

**Office of International Relations  
IIT Kharagpur**

**Call for submission of proposal under the  
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 senior faculty/expert visit program
- 2) SGR International research scholar/ junior faculty visit program
- 3) SGR International student scholarship for non-degree program
- 4) SGR International student scholarship for degree program (for International students registered in a degree program in IIT Kharagpur).
- 5) SGR student international travel support

**Selection Procedure:** SGRIP committee meetings are 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 for Schemes 1 & 2*. 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 given below.

**Table 1: Timing of the 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:

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

\* **Spring Call** is Advertisement in Spring for Visit in Spring/ Summer/Autumn

**Autumn Call** is Advertisement in Autumn for Visit in Autumn/Spring

The detailed eligibility and selection criteria for the various schemes are as follows:

**1) SGR International senior faculty/expert visit 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 and the university must have QS ranking in the top 500 or the department in the top 200.

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: 7 – 14 days (minimum stay 7 working days; maximum support will be given for 14 days)**

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.

**Support Details:**

Sl#	Category	Support Amount
1.	Honorarium	200 USD/ day to be calculated based om actual number of days spent at IITKGP (maximum 14 days). Beyond 14 days some additional honorarium may be decided by the committee on a case-by-case basis.
2.	International Air fare	At actuals, Please refer to Table 4
3.	Local travel (CCU to KGP and back)	At actuals, limited to INR 10,000
4.	Local Hospitality (Accommodation & Food)	INR 2500/ day to be calculated based om actual number of days spent at IITKGP (maximum 14 days). Beyond 14 days some additional honorarium may be decided by the committee on a case-by-case basis.
5.	Contingency	Contingency may include visa fees. Total contingency expense not to exceed Rs 10000 per visit per person. It will not include salary or compensation to any staff or service provider.

**Note:** Total Budget Cap: INR 4.5 Lakhs/visitor

## 2) SGR International research scholar/ junior faculty visit program

Eligibility: Post-Doctoral Fellows from international academic institutes, researchers from international research laboratories or personnel from industry. A mid-level faculty member (up to the level of Associate Professor in a reputed academic institute or university can also be considered. The academic institution must have QS ranking in the top 500 or the department in the top 200.

**Duration of stay: 10 – 14 days (minimum stay 10 working days; maximum support will be given for 14 days)**

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

Sl#	Category	Support Amount
1.	Honorarium	100 USD/ day to be calculated based om actual number of days spent at IITKGP (maximum 14 days). Beyond 14 days some additional honorarium may be decided by the committee on a case-by-case basis.
2.	International Air fare	At actuals, Please refer to Table 4
3.	Local travel (CCU to KGP and back)	INR 10,000
4.	Local Hospitality (Accommodation & Food)	INR 1800/ day to be calculated based om actual number of days spent at IITKGP (maximum 14 days). Beyond 14 days some additional honorarium may be decided by the committee on a case-by-case basis.
5.	Contingency	Contingency may include visa fees. Total contingency expense not to exceed Rs 10000 per visit per person. It will not include salary or compensation to any staff, vendor or service provider.

**Note:** Total Budget Cap: INR 3.2 Lakhs/per visitor

### **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.

Minimum duration of stay: Minimum 03 months and not exceeding 06 months

Sl#	Category	Support Amount
1.	Honorarium	Honorarium will not be given. It may be considered under exceptional circumstances, if requested and appropriately justified by the host faculty, and approved by the SGRIP committee.
2.	International Air fare	Not applicable. Travel support is expected to be provided by home institution as matching grant.
3.	Local travel (CCU to KGP and back)	At actuals, limited to INR 10,000
4.	Local Hospitality (Accommodation & Food)	Accommodation will be made available in an on-campus hall of residence. Daily allowance of INR 800 will be provided.
5.	Contingency	May include visa fees. Total contingency expense not to exceed Rs 10000 per visit per person.

**Note:** Total Budget Cap: INR 1.5 Lakhs for 6 months

### **4. SGR International Student Scholarship for Degree Program**

Eligibility: An international student already admitted to a degree program at IIT Kharagpur. The student has to maintain a minimum CGPA of 7.5 for continuation of this scholarship. Up to 4 eligible students will be approved for a duration of 01 academic year. Application from Scheme IV will be sought during the Spring Semester (decision based on their Autumn semester results)

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. One student can avail for a maximum of 03 times.

Duration of stay: Entire duration of the degree program.

<b>Extent of Support:</b>	Scholarship will include tuition fees, hostel charges and basic mess fees as per prevailing semester fees. If the Hall Mess is closed/not operational and students are having to avail private mess, their mess charges may be reimbursed to the student's bank account upon written application to and approval by the committee members.  <b>Note:</b> Total Budget Cap/student: INR 60,000/semester or 1,20,000 Lakhs/year
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### **5. SGR Student International Travel Support**

Under this scheme student will be supported in two categories:

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 Joint Doctoral Program (JDP).

