

**OFFICE OF THE LOCAL COORDINATOR**  
**GLOBAL INITIATIVE FOR ACADEMIC NETWORKS (GIAN)**  
**GURUJAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY**  
**HISAR-125001 (HARYANA)**  
**GUIDELINES FOR THE 5TH PHASE (2025-26)**

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- I. About GIAN:** The Global Initiative of Academic Networks (GIAN) is a program of the Ministry of Education, Government of India. It is designed to tap the talent pool of scientists and entrepreneurs internationally to encourage their engagement with the institutes of higher education in India 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.
  
- II. Office of the National Coordinator, GIAN:** In ancient India, the Gyan Daan was revered as the highest form of charitable act. Continuing this rich tradition, the Global Initiative of Academic Networks (GIAN), an initiative by the Ministry of Education, Government of India, serves as a platform for the exchange of knowledge and ideas on a global scale. GIAN enables institutes of higher education in India to invite and host internationally renowned academicians and researchers, facilitating the co-teaching of advanced courses to Indian students and fostering collaborative relationships with experts from around the world. The program offers great opportunities for Indian students to closely interact with international experts for a considerable duration. By participating in GIAN, students gain invaluable insights, practical knowledge, and international perspectives that enrich their academic pursuits and future careers. Furthermore, GIAN offers international experts a unique opportunity to familiarise themselves with India's academic environment. By interacting with local students and faculty, these experts can explore potential collaborations, share their expertise, and contribute to the advancement of knowledge across diverse fields.
  
- III. Primary Responsibilities of the Local Coordinator:** The Local Coordinator is responsible for ensuring that GIAN activities run smoothly. This includes guiding the course coordinator, facilitating the conduct of the GIAN course and arranging any necessary infrastructural requirements. The Local Coordinator must also ensure that all GIAN courses offered by the institute adhere strictly to GIAN guidelines.

**IV. MAIN GUIDELINES OF THE 5<sup>TH</sup> PHASE OF GIAN SCHEME:** All Institutions which had already participated in GIAN Phase-I, Phase-II, Phase-III and Phase-IV that mainly include all the Central and State Government Universities/ Institutions that are in the top 200 in NIRF overall rankings. The main guidelines include the following:

- 1. DATES OF PROPOSAL SUBMISSION:** The proposals may be submitted throughout the year. At least four months will be required for the process of review to final approval.
- 2. ELIGIBILITY OF PARTICIPATION:** All Institutions which had already participated in GIAN Phase-I, Phase-II, Phase-III and Phase-IV, which mainly include:
  - a.) All Institutions which had already participated in GIAN Phases I to IV.
  - b.) All institutions that are in the top 200 institutes in NIRF overall ranking
  - c.) All centrally funded institutes.
  - d.) Only permanent faculty of participating institutes can submit a proposal.
  - e.) An institute is permitted to submit a maximum of 40 proposals with a maximum of 2 proposals per host faculty/course coordinator in this phase.
  - f.) The foreign faculty should be holding a passport of any country other than India or should have a permanent foreign affiliation.
  - g.) Association of each foreign faculty/expert will be restricted to a maximum of 2 distinctly different proposals in a phase.

**3. PROPOSAL GUIDELINES AND FUNDING**

- a.) The course proposals should have duration of either 5 days or 10 days.
- b.) The course can be conducted in virtual or in-person mode. If the foreign expert is visiting the host institute to teach the course, it will be classified as in-person mode, otherwise, it will be classified as virtual mode.
- c.) The minimum number of lecture hours (excluding tutorial/practical) should be 12.
- d.) Normally, course proposals are expected to be between 12-14 lecture hours in a 5-day course and 24-28 lecture

- hours in a 10-day course. More than 14 hours of lectures covered in 5 days will be considered as a 5-day course.
- e.) Course proposals of more than 10-day duration/28 lectures and less than 2 months duration can be allowed with no extra financial support.
  - f.) Minimum 60% of the course including lectures and tutorials should be taught by the foreign faculty.

#### **4. FUNDING GUIDELINES**

##### **A.) Common guidelines for in-person and virtual mode courses:**

- a.) The host faculty and other Indian instructors may get an honorarium at the rate of 5,000/- per lecture hour and 3,000/- per tutorial hour for a course.
- b.) A maximum of Rs. 5,000/- per course may be earmarked to the local coordinator for office expenses and honorarium, from the contingency expense of the course.
- c.) Institutes/universities not funded by central or state governments should submit utilization certificates signed by a chartered accountant in practice. Institutes/universities funded by central or state governments can submit utilization certificates signed by the competent authority at the institute.
- d.) Rs. 86 per USD will be paid for each course irrespective of the actual conversion rate for phase V courses approved in FY 2025-26.
- e.) USD to INR rate of conversion as on the 1st of April, 2026 will be used for courses approved in FY 2026-27.
- f.) Appropriate TDS should be deducted from the honoraria of respective recipients. The TDS rules for foreign recipients can be found.

