

## **CENTRE FOR INTERNATIONAL AFFAIRS (CIA)**

### **POLICIES AND PROCEDURES**

#### **I. PREAMBLE**

Centre for International Affairs (CIA) was established in 2003 with its objectives aligned with Vision and Mission of the institute. The Centre connects with B-schools all over the world to develop and pursue academic engagement activities to develop global exposure mind-set of students and faculty.

This policy document attempts to lay down the Centre's place within the organization, its contributions towards BIMTECH's Vision and Mission and articulates the objectives, policies and procedures to govern its operations.

#### **II. PURPOSE**

The purpose of the CIA is to provide opportunity to students and faculty to gain global exposure through various academic activities pursued in collaboration with partner universities. The Centre also aims at increasing the international diversity in the campus and enhancing the international outreach by planning and implementing activities for International Admissions for the full time programs under the Supernumerary category. The policy document provides a framework for ensuring that all the activities engaging students and faculty at BIMTECH contributes to the fulfilment of the objectives of the CIA.

#### **III. VISION AND MISSION**

The Centre for International Affairs in line with BIMTECH's Vision and Mission is dedicated to facilitating and enhancing the internationalization efforts of the Institute so as to be the preferred choice for students, faculty and recruiters. The CIA endeavours to serve as a catalyst for fostering cross-cultural understanding, collaborative engagement and global citizenship and helps the institute to develop responsible leaders with a global mind-set.

#### **IV. OBJECTIVES**

CIA would aim at fulfilling the following objectives:

- Collaborate with international partner institutions for:
  - Exchange programs for students
  - Collaborative teaching online/ offline
  - Capacity building programmes
  - Joint research projects between institutes/ faculty/ students
  - Joint seminars and conferences
- To create opportunities for global experience for BIMTECH students which provides them with an intercultural experience, and opportunity to adapt to a different social, cultural and teaching-learning environment.
- To develop international student's community (doctoral, masters) in institution through international admissions under supernumerary category.

#### **V. DEFINITIONS**

- a. **Area Head:** is the Head of an academic area which is directly involved in the development and management of post graduate and doctoral courses in a particular discipline.
- b. **Academic Program:** is directly involved in the development of structure and curriculum along with the management of post graduate and doctoral programmes. The Academic

Program is led by the Program Chairperson and designs and develops academic programmes as per programme goals and reports to Dean – Academics.

- c. **Student exchange programme**- Students study 1-2 trimesters at partner university. Students pay fee to home university as per the rules and regulations. The tuition fee at the hosting partner university is waived off.
- d. **Faculty exchange programme** - Exchange of faculty with partner university for teaching / research assignments.
- e. **Supernumerary Intake** – Intake over and above the approved intake. As per the AICTE guidelines, 15% of the seats have been allocated to the supernumerary intake that is reserved for Foreign nationals, OCIs and Children of Indian Workers in Gulf countries. In BIMTECH 15% of the approved intake in the full time PGDM program (45 seats) has been approved for supernumerary intake.

## **VI. CRITICAL SUCCESS FACTORS:**

In order to achieve the objectives, the centre emphasises on the following critical success factors

1. Use of technology for reaching out to partner universities and to pursue collaborative activities
2. Admission of students under the Supernumerary Category
3. Networking with embassies and other organizations in relevance to higher education
4. Developing new activities according to international trends and needs of the institute
5. Meeting the objectives of the center aligned with the Vision and Mission of the institute

## **VII. VALIDITY, APPLICABILITY AND EXCLUSIONS**

**VALIDITY:** This policy document is valid with immediate effect. The policy will be reviewed every year at the end of the academic session. However, in case of any unforeseen happening during this period, it may be altered / modified suitably by the CIA to suit current requirements, after due consideration and consultation with the Director taking the view of all stakeholders.

**APPLICABILITY:** The scope of this policy extends to BIMTECH faculty, students and staff. It also includes external stakeholders engaged with the activities of the centre.

**EXCLUSIONS:** The following are excluded from the scope of this document

1. International placement
2. Faculty going for paper presentations at international conferences or international funded projects

## **VIII. GOVERNANCE**

The Centre for International Affairs is led by its Head who works with a Manager and an Assistant Manager. Guidance is offered by an Advisory Committee chaired by the Director.

