void cheque) for reimbursement purposes.
- If the visitor has an NRE (Non- Residence External) bank account in India, and wishes the reimbursement to be credited in that account, the mode of payment will be through draft. No such regulations exist in case of an NRO (Non- Residence Ordinary) Bank account in India. Tax will be deducted as per existing GoI regulations.
- All bills incurred must be duly signed/certified by the host faculty on the flip side of bill.
- Bills must be routed through the office of Dean (IR)
- A report detailing the outcome of the activities related to the program in hard and soft copies for release of the honorarium. Template for the report is available from the Office of International Relations.
- Photographs for documentation, for inclusion in the SGRIP Annual Report.
- Passport size photograph of the guest

Note:

- Reimbursement will be deposited in the account, where the visitor is the primary/sole account holder. Reimbursement will not be honoured for any other account.
- Requests for reimbursements in an Indian bank account will have to be supported with PAN card and ADHAAR card numbers.
- Local transportation charges in the visitor's home country WILL NOT be reimbursed under International Travel.

Table 3: Responsibilities of Host Dept/Centre/School

Responsibility of the Host Department
<ol style="list-style-type: none">1. Assigning a host faculty for the guest during his/her stay.2. Detailed planning for the activities for the guest.3. Requesting invitation letter from the Office of International Relations.4. Booking the guesthouse and other facilities required.5. Arrangements/booking of cars for local commute.6. Making necessary sitting and other arrangements in the department7. Ensuring that a large community from within and outside IIT Kharagpur is benefitted from the programs offered.8. Submitting the report comparing the planned and actual activities of the guest and justifying the benefits obtained from the visit. The report must be in the prescribed format available at: For IITKGP Students: https://international.iitkgp.ac.in/funding/ For international students: https://international.iitkgp.ac.in/interfunding/ For International Faculty members: https://international.iitkgp.ac.in/funding2/9. Pictures for documentation in soft copy format along with a passport size picture of the visitor.10. Fill up and submit Form 10-F available at: For international students: https://international.iitkgp.ac.in/interfunding/ For International Faculty members: https://international.iitkgp.ac.in/funding2/11. Request the visiting faculty member to obtain a Tax Residency Certificate from their home country to avoid TDS.12. Bank details of the guest (Account Holder's Name, A/c No., SWIFT Code and Routing Code and void cheque) Use Link:https://international.iitkgp.ac.in/funding2/13. Assign a “Professional Code” to the visiting faculty.14. Top Sheet of the Claims (To be filled by OIR)15. Claim Form (Specified Format) With all vendor codes and professional code assigned to visitor) Use Link:https://international.iitkgp.ac.in/funding2/16. Copy of Approval Letter17. Copy of Invitation Letter18. Indian bank account details in case SGRIP visitor wants payment in Indian Bank19. Travel Tickets20. Boarding Passes21. All bills pertaining to the visit must be duly signed/certified by the host faculty on the flip side.22. Set of in-activity pictures (in classroom/lab/lecturesetc.) softcopy format23. Proof of Identity of visitor24. Address Proof of visitor if different that the address listed in the passport25. The copy of Passport (including the date of arrival and departure)26. E-mail address & Phone number of each individual professor.27. Other details required for the purpose of filing Form 15CB –<ol style="list-style-type: none">a. Number of days of stay in India in financial year in which visitor arrives and immediately preceding two financial years.b. Date of first visit to India for teaching purpose28. The copy of Certificate if any, obtained from Income Tax Department in India for deduction of tax at lower / nil rate. (Not applicable for Foreign citizens)29. The copy of Permanent Account Number (PAN) of each individual professor, if available. (Not applicable for Foreign citizens) <p>Please Note: If the visitor has an NRE (Non- Residence External) bank account in India, and wishes the reimbursement to be credited in that account, the mode of payment will be through draft. No such regulations exist in case of an NRO (Non- Residence Ordinary) Bank account in India. <u>Tax will be deducted as per existing GoI regulations.</u></p>