This scheme has a cap of INR 60,000 allocated for international air travel.

#### **Also Note:**

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 and back road trip and for in-campus travel.
4. Local hospitality is limited to stay and food at IIT KGP campus.
5. \* If the Hall Mess is closed/not operational and students are having to avail private mess, their mess charges may be reimbursed to the student's bank account upon written application to and approval by the committee members.
6. Reimbursement will be made as per actuals subject to individual caps.

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

<b>Typical content of the application</b>	
<ul style="list-style-type: none"> <li>● Name of the scheme</li> <li>● Name(s) of the visitor/team/student</li> <li>● Host faculty and department</li> <li>● Duration of visit with expected start and end dates</li> <li>● Justification of the visit</li> <li>● Declaration from the guest faculty that he/she is not claiming the fund from any other source.</li> <li>● Declaration from the host faculty that he/she is not claiming the fund from any other source.</li> <li>● Letter from the visitor showing his/her willingness to stay during the specified period</li> </ul>	<ul style="list-style-type: none"> <li>● Matching grant in case of scheme 3</li> <li>● Any other special financial assistance required with justification (subjected to approval of the SGRIP committee)</li> <li>● Endorsement by the head of the academic Unit</li> <li>● Justification for using SGRIP as the funding source and their reason for applying to SGRIP</li> <li>● Detailed plan of activities</li> </ul> <p><b>Note:</b> Please submit application in hard copy to Office of International Relations and email soft copy of the same to <a href="mailto:ir-office@adm.iitkgp.ac.in">ir-office@adm.iitkgp.ac.in</a>.</p>
<p><b>End of program activities:</b></p> <ul style="list-style-type: none"> <li>● Submission of bills as per institute format to OIR along with the original approval letter</li> <li>● A covering letter by the host faculty addressed to Dean (OR) requesting reimbursement. The appropriate claim form is also required to be submitted.</li> <li>● Checklist of all supporting documents required for the reimbursement process</li> <li>● 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.</li> <li>● 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></li> <li>● All bills incurred must be duly signed/certified by the host faculty on the flip side of bill.</li> <li>● Bills must be routed through the OIR</li> <li>● 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.</li> <li>● Photographs for documentation, for inclusion in the SGRIP Annual Report.</li> <li>● Passport size photograph of the guest</li> <li>● Submission of One Page Report</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Requests for reimbursements in an Indian bank account will have to be supported with PAN card and ADHAAR card numbers.</li> <li>● Local transportation charges in the visitor's home country WILL NOT be reimbursed under International Travel.</li> </ul>	

**Table 3: Responsibilities of Host Dept/Centre/School**

<b>Responsibility of the Host Department</b>
<ol style="list-style-type: none"> <li>1. Assigning a host faculty for the guest during his/her stay.</li> <li>2. Detailed planning for the activities for the guest.</li> <li>3. Requesting invitation letter from the Office of International Relations.</li> <li>4. Booking the guesthouse and other facilities required.</li> <li>5. Arrangements/booking of cars for local commute.</li> <li>6. Making necessary sitting and other arrangements in the department</li> <li>7. Ensuring that a large community from within and outside IIT Kharagpur is benefitted from the programs offered.</li> <li>8. Submitting the report comparing the planned and actual activities of the guest and justifying the benefits obtained from the visit.</li> <li>9. Pictures for documentation in soft copy format along with a passport size picture of the visitor.</li> <li>10. Fill up and submit Form 10-F available at:</li> <li>11. Request the visiting faculty member to obtain a Tax Residency Certificate from their home country to avoid TDS.</li> <li>12. All Bank details with SWIFT/IFSC code/router number etc. along with a void cheque for reimbursement purposes.</li> <li>13. Assign a "Professional Code" to the visiting faculty.</li> </ol> <p>Additional information and ALL FORMS are available at:  <a href="https://international.iitkgp.ac.in/scholarships/sgr/p/">https://international.iitkgp.ac.in/scholarships/sgr/p/</a></p> <p><b>Please Note:</b> 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>

<sup>a</sup>A working day can be any day of the week including a holiday where substantial academic activities take 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 4: International Travel support with Caps**

<b>Scheme</b>	Air fare will be paid at actuals, subject to a maximum amount limited to:	
<ol style="list-style-type: none"> <li>1: SGR International Faculty/Expert</li> <li>2: SGR International research scholar (PDFs)</li> </ol>	<b>Origin</b>	<b>Cap</b>
	North America, South America, Australia, New Zealand	INR 150000
	Europe and Africa	INR 100000
	Asia	INR 80000
	Within India (in case visitor is already at an Indian Institution)	INR 30000

**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 two academic years.
- 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.

**Contacts:**

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