

# 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 support program
- 3) SGR International student scholarship program
- 4) SGR International Workshops/Meetings
- 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 1-6. The detailed eligibility and selection criteria for the various schemes are presented below.

### **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 week to 1 semester

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) Must deliver at least 10 hours of lecture per week besides other activities, 2) Teaching in a regular institute course as adjunct or visiting faculty, 3) Offering a short course (CEP approved/Microcredit) specially planned based on his/her teaching/research/industrial experience, 4) delivering lecture series, 5) collaborative research and joint guidance.

### **2. SGR International Research Scholar Support Program**

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

Duration of stay: 1- 2 weeks

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

### **3. SGR International Student Scholarship Program**

Eligibility: International doctoral students, international summer interns working on collaborative projects with international partner organizations.

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

#### **4. SGR International Joint Workshops/Meetings**

*Eligibility:* 1) Must be conducted with a group of international counterparts from various organizations (Academic/Research/Industry), 2) must facilitate future collaborations

*Matching Financial Support:* It is desirable that approximate matching grants are available from the collaborating international organization

#### **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.

**Table1: 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 and 4</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> <li>• Budget (Refer Table 4-6 for typical components)</li> </ul> <p><i>Note:</i> 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>
<b>End of program activities</b>	
<ul style="list-style-type: none"> <li>• Submission of bills as per institute format to DR (Academic) along with the original approval letter</li> <li>• 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.</li> <li>• Submission of the Form no. 10F; Tax Residency Certificate (to be collected by the host faculty from office of International Relations).</li> <li>• 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 office of Dean (IR)</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> </ul> <p>Note:</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 host country WILL NOT be reimbursed under International Travel.</li> </ul>	

**Table2: Responsibilities of Host Dept/Centre/School**

Responsibility of the host department	
1. Assigning a host faculty for the guest during his/her stay. 2. Detailed planning for the activities for the guest. 3. Booking the guesthouse and other facilities required. 4. Arrangements/booking of cars for local commute. 5. Making necessary sitting and other arrangements in the department 6. Ensuring that a large community from within and outside IIT Kharagpur is benefitted from the programs offered. 7. Submitting the report comparing the planned and actual activities of the guest and justifying the benefits obtained from the visit. 8. All Bank details with SWIFT/IFSC code/router number etc. along with a void cheque for reimbursement purposes.	
<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>	

**Table3: Types of support provided under SGRIP**

Scheme	Honorarium (caps in Table 4)	International travel (caps in Table 5)	Local travel (caps in Table 6)	Local hospitality (caps in Table 6)	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	Yes	No	Yes	Yes	Yes	INR 1 lakh (strictly)
4	No	Yes	Yes	Yes	Yes	INR 5 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 4, 5 and 6 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 4: Honorarium Details and Caps**

Scheme	Honorarium <sup>a</sup> (INR) (per working day <sup>b</sup> )
1: SGR International Faculty/Expert	6500 (14 day cap)
2: SGR International research scholar (PDFs)	3250 (28 day cap)

3: SGR International student scholarship program	<ul style="list-style-type: none"> <li>Daily allowance of INR 650 will be provided.</li> <li>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.</li> </ul>
4: SGR International Workshop	Not applicable
5: SGR Student International Travel support	Not Applicable

<sup>a</sup>A total cap of INR 91,000 is applicable. For any longer stay by the visiting faculty leading to a higher honorarium exceeding INR 91,000 requires Director's approval.

<sup>b</sup>A 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 5: International Travel support with Caps**

Scheme	Travel support (roundtrip)	
	Origin	Cap
1: SGR International Faculty/Expert 2: SGR International research scholar (PDFs)	North America, South America, Australia	INR 130000
	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 program	Not applicable. Travel support is expected to be provided by home institution as matching grant	
4: SGR International Workshop	Same as Scheme 1 above for each individual, however total budget of workshop not to exceed amount given in Table 3	
5: SGR Student International Travel support	Only international airfare to be supported subject to cap in Table 3	

**Table 6: 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 1800 per day for upto 28 days max
3: SGR International student scholarship program	INR 10000 (For entire visit)	INR 800 per day for upto 120 days max
4: SGR International Workshop	INR 10000 (For entire visit per person)	INR 2500 per person per day for upto 3 days max
5: SGR Student International Travel support	Not applicable	Not applicable

**Important Information:**

- The activities of the approved proposals should be completed by 31st March 2019.
- 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, Special invitee and Faculty Coordinator SGRIP

**Contacts:**

Chair:	Prof. Baidurya Bhattacharya, Dean IR Email: <a href="mailto:deanir@adm.iitkgp.ac.in">deanir@adm.iitkgp.ac.in</a>
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**The last date of submission of Application: 31 October, 2018**

**The activities of the approved proposals should be completed by 31st March 2019.**