Table 4: Types of support provided under SGRIP

Scheme	Honorarium (caps in Table 6)	International travel (caps in Table 7)	Local travel (caps in Table 8)	Local hospitality (caps in Table 8)	Contingency (see note 6)	Total budget cap
1	Yes	Yes	Yes	Yes	Yes	INR 2 lakh (typical)
2	Yes	Yes	Yes	Yes	Yes	INR 2 lakh (typical)
3	Subject to committee's approval	No	Yes	Yes	Yes	INR 1 lakh (strictly)
4	Scholarship will include tuition fees, hostel charges and basic mess fees					INR 1 lakh (strictly)
5	No	Yes	No	No	No	INR 0.5 lakh (strictly)

Notes:

1. Visa processing fee will be supported as part of travel or contingency expenses.
2. International economy air fare will be provided as per institute norms.
3. Local travel is limited to CCU – KGP road trip and in-campus travel.
4. Local hospitality is limited to stay and food in IIT KGP campus.
5. Caps on each type of support are provided in Tables 2, 6, 7 and 8 below.
6. Contingency may not include salary or compensation to any staff or service provider. May include visa fees. Total contingency expense not to exceed Rs 10000 per visit per person.
7. Reimbursement will be made as per actuals subject to individual caps.

Table 5: Honorarium Details and Caps

Scheme	Honorarium (INR) (per working day ^a)
1: SGR International Faculty/Expert	6500 (for 14 days visit)
2: SGR International research scholar/PDFs	3250 (for 28 days visit), total stay may be longer
3: SGR International student scholarship program	<ul style="list-style-type: none"> • Daily allowance of INR 650 will be provided. • Honorarium may be considered if asked and justified by the host faculty. It will be subjected to the approval of the committee based on the student's qualification and background.
4: SGR International scholarship for degree program	Not applicable
5: SGR Student International Travel support	Not Applicable

^aA working day can be any day of the week including a holiday where substantial academic activities took place. This should be planned and certified by the host faculty. The duration of visit may also include personal visits and leisure which may not be counted for remuneration.

Indian tax laws to be applicable on honorarium payment.

Table 6: International Travel support with Caps

Scheme	Travel support (roundtrip)	
1: SGR International Faculty/Expert	Origin	Cap
	North America, South America, Australia	INR 130000

2: SGR International research scholar (PDFs)		
	Europe and Africa	INR 80000
	Asia	INR 60000
	Within India (in case visitor is already at an Indian Institution)	INR 25000
3: SGR International student scholarship for non-degree program	Not applicable. Travel support is expected to be provided by home institution as matching grant	
4: SGR International student scholarship for degree program	Not provided	
5: SGR Student International Travel support	Only international airfare to be supported subject to cap in Table 5	

Table 7: Support for Local travel and hospitality with Caps

Scheme	Local travel	Local hospitality
1: SGR International Faculty/Expert	INR 10000 (For entire visit)	INR 2500 per day for upto 14 days max
2: SGR International research scholar/PDFs	INR 10000 (For entire visit)	INR 50000 total (max INR 1800/day)
3: SGR International student scholarship for non-degree program	INR 10000 (For entire visit)	INR 90000 total (max INR 800/day)
4: SGR International student scholarship for degree program	Hostel and basic mess fees will be covered.	
5: SGR Student International Travel support	Not applicable	Not applicable

Important Information:

- All activities of the approved proposals should be completed by the time mentioned in **Table 1**.
- Required documents and checklist for submission are given in each application form.
- The candidates of all applicable schemes must declare that they have not, obtained, utilized, or claimed their travel expenditures and honorarium from any other sources other than from SGRIP.
- Applications are subject to approval by the committee. Any visits must be undertaken only after the committee has examined and approved a particular case.
- Preference will be given to the host faculty submitting proposal for the first time. Applications from a host faculty member who have been benefitted by SGRIP on any of the schemes may be considered after one academic year.
- The proposer may be requested to make a presentation during the review of his/her proposal if required by the committee.
- Miscellaneous/contingency expenses are to be borne by the department. If the department is unable to provide the support, justification must be given. Prior approval must be taken for such expenditure.

SGRIP Committee: Dean IR (Chair), Dean FP, Dean UG, Dean PG, Dean CE, Associate Dean IR and Faculty Coordinator SGRIP

Contacts:

Chair:	Prof. Baidurya Bhattacharya, Dean IR Email: deanir@adm.iitkgp.ac.in
Faculty Coordinator:	Dr. Soumya De, Email: somde@iitkgp.ac.in
Facilitation	Ms. Koushiki Mukherjee, Email: koushiki@adm.iitkgp.ac.in