##### **B.) For courses being conducted in in-person mode:**

- a.) A total of USD 8,000 (for a 5-day course) and USD 12,000 (for a 10-day course) will be sanctioned for the GIAN course to support (i) travel and honorarium for the foreign faculty (ii) honorarium for the host

- faculty & local coordinator (iii) incidental/contingency expenses including video recording.
- b.)** Head A: Contingency expenses including video recording, honoraria for teaching assistants and volunteers, printing & stationery expenses, food and refreshment expenses of participants, chartered accountant's fee and other expenses should not exceed 35% of the total sanctioned funds. Any surplus amount in Head A can be moved to Head B.
- c.)** Head B: The remaining amount can be utilized for travel and honoraria of foreign faculty and other Indian resource persons.
- d.)** There are no additional head-wise restrictions on the fund utilization.

**C.) For courses being conducted in virtual mode:**

- a.)** The total funding for the course will be USD 3,500 for a 5-day course and USD 6,500 for a 10-day course. This includes contingency and honoraria for all the course instructors.
- b.)** The foreign faculty is not entitled to get a travel allowance.
- c.)** Head A: A maximum of Rs. 30,000/- can be earmarked as a contingency fund for the course. Contingency should cover all expenses other than honoraria for the speakers including the chartered accountant's fee for preparing the UC.
- d.)** Head B: The remaining amount can be utilized for honoraria of foreign faculty and other Indian resource persons. Honorarium for foreign faculty in virtual mode will be limited to USD 250 per hour.

#### **4. PROPOSAL REVIEWING MECHANISM**

- a.)** Each proposal will be reviewed by subject experts selected by the chairperson of the respective sectional committee. The sectional committee chairs will give a recommendation to each course proposal.
- b.)** Recommended proposals will be approved by the GIAN Implementation Committee.

- c.) The sanction orders for the approved courses will be issued by the National Coordinating Institute.
- d.) Each reviewer would be paid Rs. 2,000/- per review if completed within the stipulated time.
- e.) The chairperson of the sectional committee would be paid Rs. 1,000/- per proposal for coordinating the review process and timely recommendation of the proposal to the national coordinator.
- f.) National Coordinator/Co-Coordinator/coordinating agency would be paid Rs. 1,000/- per submitted proposal for overall coordination of the GIAN program.
- g.) In-person courses will be given priority.
- h.) Foreign experts who have not participated in GIAN or SPARC programs in the past will be given priority.
- i.) Proposals from institutes in aspirational districts will be given priority. The list of aspirational districts can be found here.

## **5. COMMON GUIDELINES FOR THE CONDUCT OF APPROVED GIAN COURSES**

### **A.) Common guidelines for in-person and virtual mode courses:**

- a.) The host institute should ensure that the approved courses are conducted as per the terms and conditions of GIAN and in adherence to the details in the proposal.
- b.) As soon as the course is approved and the sanction letter is issued, the course coordinator needs to submit the course brochure (as per the template available on the website) with final dates - in consultation with foreign faculty - within 15 days
- c.) The courses offered by a host institution should be made available for participation from other institutions. At least 20 participants should attend the course and at least 10 participants should be from outside the host institute. In case the institute fails to receive adequate participation, the course coordinator and local coordinator need to provide an

- explanation of what special efforts were made to increase the participation.
- d.)** Live webcast and video recording of all courses is mandatory. Live webcast links for the course should be shared with the National Coordinating Institute for monitoring. The recording should be of high quality. The local coordinator should make sure that the video and audio quality is satisfactory.
  - e.)** The recorded videos and course material will be placed on GIAN website for public consumption.
  - f.)** Collection and submission of feedback from ([feedback form template](#)) participants for each course is mandatory.
  - g.)** Collection of feedback from and foreign experts ([foreign expert feedback form template](#)) for each course is mandatory.
  - h.)** Conduct of examination or continuous evaluation including quizzes and assignments are required for participants wishing to get graded for the course.
  - i.)** Course lectures may be telecast through the Swayam Prabha Channels for which the EMRCs may be authorized/ equipped by providing inputs as desired. Necessary consent from the faculty should be obtained for telecasting the lectures through Swayam Prabha Channels.
  - j.)** A copy of the lecture notes and video recording of all the lectures and tutorials to be sent to the national coordination team within one month of course completion in the required format ([video recording guidelines](#) and [lecture wise videos format](#)). The local coordinator should also maintain a repository of all the course material.
  - k.)** Registration fee from student participants should not be more than Rs. 2,000 for a 1-week course and Rs. 4,000 for a 2-weeks course. The host institute can apply any additional conditions on the collection and utilization of the registration fee.
  - l.)** Since the intent of the GIAN course would be to nucleate opportunities for collaboration with the host department/ institute, the Foreign Expert may also be asked to present an institute- level talk on the research theme. Online meetings with interested faculty to explore collaborative opportunities may be held. Also, a document highlighting these

opportunities as well as a tentative plan on how they will be pursued (i.e., funding agencies, student and/or faculty exchange, joint industry workshops, ...) may be outlined in the document by the course coordinator/ Local Coordinator.