### **Responsibilities - Head CIA**

1. Meeting the strategic goals and objectives as set by the institution for CIA.
2. Develop strategic international collaborations for business development and academic activities like admission of international students, faculty exchange, student exchange, short term programs, seminars, conferences, research and consulting projects.
3. To work as BIMTECH's interface with all foreign institutions to manage activities.
4. To network and liaise with all internal and external stakeholders for the successful implementation of international programs in the institute.
5. Any other responsibility assigned by the Director/Dy. Director.

The Head is supported in his / her functioning by Manager and Assistant Manager assigned by the Management to handle the day to day operations of the Centre.

## **IX. STRATEGY FOR ACHIEVING INCLUSIVENESS AND MAINTAINING QUALITY STANDARDS**

CIA endeavors to provide an enabling environment for developing global mindset of faculty, research scholars and students.

The participation in all programmes shall be open to all students, faculty and research scholars unless criteria prescribed by the partner university

1. All the proposals for MoU (Annexure I) initiated by either foreign university approaching to BIMTECH or proposal by BIMTECH, are expected to be through a credential testing process. The process changes from country/region. Some of the variables which are needed for qualifying a partner are identified as:
  - Year of establishment
  - Approval and accreditation of B-school
  - National/regional/international ranking
  - Recommendation about the university/school
  - Strategic fit to BIMTECH for academic actions/ expansions
  - Purpose for collaboration
2. Student exchange programme (outgoing) shall be open for all students of first year and second year across all the full time programmes of BIMTECH. The nomination of students for exchange programme and the process to be followed is as per the student exchange policy (Annexure II)
3. Student exchange (incoming) shall be open to students from all the partner university and follow the process as per the student exchange calendar. Students coming to BIMTECH under the exchange programme need to follow all the academic and discipline norms of the institute and immigration norms of India
4. CIA communicates the invitation for teaching assignments at foreign university among all BIMTECH faculty through Area Heads (Annexure III)
5. The requirement of faculty for teaching assignment at BIMTECH as and when the need arises shall be shared with the partner university (Annexure IV)
6. BIMTECH Research Fellowship for Young Global Scholars shall be open to researchers from universities all over the world. Research Fellowships of Euro Two-thousand each for early career researchers from foreign institutes that shall allow them carry out short-term (up to three months) research in India (Annexure V).
7. In order to promote inclusion and diversity, BIMTECH encourages full time admission of students from various countries (Annexure VI).

## **X. REVIEW AND REVISION:**

The Policy document would be reviewed at the end of each completed academic year by the Centre and necessary amendments made if found necessary.

## **XI. IMPACT, METRICS AND IMPROVEMENT**

The CIA endeavours to continuously bring improvements in the initiatives taken by the centre. The impact of the CIA's effectiveness will be gauged by the following measures:

### **Primary Direct Quantitative indicators:**

1. Number of universities, number of countries and number of students from partner universities, coming to BIMTECH under exchange program or full time program.
2. Number of universities, number of countries and number of BIMTECH students going to partners under exchange program

3. Number of visit of BIMTECH faculty to foreign universities and from foreign universities to BIMTECH
4. Number of Supernumerary admissions from Foreign countries in the full time programs.
5. Number of research fellows, number of universities and countries coming to BIMTECH under the Research fellowship programme.

#### **Indirect indicators**

1. Engagement with other organizations such as embassies, consortiums, and research centres from other countries.
2. New activities initiated by the Centre realizing the changing trends in the higher education
3. Overall assessment of the networking and engagement with international organizations in India

Directions for improvement will come from the points 1-4 under Direct indicators and 1-3 under Indirect indicators

## **XII. ANNEXURES**

- 1 Annexure I: MoU format
2. Annexure II: Student exchange outgoing
3. Annexure III: International visits of BIMTECH Faculty for Teaching
4. Annexure IV: Inviting International Guest Faculty
5. Annexure V: BIMTECH Research Fellowship for Young Global Scholars
6. Annexure VI: International Admission under Supernumerary category for full time PGDM program.

## Annexure I: Memorandum of Understanding (MoU)



LOGO

### Memorandum of Understanding

between

**Birla Institute of Management Technology, India**

**AND**

**XXX**

This Memorandum is entered into by The Birla Institute of Management Technology, located in Greater Noida (outskirts of New Delhi), India (hereinafter "*BIMTECH*") of one part, and XXX (hereinafter "XXX") of the other part, hereinafter referred to as the "Parties".

Considering the importance of **education, research, and culture** for the economic and social development of their communities and countries;

Recognizing that *BIMTECH* and XXX are pursuing educational, research, cultural, and training activities in a number of areas of common interest, and that participation in each other's research, teaching, and training activities on a basis of reciprocity will provide mutual benefits. It is also proposed that *BIMTECH* would help in capacity building via development of degree and non-degree programs with partner institution.

Both parties, desiring to establish a formal basis for cooperation in education, research, culture, and training have agreed as follows:

### ***Article 1: Purpose***

The Parties shall encourage, develop and facilitate cooperative activities in fields of common interest. The Parties agree to attempt to achieve this linkage through the exchange of faculty, administrative personnel, and students. They further agree to conduct cooperative research, exchange educational materials and produce joint publications.

### ***Article 2: Principles***

Cooperative activities shall be conducted on the basis of the following principles:

1. Mutual benefits based on an overall balance of advantages;
2. Reciprocal opportunities to engage in cooperative activities;
3. Equitable and fair treatment;
4. Timely exchange of information which may affect cooperative activities.

### ***Article 3: Areas of Cooperative Activities***

Subject to mutual consent, the areas of cooperation include any programme offered at xxxxxx or at *BIMTECH* in which the two institutions believe cooperation is feasible and desirable, and would contribute to fostering and developing a mutually beneficial relationship between the Parties.

Subject to the approval of the Head/Authority of the both institution and the appropriate generation of resources, cooperative activities between the Parties may take the following forms:

1. Exchange of graduate students in management programmes: Arrangements for student exchange at *BIMTECH* are handled through the International Affairs Office;
2. India Study program for 1-10 days for students
3. Exchange of Faculty members for teaching
4. Joint organization of scientific, educational, and cultural seminars, conferences, symposia, and workshops;
5. Research partnership at institutional and/or professors level

The terms of such activities and budget required for them shall be mutually discussed and agreed upon in writing and signed by both parties prior to the initiation of any specific programme or cooperative activity.

### ***Article 4: Faculty exchange***

Faculty exchanges will be organized as follows:

1. Each party will consider the possibility of exchanging faculty members each year, for periods as per the institutional norms, during which faculty members will perform academic tasks including teaching and research according to the terms and conditions mutually agreed upon while finalizing each nomination.
2. Visiting faculty members will be expected to establish contacts with their local colleagues for determining common fields that could lead to joint research and publication activities. Upon his return, the visiting faculty member will be expected to provide a report on the contacts made at the partner institution.

#### ***Article 5: Student Exchange***

XXX will select the students eligible to participate in the exchange programme, and will address them to the host institution. Each institution is entitled to award credits and grades according to performance and academic results.

#### ***Article 6: India Study Programme***

XXX will be invited to make a group of students and executives for India Study programme to participate in the programme. The group size, duration of programme and fees may be decided in mutual consultation. The study programme will offer academic, cultural and industry exposure to the participants and it will design the quality and level based on the profile of participants.

#### ***Article 7: Global Immersion Program***

**BIMTECH** will be invited to send a group of students and executives (15-20 participants) to participate in the Short Term Programs / Global Immersion Program at XXX. The group size, duration of programme and fees may be decided in mutual consultation. The study programme will offer academic, cultural and industry exposure to the participants and it will design the quality and level based on the profile of participants. Certificates will be awarded on successful completion of the program.

#### ***Article 8: Joint Academic Activities***

Given the attention to research and knowledge dissemination from both the institutions; joint workshops, seminars, conferences or any other such activity may be organized at mutually decided working plan. The purpose of such actions will remain knowledge development and dissemination.

#### ***Article 9: Development Review***

Both institutions should review the developments responsible every year and propose revisions in the MoU for inclusion in 5<sup>th</sup> year renewal MoU. Any specific activity may be developed and be added as addendum of this MoU.

#### ***Article 10: Period of Agreement***

This agreement will come into effect from the date of signing of this memorandum of understanding by both parties and will remain in force for an initial period of five (5) years. The agreement may be terminated by either party on six month of written notice. In the event of termination, the participants in the program at such time shall be permitted to complete their activities in accordance with the terms of the agreement.

The execution of the MoU will be with International Office at both the institutions under the leadership of top executive authority of the institution.

BIMTECH designates **ABC** from Centre for International Affairs as the point of contact and coordinator with regard to the implementation of the activities detailed in the MoU.

XXX designates **YYY** as the point of contact and coordinator with regard to the implementation of the activities detailed in the MoU.

***Article 11: Severability and Legal Issues***

If any section or provision of this Agreement is held illegal, unenforceable or in conflict with any law by a court of competent jurisdiction, such Section or provision of this Agreement shall be deemed severed from this MoU and the validity of the remainder of this MoU shall not be affected thereby. This MoU contains the entire agreement between the parties hereto and shall not be modified, amended or supplemented, or any rights herein waived, unless such amendment or modification to this MoU is (i) in writing; (ii) refers to this MoU; and (iii) executed by an authorized representative of each party. Any conflict should be resolved by the signatory of the institutions. If conflict persists, arbitrator can be engaged for further action for settlement.

***Signatures***

**Signed on behalf of BIMTECH**

**Signed on behalf of XXX**

.....  
Registrar

.....  
Designation:  
Date:

Date:

Institution Seal

Institution Seal



## **Annexure II: Student Exchange Policy (Outgoing)**

BIMTECH offers the Student Exchange Program that allows a student to participate in short-term study abroad programs. These programs offer a wide range of benefits for students, including exposure to new country, the opportunity to study in a different academic environment and broaden their horizon, and the chance to learn from leading international experts. This helps students to navigate cross-cultural environments in the future workplace and better understand global market trends and business practices.

Following are the general rules and policy framework for the Student Exchange Program.

### **A. General Issues**

1. Student Exchange Program (SEP) is open for all students of first year and second year across all the full time programs of BIMTECH. Student exchange program is offered for one/two trimester(s).
2. **No tuition fee is to be paid to Partner University** by the students when they go under the student exchange program. The tuition fee of BIMTECH is required to be deposited as and when it is due.
3. **Exchange students will be financially responsible for:**
  - Travel - to and from the host institution,
  - Travel documentation, visa, etc.,
  - Accommodation and living expenses,
  - Health insurance coverage relevant to the exchange institution and country,
  - Books, stationery, etc.,
  - Personal travel within the host country
4. In case any student has appeared in final year graduation examination in the year of admission, they must ensure before leaving for student exchange program that they have submitted their Final Year Graduation Marks Sheet for inspection and return by the Registrar/Administrative Office with a copy of marks sheet latest by 31st October, 2023, as per admission norms.
5. Students are required to meet the Visa norms and apply directly to the respective Embassy/High Commission/Authorized Visa Application Centre of that country. Institute has no special arrangements for such services neither does the Institute guarantee a visa. However, support may be provided towards the preparing the visa application.
6. Students are required to earn the prescribed credits towards the Summer Internship.
7. Students are required to manage their attendance as per BIMTECH norms that are followed. There will be a levy of 5% beyond the academic criteria for genuine reasons to meet the special criteria of any particular embassy work, if any. The final decision stands with the respective Program Chairperson.
8. The leave and class attendance are required to be managed by students from the respective offices. Centre for International Affairs (CIA) is not authorized to issue any relaxation in other Centre specific academic matters.
9. Before departure, all students visiting partner universities are expected to submit a Travel Plan (format will be provided by CIA) which mentions the movement from campus, travel dates and length of stay etc. The CIA will share this information with the respective offices of Director, Deputy Director, Registrar,

Examination, Program Chairperson, Wardens, Accounts, and Administration. Students are required to notify any change in their plan to the CIA.

10. Often students write many communications instead of following general norms of academic or administrative office. The rules related to fees, placements, summer internship etc. have no exemption for any student unless they are specifically mentioned in this document.
11. While at the Partner University, students are expected to follow partner university's rules and regulations. Also, they need to settle all accounts at the partner institution before returning back to India. Upon notification by the partner institution of any outstanding balance, BIMTECH will make the payment and student will need to pay that balance to BIMTECH and a penalty of INR 10,000 in addition to the outstanding balance. In absence of payment or settlement, BIMTECH will have the right to hold diploma of student till clearance on the issue.

## **B. Academic Issues**

1. A student is required to secure a minimum TGPA of 5.5 in all previous trimesters to be eligible to apply. The trimester of BIMTECH is exchanged against the offered one at Partner University. At partner institute, students are required to earn credits equivalent to credits offered in that exchanged trimester at BIMTECH. Students will be required to submit a learning document (provided by CIA) indicating course and credits, which would be verified by respective programs to make sure that the students, are earning enough credits to earn their diploma. Students will need to report any change in the courses they have taken after joining the partner institute to the CIA.
2. Students are not allowed to choose a language course as part of credit courses under exchange program. However, they may take it as an optional course for their own learning, if interested.
3. Students are advised to select courses within 2 days once they receive the link from the partner, to get courses of their choice.
4. Upon return from the Exchange Program, students will submit a report and make a presentation about academic learning and cultural learning to their respective programs. The report and presentation will be worth 2 credits.
5. On completion of the exchange, students will get a transcript from the partner institute for the term under exchange, and the earned credits and grades will be transferred to their diploma. All the courses and credits mentioned on partner university transcript will be transferred to BIMTECH system even if it accounts for more than the required credits.
6. Student has to earn 8 credits by selecting any of the following options that suits the most according to the exchange period:
  - Complete Internship of 2-3 months before going on exchange program or after coming back from exchange program (8 Credits)
  - Complete Internship of 6 weeks (6 Credits) and 1 Short Term Project (2 Credits)
  - Complete Internship of 4 weeks (3 Credits), 1 Dissertation (3 Credits), 1 Short Term Project (2 Credits)
  - Complete 2 dissertations (3 Credits each) and 1 Short Term Project (2 Credits)
7. The Internship processes will be coordinated by Centre for Corporate Relations (CCR) and the student is required to follow the norms given by CCR related to project submission and viva.

8. A request for time extension for completing the internship will not be entertained by the CIA. It should be meticulously planned before leaving for the exchange period. If the duration of the exchange period requires time extension, then it should be discussed with the respective Program Office taking CCR into confidence. CIA office does not permit any time extension.
9. The students will submit the details of the above in the Internship form (format will be provided by the CIA), before going for exchange, to the CIA Office after getting it approved from the Program Centre and CCR.
10. Any placement or related issues do not have any exemption or special arrangements due to the student exchange procedures.
11. Students going within 2 weeks of starting the trimester (which is exchanged) are exempted from attending the trimester sessions owing to their travel preparations. Students going after two weeks of starting of the trimester will have to attend classes or engage in project work. On visa being granted, the visa stamp on the passport has to be physically presented to the CIA and the scanned copy to be shared via email.
12. Students visiting in the second year, if happen to miss or delay examination due to some or the other reasons, they may be allowed to appear in the supplementary exams without any financial burden. In this case, student needs to inform the examination department and take approval for Supplementary Examination procedure. Exam cell will conduct the supplementary examination as per the supplementary examination schedule.
13. If any student fails in any paper (1 paper) at Partner University in the exchange program, the credits earned will be transferred in the BIMTECH transcript. As per norms, students can carry 2 Fs in their transcript to earn the diploma.
14. In case if the nominated student falls short of attendance in Trimester – II/V subjects, and is not allowed to appear for the exams, then nomination for the exchange program will also be dropped. Decisions about exceptions, if any, will be taken by the Office of the Dean Academics.
15. A student who participates in student exchange program has to earn required number of credits with the respective Partner University. If for any reason he/she does not go and misses his/her trimester at BIMTECH, then his/her candidature will not be considered for promotion and the case will be forwarded with all supporting documents to the respective Program Chairperson, Dean Academics and Examination's office for final review and decision.
16. Academic and exam rules of BIMTECH will apply to all students going for exchange program.
17. Final year students participating in the Student Exchange Program are required to coordinate with the CCR about their onboarding date in the company.

### **C. Administrative Issues**

1. The host institution does not guarantee accommodation on campus for incoming students. However, every effort will be made to assist the students to obtain accommodation either on-campus or within a reasonable distance from the campus. The CIA at BIMTECH will make its efforts to get maximum help from the partner university.

2. Students under the Exchange Program are exempted for half of the accommodation charges from BIMTECH for the duration of the exchange of the term (starting of term to ending of term) with a condition of maximum of 12 months. The food charges are waived off completely. BIMTECH norms apply for processing any refund as mentioned in the student handbook
3. For summer internship in India or abroad, rules of BIMTECH for administration, including accommodation and food, will apply.
4. The consideration for refund of half charge of accommodation applies for the exchange period only. So, the day of leaving India and the day of arrival will be considered. But if a student leaves early (before the start of the exchange program) or returns late (after the end of exchange program) then four extra days (from exchange program duration) will be considered for refund. Students are supposed to pay full accommodation charge for the month and avail the refund from next effective month.
5. Students will need to pay the full charges for mess and hostel when it is due. It will be adjusted to next payment or given the refund as the case may be upon arrival.
6. Once the student is selected for the exchange through the process of selection, he/she cannot waste the seat by choosing not to go for the exchange. By signing this policy, students are bound to honour the terms and conditions of the exchange. In case of any defaulter i.e. not going to the university for which selection has been done; student will be required to pay a moral hazard Penalty of INR 15,000 before start of the next trimester or else the amount will be deducted from the security money by the accounts department.
7. This clause is exempted only in the extraordinary circumstances like long hospitalization, unfortunate incidence in family etc. This proposal will be moved by the faculty committee with documentary support and evidence and the final decision will be taken by the Offices of the Deputy Director and Director.
8. Student of BIMTECH is a representative of BIMTECH. Any immoral practice or academic failure will lead to no exemption from the rules of the host university and also from BIMTECH. BIMTECH advises to utilize time and investment in the best possible manner.
9. During the stay at the partner institution, students have to abide by all the rules and regulation of the partner institution.
10. Students are expected to go through the SOPs issued from time to time issued by the Ministry of Health and Family Welfare (<https://www.mohfw.gov.in/>) Govt. of India, state government and local authorities and the travel related advisories of the Govt. of the country they are travelling to and follow all instructions and guidelines in the case of a pandemic.
11. For any issue clarification during exchange program, students are required to contact respective offices.

Centre for International Affairs	Ms. Pragyan Patnaik
Academic Issues	Respective Program Coordinator/ Program Chairperson
CCR	Ms. Gurpreet Kaur
Accounts	Mr. Jitendra Sharma
Examination	Prof. Kamal Kalra

**NOTE:**

**Students are advised to follow all academic and administrative norms of BIMTECH (refer to student handbook) as well as academic and administrative norms of the Partner University.**

**Undertaking by student and parent:**

We have fully gone through the norms and policy of BIMTECH and its Partner University and we are fully aware of the implications. We abide by the policy and accept the decision of the institute in case of default from our side.

Student Name:	Student Signature:	Date:
Program:	Roll Number:	
Parent's name:	Parent's Signature:	Date:

### **Annexure III: International visits of BIMTECH Faculty for Teaching**

BIMTECH has been promoting the visit of its faculty to partner universities to explore opportunities for teaching and/or other academic purposes.

#### **1.0 Visit for Teaching Assignment**

1.1 It follows the process of fair selection through interest/willingness of the faculty and application or any other process as suggested by the host university. This opportunity has following procedure to follow:

- (i) The call for application from partner universities is circulated by CIA among all faculty members through Area Heads OR as suggested by the host university. The Area Heads share the interested faculty members' names with the CIA. If the faculty member applies to the CIA directly, it should be done keeping the Area Head in the loop. The application can also be through a personal invitation from the partner university to a faculty.
- (ii) Selection: If two or more faculty members from same area of expertise apply for one teaching position, selection of faculty will be done by a committee headed by Dean (Academics). All applications for teaching in partner universities are received by the CIA and are approved by Dean (Academics) and Director.
- (iii) CIA forwards the resume of the selected faculty member to the partner university for finalization.
- (iv) Upon selection by the partner university, faculty member to inform the Area Head and to take OD approval from Dean (Academics) and Office of Director and sends a copy of same to CIA, Area Head and HR.
- (v) Faculty member to sign agreement with visiting university and sends a copy to CIA and HR.
- (vi) Faculty visiting outside India under such programs will get this opportunity only once in a year for a duration up to 4 weeks either in one go or multiple visits totalling to 4 weeks.
- (vii) The teaching assignment has to be on invitation basis for which all the costs including travel costs have to be borne by host institution.
- (viii) The visit is considered under faculty development and leave is granted with salary.
- (ix) A working interest free advance against the payables from the host institution will be available up to maximum of INR 1,50,000 to meet some of the initial expenses. This advance is to be paid within 2 weeks of return from this teaching assignment. An interest 10% will be chargeable in case of delays in the payment/ refund beyond this period.
- (x) Information about the visit is to be given to HR office by the faculty going under the exchange program for OD and for Admin Dept. for travel support.
- (xi) CIA to process the visiting requirements and help in operations related to visit.
- (xii) Other BIMTECH guidelines for taking assignments in India and abroad will apply to the teaching assignment. For teaching assignment in SAARC countries, the institute will not charge 30% share since B-schools in SAARC countries pay moderate remuneration.

#### **2.0 Responsibilities of CIA**

- (i) Explore teaching assignments for BIMTECH faculty with partner universities
- (ii) Circulate call for participation as and when received from the partner university
- (iii) Collect resume and follow the process for fair selection as per the process mentioned above.
- (iv) Inform and introduce the faculty to partner university
- (v) Keep a copy of the contract for office records

#### **3.0 Responsibilities of Visiting Faculty**

- (i) Apply for the participation call when circulated by CIA
- (ii) Upon selection, take approval for visit as per the steps outlined above.
- (iii) Complete all formalities required by the partner- academic as well as administrative requirements at the partner university

- (iv) Maintain BIMTECH Vision, Mission and quality standards for sustainable relationship with the host institute
- (v) Provide a copy of contract to CIA for records
- (vi) Complete all visa and travel formalities
- (vii) Within two weeks of return, the faculty will submit a report to the Director, Dean Academics and CIA in following format.
  1. **Introduction:** Brief overview of the teaching assignment, including the duration, course(s) taught and the name of partner university.
  2. **Course Content:** Outline of the topics covered in the course(s) taught, emphasizing any adaptations made to suit the needs and expectations of the foreign students.
  3. **Teaching Approach:** Description of the teaching methodologies employed, including lectures, interactive sessions, group discussions, practical demonstrations, etc.
  4. **Cross-Cultural Challenges:** Identification and reflection on any cross-cultural challenges encountered during the teaching experience and strategies employed to overcome them.
  5. **Student Feedback:** Summary of student feedback received, highlighting strengths and areas for improvement in the teaching approach and course content.
  6. **Personal Reflection:** Personal reflection on the overall teaching experience, including lessons learned, memorable moments, and areas for professional development.

## **Annexure IV: Inviting International Guest Faculty to BIMTECH**

BIMTECH invites international guest professors/academicians and industry experts as and when required by the academic programs or areas. The Centre for International affairs (CIA) provides support in getting the right candidate for the teaching assignment. The purpose of inviting a Guest Professor is intended for the benefit of the students. The Visiting Professors can add and augment the student community's intellectual and international projection. The Visiting Professors are expected to actively participate in productive institutional activities and should be scholar of eminence in their field. The course of action and the procedure to invite visiting faculty is given below:

### **1.0. Call for application**

- 1.1. The requirement of the visiting faculty should be communicated to CIA by Area Head approved by Dean (Academics).
- 1.2. Area head must furnish all the specific requirements related to course that include the course / topics to be covered, duration and assessment requirements.

### **2.0. Remuneration & Facilities**

- 2.1. The remuneration is proposed between Rs. 6000 – Rs. 12,000 per hour depending on the experience of the visiting faculty.
- 2.2. BIMTECH will provide office space to the visiting faculty and all the academic support provided to its own academic staff including but not limited to local phone connection, computer, internet, printing facility, photocopying and access to library, e-library.
- 2.3. On campus accommodation and mess facilities will be provided by BIMTECH.
- 2.4. The visiting faculty will arrange for his/her pre-arrival medical/ travel insurance valid in India for the entire stay duration. The visiting faculty may also opt for the medical insurance provided by BIMTECH. The visiting faculty can avail medical facilities on campus that are extended to BIMTECH staff and students.

### **3.0. Role of CIA**

- 3.1. On receiving the requirement from the academic department CIA may advertise it on:
  1. BIMTECH website
  2. Circulate to partners
  3. