

Global Initiative for Academic Networking (GIAN) Phase IV Guidelines

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:**
 - a. All Institutions which had already participated in GIAN Phase-I, Phase-II, and Phase-III.
 - b. All central and State Govt. Institutions that are in the top 200 in NIRF overall rankings.
3. **Proposal format & funding:**
 - a. Course proposals should have a duration of either 5 days or 10 days.
 - b. The course can be conducted in virtual or in-person mode. However, in-person courses will be given priority.
 - 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 will be allowed with no extra financial support.
 - f. **For courses being conducted in in-person mode:** USD 8,000 (for a 5-day course) and USD 12,000 (for a 10-day course) will be paid for the GIAN course to support (i) travel and honorarium for the foreign faculty (ii) honorarium for the host faculty & local coordinator (iii) video recording (iv) incidental/contingency expenses.
 - g. **For courses being conducted in virtual mode:** 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 would include contingency and honoraria for all the course instructors.
 - h. An institute is permitted to submit a maximum of 50 proposals with a maximum of 2 proposals per host faculty/course coordinator per year.
 - i. The foreign faculty should be holding a passport of any country other than India or should have a permanent foreign affiliation.
 - j. The Association of each Foreign faculty/expert would be restricted to a maximum of 2 distinctly different proposals in a year.
 - k. Minimum 60% of the course including lectures and tutorials should be taught by the foreign faculty.
 - l. Rs. 83 per USD will be paid for each course irrespective of the actual conversion rate for the financial year 2024-25. This will be reviewed again and fixed for subsequent financial years.
4. **Proposal Reviewing Mechanism:**
 - a. Each proposal will be reviewed by subject experts selected by the chairperson of the concerned sectional committee. The sectional committee chairs will give a recommendation and a relative score to each course.
 - b. Recommended proposals will be approved by the GIAN implementation committee chaired by the Secretary (HE), MoE.
 - 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 3 weeks.
 - 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 would be paid Rs. 1,000/- per submitted proposal for

overall coordination of the GIAN program.

5. Common guidelines for the conduct of approved GIAN courses:

- a. The host institute should ensure the organizing the approved courses as per the scheduled date and duration of the proposals.
- b. As soon as the course is approved and the same has been intimated to the respective course coordinator, course coordinator needs to submit the course brochure (as per the attached format) with final dates (in consultation with foreign faculty) within 15 days of intimation. Subsequently, the sanction order will be issued by the national coordinating institute.
- c. The courses offered by a host institution should be made available for participation from other Institutions. In general, it is not expected that more than 50% of participants will be from the Host Institution.
- d. Video recording of all courses is mandatory. The recording should be of high quality. The local coordinator should make sure that the video and audio quality is satisfactory.
- e. Collection of feedback of participants for each course through the GIAN portal is mandatory.
- f. 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 and recorded. 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.
- g. Conduct of examination or continuous evaluation including quizzes and assignment is required for participants wishing to get graded for the course.
- h. 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.
- i. The course coordinator/ local coordinator of the host institute should submit the online course completion report.
- j. A copy of the lecture notes (hard bound copy and PDFs) and video recording of all the lectures and tutorials (in a DVD or a pen drive) to be sent to the national coordination team within one month of course completion. The local coordinator should also maintain a repository of all the course material.
- k. The course coordinator/ local coordinator of the Host Institute should submit the Online fund utilization certificate for each course.
- l. Registration fee from student participants should not be more than Rs. 1,000 for a 1-week course and Rs. 2,000 for a 2-weeks course. The host institute can apply any additional conditions on the collection and utilization of the registration fee.

6. Guidelines for the conduct of approved GIAN courses (in-person mode):

- a. The instructors as well as participants should join in-person.
- b. Video recording, contingencies and other expenses should not exceed 35% of the total fund provided for a course.
- c. The balance amount can be utilized for travel and honorarium of foreign faculty and honorarium of national/host faculty.
- d. 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.
- e. 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, subject to a maximum total of 12 lectures/tutorials.
- f. The type of visa applicable for the foreign expert will typically be a Business Visa.

Invitation letter to the foreign expert for the purpose of 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.

7. Guidelines for the conduct of approved GIAN courses (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 prerecorded lectures is not permitted.
- b. Students may attend the GIAN courses in virtual mode or in-person mode.
- c. Recordings of each module of the course should contain the screenshots of all the attendees at the end.
- d. Live links for virtual lectures should be shared with the national coordinating Institute for monitoring.
- e. Collection of feedback of participants for each course through the GIAN portal is mandatory.
- f. Recordings of the GIAN course should be sent to the national coordinating Institute within 15 days of the completion of the course.
- g. The course coordinator/ local coordinator of the host institute should submit the Course completion report within 15 days of the completion of the course in the GIAN portal.
- h. Foreign faculty is not entitled to get a travel allowance. Only honorarium for foreign faculty teaching in virtual mode will be paid.
- i. Honorarium for foreign faculty will be limited to USD 250 per hour.
- j. The national faculty/host faculty will get an honorarium at the rate of 5,000/- per lecture hour and 3,000/- per tutorial hour, subject to a maximum total of 12 lectures & tutorials.
- k. A maximum of Rs. 20,000/- can be earmarked as contingency fund for the course.
- l. From the contingency expense, a maximum of Rs. 5,000/- per course may be earmarked to the local coordinator for office expenses and honorarium.
- m. The total funding for the course will be USD 3,500 for 1-week course (12 hrs) and USD 6,500 for a 2-week course (24 hrs).
- n. 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.