- m.) A course approved for in-person mode may be changed to virtual mode by making a request to the National Coordinator along with a proper justification.
- n.) The course coordinator/ local coordinator of the host institute should submit the course completion report (containing recorded course lectures, course material, attendance sheets, feedback forms, [utilization certificate](#) and [other forms](#)) within 30 days of the completion of the course in the GIAN portal.

#### **B.) For in-person mode:**

- a.) The foreign expert as well as most of the participants should join in-person.
- b.) The type of visa applicable for the foreign expert will typically be a Business Visa. An invitation letter to the foreign expert for the purpose of a VISA will be issued by the Head of the host institute. Foreign expert faculty who have an overseas citizen of India (OCI) card, are however exempted from this requirement.
- c.) These applicable travel guidelines ([travel and visa guidelines](#)) should be followed for an in-person course.

#### **C.) For virtual mode:**

- a.) Foreign faculty/experts are permitted to teach GIAN courses in virtual mode. The course coordinator should arrange to stream the lectures live as well as record them. Streaming of pre-recorded lectures is not permitted.
- b.) Students may attend the GIAN courses in virtual mode or in-person mode.
- c.) An appropriate mechanism (such as screenshots of all the participants) should be used to take attendance of course participants every day.

## 6. TRAVEL AND VISA GUIDELINES

- A.)** The foreign academicians/experts/faculty visiting India under GIAN should apply for VISA for at least one month (preferably 2 months) before the scheduled departure as per following guidelines:
- a.)** VISA Type: Business VISA
  - b.)** Foreign Faculty should upload/submit following documents along with the VISA application. These documents should be provided by the Host Institute/University.
    - ✓ Invitation letter from the host Institute/University
    - ✓ Copy of the sanction letter of the GIAN course
    - ✓ Copy of the course brochure
  - c.)** OCI card holders should not require a visa subject to the conditions listed in this document:  
[https://www.mha.gov.in/sites/default/files/2022-08/OCIIntroduction\\_23072021%5B1%5D.pdf](https://www.mha.gov.in/sites/default/files/2022-08/OCIIntroduction_23072021%5B1%5D.pdf)
- B.)** Air tickets should be booked with any airline, adhering to the constraints applicable for travel using Government of India (GOI) funds. Tickets shall be purchased from one of the three authorized travel agents viz.
- ✓ M/s Balmer Lawrie & Company Ltd (BLCL)
  - ✓ M/s Ashok Travels and Tours (ATT)
  - ✓ Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- Please refer to these guidelines for more details:
- <https://doe.gov.in/orders-circulars/21>
  - [https://doe.gov.in/files/circulars\\_document/Air\\_ticket\\_booking\\_instructions\\_dated\\_16\\_06\\_2022\\_0.pdf](https://doe.gov.in/files/circulars_document/Air_ticket_booking_instructions_dated_16_06_2022_0.pdf)
- C.)** Plan expenditures only after the sanction order are received.
- D.)** The host institute should follow GoI guidelines for Foreign Faculty travel reimbursements/payments.
- E.)** The following GIAN specific travel guidelines will apply while deciding the class of booking: The eminent experts may be treated equivalent to officers at the pay level 14 (Associate Professors/Professors) and may be permitted to travel by executive class.



- F.) Rs 2 lakh limit on air travel (as mentioned in para-2 of letter No.52-01/2019-TS.VII/TEL dated 14.10.2024) has now been withdrawn.

## 7. MISCELLANEOUS PROVISIONS

- A.) As per the latest PFMS technical updates (**OM dated 25-10-2024**) the existing ZBA accounts which were mapped with IIT Kharagpur in the previous phases or ZBA accounts associated with other schemes cannot be mapped in PFMS. So, the institutes are required to open a new ZBA account with the Canara Bank.
- B.) The miscellaneous GIAN specific provisions are given in the **Annexure-I** and these are also available on the GIAN Portal at <https://gian.iith.ac.in/guidelines> that may be updated by the Office of the National Coordinator GIAN.

**Note:** In case of any issue relating to the interpretation of the **GIAN Guidelines (Available either Online/Offline as the case may be)**, the decision of the Vice-Chancellor shall be final.

Sd/-  
(Local coordinator, GIAN)

**MISCELLANEOUS GUIDELINES FOR THE 5<sup>TH</sup> PHASE****Restrictions on usage of funds in PFMS.**

1. Institutes are allowed to make expenditure payments only after receiving the necessary bills, invoices and forms. Advance payments are not allowed without incurring expenditure. Institutes are not allowed to transfer the funds to course coordinator / local coordinator / institute's account for further disbursement except in case of foreign expert's honoraria/travel expenses reimbursement which can be transferred to institute's account and paid accordingly after complying with the income tax provisions.
2. All the vendors are to be paid through PFMS only. Course coordinator / Institute can be reimbursed only in special cases when the vendor cannot be paid directly through PFMS. Please follow the Government of India norms while processing the bills.
3. Please submit the course completion report and UC /SOE within 30 days of the course completion.
4. Ensure to select the applicable scheme component (head) in PFMS at the time of creating the expenditure.

<b>PFMS Expenditure Scheme Component</b>	<b>Expenses allowed under the component</b>
[1] Travel Expenses	Foreign expert's and Indian instructor's air fare, local conveyance, accommodation and food, etc.
[2] Honorarium	Foreign expert and Indian instructor's honoraria
[3] Other's	Contingency expenses including video recording, course material, local coordinator's office expenses, auditor fee, any other expenditure incurred for conducting the course, etc.
[4] Salary	No expenditure should be booked under the salary component.

**Screenshot of PFMS components.**

Scheme Components

Bulk

- [1]Travel Expenses
- [2]Honorarium
- [3]Others
- [4]Salary

5. Kindly refrain from selecting the ZBA account as the vendor at time of creating expenditure in PFMS as the funds will be transferred back to the CNA account and the assigned limit will reduce.

### **TDS on payment of honoraria to Foreign Expert (Non Resident)**

**(Note: The TDS guidelines provided here are for informational purposes only and may be subject to change. Before making any TDS deductions, please consult with your accounts team or Chartered Accountant to ensure accuracy.)**

TDS u/s 195 (Payment to non-residents) is deducted at either of the following rates, whichever is beneficial (lower) to the payee:

1. Rates as per the Finance Act applicable for the type of service received for the year. (The rates given under the Finance Act are to be increased by the applicable surcharge and education cess of 4%.).  
(or)
2. Rates contained in the Double Taxation Avoidance Agreement (DTAA) between India and the country of residence of such non-resident. (However, surcharge and cess are not required to be added to the rates given under DTAA)

Further, if the payee doesn't have a PAN, then the rate could be higher of

- a. Rate arrived as per above provision (1 or 2)
- Or
- b. 20%

#### **Note:**

- To claim DTAA relief in India, Non-resident must mandatorily submit a Tax Residency Certificate (TRC) issued by the resident country and Form 10F (to be filed on the income tax portal) to the deductor before payment.
- To check rates as per finance act, please visit the Incometaxindia website (<https://incometaxindia.gov.in/Pages/acts/finance-acts.aspx>) and select the applicable finance act. The rates are specified in Part II of the First Schedule.
- Please refer to the incometaxindia website to check the DTAA agreements between India and Payee country. (<https://incometaxindia.gov.in/pages/international-taxation/dtaa.aspx>)

## VIDEO RECORDING GUIDELINES

1. All lectures and tutorials should be live webcast. A link to the live cast should be shared with the GIAN office ([gian@iith.ac.in](mailto:gian@iith.ac.in)) at least one day before the course starts.
2. When PowerPoint presentations or electronic scribble pads are used, please use screen capture software instead of recording the screen with a video camera.
3. Ensure that there is at least one cameraman present to handle the video camera, panning and directing it towards the speaker and completely capturing the essence of the lecture. The cameraman should remain attentive throughout the lecture to effectively follow and capture the speaker's actions.
4. If a digital screen or PowerPoint presentation is being used, incorporate picture-in-picture (PIP) to simultaneously display both the screen content and the speaker.
5. The speaker's speech should be captured via a collar microphone. Avoid capturing sounds from the speakers in the lecture hall.
6. Record the video in a minimum resolution of **1080p** to ensure clear and sharp visuals.
7. GIAN contents will be distributed under the CC-BY-NC-SA license.
8. When using material (images, videos, etc.) from another source, (i) obtain copyright permission from the original source or (ii) make sure that the original material is released under the same CC-BY-NC-SA license.
9. Avoiding plagiarism: Acknowledge the original source.
10. Avoiding copyright violation: Ensure that the permission to reuse or reinterpret original content is obtained.
11. When using journal papers, please provide a link to the DOI or the original journal site.
12. Video Content:
  - Do not embed other videos (YouTube or otherwise).
  - Videos can be used only after obtaining appropriate copyright permissions from the original source.

### **Lecture wise videos submission checklist**

Adhere with the below checklist while preparing lecture wise videos spreadsheet ([Template](#)) that needs to be submitted along with the course completion report.

1. Recorded videos should be trimmed into lecture videos of small duration (90 minutes recommended) based on the instructor and the topic. Avoid submitting a single unedited/untrimmed video for multiple topics. Providing YouTube live streamed videos or links is not acceptable.
2. Each lecture video should be limited to a size of 2–3 GB. Kindly compress the high-quality videos without compromising their quality, ensuring a resolution of at least 1080p.
3. Each lecture video should be accompanied by a corresponding topic name, keywords, Instructor and duration. Each video and material should be titled according to the topic name or lecture number or tutorial number.
4. Kindly provide downloadable links (Google Drive, One drive etc.) instead of YouTube links. Ensure that access is granted to [gian@iith.ac.in](mailto:gian@iith.ac.in).
5. Course material for each lecture should be provided in pdf format only. Presentation slides if any should be converted to pdf and be made available.

**GFR 12 – A**  
[(See Rule 238 (1))]

**FORM OF UTILIZATION CERTIFICATE**

**FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**

UTILIZATION CERTIFICATE FOR THE YEAR .....in respect

of recurring/non-recurring

GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme – **Global Initiative of Academic Networks**
2. Course Number and Title ..... (Separate UC should be submitted for each course).
3. Whether recurring or non-recurring grants - **Recurring**
4. Grants position at the beginning of the financial year
  - (i) Cash in Hand/Bank:
  - (ii) Unadjusted advances:
  - (iii) Total:
5. Details of grants received, expenditure incurred and closing balances: (Actuals)

1) Unspent Balances of Grants received previous years [figure as at Sl. No.3 (iii)]	2) Interest Earned thereon	3) Interest deposited back to the Government	4) Grant received during the year			5) Total Available funds (1+2-3+4)	6) Expenditure incurred	7) Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Component	Grant-in-aid– General	% of Sanctioned Amount
[1] Travel Expenses (Flight tickets, accommodation, local hospitality)		
[2] Honoraria (honoraria to foreign expert and other instructors)		
[3] Others (Contingency, video recording etc.)		

Details of grants position at the end of the year

- (i) Cash in Hand/Bank:
- (ii) Unadjusted Advances:
- (iii) Total:

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under Global Initiative of Academic Networks scheme has been fulfilled according to the requirements, as prescribed in the guidelines issued by National Coordinating Agency and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.

Date:

Place:

Prepared by

Signature.....

GIAN Course Coordinator

Name.....

Designation with Seal

Dated:

Designation with Seal:

(Deputy Registrar/ Assistant Registrar/ Registrar

/Equivalent officer in F&A Department)

Dated:

Signature GIAN

Local Coordinator

Name of the Institute .....

**Statement of Expenditure under GIAN Programme**

(Sanction Letter Number ... ..)

**Dated**.....)

Sl No.	Head of Expenditure	Amount (Rs.)	% of the Sanctioned Amount
1	Honorarium to Foreign Expert		
2.	Travelling Expenditure of Foreign Expert		
3.	Honorarium to other Course Instructors		
4.	Travelling Expenditure of other course instructors		
5.	Contingency & Miscellaneous Expenses (including material preparation, video recording, LC honoraria and office expenses etc.)  *Not to be more than 35% of the total sanctioned amount for in person course and Rs.20,000 for online course.		
<b>Total</b>			

Prepared by:

Signature:

Signature.....

GIAN Course Coordinator

Designation with Seal

Name.....

Dated:

Designation with Seal:

(Deputy Registrar/ Assistant Registrar/ Registrar

/Equivalent officer in F&A Department)

Dated:

Coordinator

Signature GIAN Local

### Auditors' Certificate

This is to certify that Grant of Rs.....given to (Name of the establishment) *vide Sanction Letter no..... dated..... by IIT, Hyderabad for the purpose of GIAN Programme. An amount of Rs... .. has been spent as per details given above at the end of the course.* The unspent balance of Rs..... at the end of the course has been left in the institute's ZBSA account for withdrawal by the IIT Hyderabad.

We have checked all relevant vouchers, bank statements, bills, challans, letter & correspondence regarding the GIAN Programme conducted at (Name of the establishment) and to the best of my knowledge and belief, the aforesaid figures are correct and in conformity with the books of accounts of the establishment.

UDIN:  
Accountant

Signature of Chartered

Date:  
number

with seal and membership



**Global Initiative of Academic Networks (GIAN) Programme**  
**< Name and address of Host Institute>**

**Report on Conduct of GIAN Course**

<b>Title of GIAN Course</b>		
<b>GIAN Course ID</b>		
<b>Period of Course</b>	<Start date> to <End date>	
<b>Name and Department of Faculty from &lt;host Institute&gt;</b>		
<b>Course Coordinator</b>		
Name		
Department		
<b>Co-host Faculty, if any</b>		
Name		
Department		
<b>Name and Affiliation of International Faculty</b>		
Name		
Affiliation		
<b>Name and Affiliation of National Faculty, if any</b>		
Name		
Affiliation		
<b>Structure of the Course</b>		
Duration of course (1 week or 2 weeks)		
Number of credits (1 or 2)		

Total number of lectures in the course	
Number of lectures by International Faculty	
Number of lectures by Host Faculty	
Number of hours of laboratory/tutorial sessions	
<b>Participants of the Course</b>	
Number of student participants	
Number of participants from Industry/ Research Organisations	
Number of Faculty participants	
<b>Total Number of participants</b>	
Number of participants who credited for the course	
<b>Course Generated Fund</b>	
Sponsorship, if any (in Rs.)	
Registration Fee Collected	
<b>Total amount</b>	
<b>Interaction with International Faculty</b>	
<u>Interaction of Host Faculty:</u>	

<u>Interaction of other faculty from &lt;host Institute&gt;</u>			
<u>Interaction of faculty/researchers from other institutes/organizations</u>			
<u>I confirm that the videos and lecture notes shared as a part of this course (i) do not violate copyright laws and (ii) do not use content without permission.</u>			
<b>Checklist for submission of forms for a completed course</b>			
S.n o	Particulars	Please tick your response	
1	UC and SOE have been prepared on the Institute letterhead.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2	Honorarium to the foreign expert, Indian expert and course instructors stated in the UC&SOE matches with the honorarium forms submitted.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Traveling expenditure stated in UC&SOE matches with the total amount in the TA form (Not applicable for Virtual course).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Air fare for international travel of the foreign expert does not exceed Rs.2,00,000. (Not applicable for Virtual course).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	The amount utilized under contingency expenditure does not exceed the applicable limit under the GIAN guidelines	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	SOE is certified by a chartered accountant in practice.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Collected feedback from all the participants and foreign faculty.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Course material pdf is made available along with the video lectures in the specified lecture wise video format spreadsheet.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	The recorded lecture videos are trimmed and edited in line with each lecture/topic as required in the lecture wise video format spreadsheet instead of a single raw video footage or live streamed videos for multiple lectures/topics.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	The links provided in the lecture wise video format spreadsheet are downloadable links from the cloud storage (google drive, one drive, dropbox etc.) instead of YouTube links.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Signature of Course Coordinator</b>			

<b>Signature of Local Coordinator</b>	
<b>Date of submission of report</b>	

**FORM-A (1)**



GLOBAL INITIATIVE OF ACADEMIC NETWORK  
INDIAN INSTITUTE OF TECHNOLOGY, HYDERABAD

**BILL OF HONORARIUM FOR INTERNATIONAL EXPERT (IN-PERSON MODE)**

Date :

The details of the bank accounts are given below for payment through electronic transfer.

Beneficiary Name :  
(as per bank Account)

Name of the Bank :

Address of the Bank :

Account Number :

Bank Swift/BIC No. :

IBAN (For European Country) :

E-mail ID :

No of Lectures delivered :  
( 1 hour duration)

Forwarded by  
expert)  
Course Coordinator

(Signature of the

**For Office Use :**

Course Code :

Total Honorarium

:Rs. \_\_\_\_\_

Duration:

Certified that ....., invited by the competent authority for GIAN program is entitled to receive an honorarium of Rs. ....  
Kindly arrange for payment.

Approved  
payment  
Local Coordinator, GIAN  
**Competent Authority**

Passed for

**FORM-B(1)**



GLOBAL INITIATIVE OF ACADEMIC NETWORK  
INDIAN INSTITUTE OF TECHNOLOGY, HYDERABAD

**BILL OF TRAVELLING EXPENDITURE FOR INTERNATIONAL EXPERT**

NAME OF THE EXPERT : \_\_\_\_\_

Date: \_\_\_\_\_

**A. International Air fare, Domestic Air Fare and Local Conveyance:**

S.no	Departure		Arrival		Type (International/Domestic air fare, Local conveyance)	Amount (Rs)
	From	Date	To	Date		
Total travel expenses claimed (A)						

**A. Other Expenses (Accommodation, Food etc.)**

S.no	Expenditure	Remarks	Amount (Rs.)
Total other expenses claimed (B)			

**B. Total Expenditure (A+B) Rs. \_\_\_\_\_**

**Certified that I have visited to deliver lectures in GIAN program and have not drawn a travelling allowance for this journey from any other source.**

Signature of the Expert

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Certified that ..... <name of foreign expert>... ..... attended the GIAN program and delivered lectures in the course <course code> under GIAN program for which his/her invitation was made and that sanction of the competent authority has been obtained for such invitation)

Forwarded by

Approved

Course Coordinator  
Coordinator, GIAN

Local

Passed for Payment  
**Competent Authority**

**FORM-  
B(2)**



GLOBAL INITIATIVE OF ACADEMIC NETWORK  
INDIAN INSTITUTE OF TECHNOLOGY, HYDERABAD

**BILL OF TRAVELLING EXPENDITURE FOR INDIAN EXPERT**

NAME OF THE EXPERT : \_\_\_\_\_

Date: \_\_\_\_\_

**B. Domestic Air Fare and Local Conveyance:**

S.no	Departure		Arrival		Type (Domestic air fare, Local conveyance)	Amount (Rs)
	From	Date	To	Date		

Total travel expenses claimed (A)	
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**C. Other Expenses (Accommodation, Food etc.)**

S.no	Expenditure	Remarks	Amount (Rs.)
Total other expenses claimed (B)			

**D. Total Expenditure (A+B) Rs. \_\_\_\_\_**

**Certified that I have visited to deliver lectures in GIAN program and have not drawn a travelling allowance for this journey from any other source.**

Signature of the Expert

-----

Certified that: .....<name of the expert>.....  
attended the GIAN program and delivered lectures in the course <course code> under GIAN program for which his/her invitation was made and that sanction of the competent authority has been obtained for such invitation)

Forwarded by

Approved

Course Coordinator  
Coordinator, GIAN

Local

Passed for Payment

**Competent Authority**

**FORM-A (3)**



GLOBAL INITIATIVE OF ACADEMIC NETWORK  
INDIAN INSTITUTE OF TECHNOLOGY, HYDERABAD  
**BILL OF HONORARIUM FOR INDIAN EXPERTS**

Date :

The details of the bank accounts are given below for payment through electronic transfer.

Beneficiary Name :  
(as per bank Account)

Name of the Bank :

Address of the Bank :

Account Number :



Bank IFSC :

E-mail ID :

No. of Lecture hours :

No. of tutorial hours :

Forwarded by  
Course Coordinator

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**For Office Use :**

Course Code : \_\_\_\_\_

Duration: \_\_\_\_\_

Total Honorarium (not exceeding INR 5000 per lecture and INR 3000 per tutorial) :

Rs. \_\_\_\_\_

Certified that \_\_\_\_\_, Course Coordinator for  
GIAN program is entitled to receive an honorarium of INR \_\_\_\_\_ Kindly arrange for  
payment.

Approved  
Passed for payment  
Local Coordinator, GIAN

**Competent Authority**



## **Global Initiative of Academic Networks (GIAN)**

### **Foreign Faculty Feedback Form**

(To be filled up by Foreign Faculty)

#### **Basic Information**

(Please type in the information the blank  
spaces)

Name of foreign faculty	
Affiliation of foreign faculty	
Contact email id of foreign faculty	
Phone Number of foreign faculty	
Course no and title	
Host institution	
Dates when course was conducted	
Number of lectures given (hours)	
Number of participants	
Host faculty name	
Did you participate in the examination or grading process?	
Number of students who took the examinations	

## Feedback Scores

(Please mark a ✓ at appropriate slot)

Item	Excellent(5)	Very Good (4)	Good (3)	Satisfactory (2)	Poor (1)
Quality of interaction with course participants in and outside the class					
Classroom / video conferencing facilities					
Performance of the Students in the quizzes, assignments, examinations					
Interaction with host faculty for teaching the course					
Visa Issues, if any (in-person only)					
Local hospitality and					
Other academic & research interactions in the host institute					
Was the course able to meet its objectives?					
Overall experience for GIAN					

## **Template for Course Proposal for Global Initiative of Academic Networks (GIAN)**

### **<COURSE TITLE>**

#### **1.0 Overview**

<Sample overview: In today's highly competitive business environment, management of physical assets (their selection, maintenance, inspection and renewal) plays a key role in determining operational performance and profitability of any business unit, manufacturing plant or industry that operate assets as a part of their core business. Asset Management, being the art and science of making right decisions and optimizing these processes, attempts to minimize the total life cost of assets and directly or indirectly influences manufacturing/production/operation/service cost, processes and quality, and throughput or delivery time. There is particular interest in the application of asset management principles to the management of engineering systems in any industrial unit where the cost and performance of the assets are of major significance.

Asset Management for any engineering system needs to focus on maintenance, renewal and enhancement activities, with an integrating mechanism, on delivering sustainable outputs valued by customers and fund-ing providers at the lowest whole-life cost emphasizing on creating knowledge of how assets degrade and fail to optimize maintenance and renewal interventions. It is essential that industries across India, many organizations of which being asset-intensive, promote a consistent asset management approach to their infrastructures and systems in overall manufacturing, production and supply chain domain to develop their own methods, standards and framework for achieving excellence in business performance.>

#### **2.0 Objectives**

The primary objectives of the course are as follows:

- <i>i) Exposing participants to the fundamentals of asset management practices,
- ii) Building in confidence and capability amongst the participants in the application of asset management tools and techniques and mapping the organizational activities and problems in terms of Asset Man-agement framework,
- iii) Providing exposure to practical problems and their solutions, through case studies and live projects in asset management,
- iv) Enhancing the capability of the participants to identify, control and remove asset management-related problems in engineering system.>

#### **3.0 Teaching Faculty with allotment of Lectures and Tutorials**

- 1. Prof. Robert Langer (RL) : 6 hrs lectures and 6hrs tutorials**
- 2. Prof. <Host Faculty>(PKR) : 4 hrs lectures and 4hrs tutorials**
- 3. Prof. <other speakers>: \_\_\_\_hrs lectures and \_\_\_\_hrs tutorials**

#### **4.0 Course details**

**4.1 Tentative Duration:** June 23 – June 27, 2017 (5 days) : 10 hrs lectures and 10 hrs Tutorials

#### **4.2 Tentative Lecture Schedule**

##### **Day1**

Lecture 1: 1 hrs: RL

Process Design Paradigm, Process Synthesis Approaches, Hierarchical Systematic Generation  
Task Coordination and Integration

Lecture 2: 1 hrs : RL

Residue Curve Theory, Separation Scheme Synthesis and Other Uses for Residue Curves,  
Opportunistic Separation Scheme Synthesis,

Tutorial 1: 2 hrs: RL

Problem solving session with examples: Heat Exchanger Networks, Heat-Integrated Distillation, Process Flowsheet Intensification

## **Day 2**

Lecture 3 : 1 hrs: PKR

Challenges for Means-Ends Analysis Approaches, Strategic Separation Scheme Synthesis for Nonideal Systems

Lecture 4: 1 hrs: RL

Residue Curve Theory, Separation Scheme Synthesis and Other Uses for Residue Curves,

Opportunistic Separation Scheme Synthesis,

Tutorial 2: 2 hrs: PKR

Problem solving session with examples: Heat Exchanger Networks, Heat-Integrated Distillation, Process Flowsheet Intensification

## **Day 3**

Lecture 5 : 1 hrs: RL

Process Design Paradigm, Process Synthesis Approaches, Hierarchical Systematic Generation

Task Coordination and Integration

Lecture 6: 1 hrs: PKR

Residue Curve Theory, Separation Scheme Synthesis and Other Uses for Residue Curves,

Opportunistic Separation Scheme Synthesis,

Tutorial 3.: 2 hrs: RL

Problem solving session with examples: Heat Exchanger Networks, Heat-Integrated Distillation, Process Flowsheet Intensification

## **Day 4**

Lecture 7 : 1 hrs: RL

Challenges for Means-Ends Analysis Approaches, Strategic Separation Scheme Synthesis for Nonideal Systems

Lecture 8: 1 hrs: PKR

Residue Curve Theory, Separation Scheme Synthesis and Other Uses for Residue Curves,

Opportunistic Separation Scheme Synthesis,

Tutorial 4: 2 hrs: RL

Problem solving session with examples: Heat Exchanger Networks, Heat-Integrated Distillation, Process Flowsheet Intensification

## **Day 5**

Lecture 9: 1 hrs: RL

Nonlinear Optimization of distillation columns, Formulation of optimization problem, Solution techniques

Lecture 10: 1 hrs: PKR

Nonlinear optimization of Heat Exchanger Networks

Tutorial 5: 2 hrs: PKR

Problem solving on nonlinear optimization of distillation column and heat exchanger networks

**Date of Examination:** June 28, 2017

## **5.0 Who can attend**

- Executives, engineers and researchers from manufacturing, service and government organizations including R&D laboratories.
- Student students at all levels (BTech/MSc/MTech/PhD) or Faculty from reputed academic institutions and technical institutions.

## **Course Coordinator**

(Signature)

**Professor < Name of Coordinator >**

Course Coordinator 1

Department of Industrial Engineering and Management, IIT Kharagpur

Kharagpur .721 302 West Bengal

Tel:

Email:

**Note:** For miscellaneous guidelines, please refer to GIAN Portal at <https://gian.iith.ac.in/guidelines> that may be updated by the Office of the National Coordinator GIAN from time to time.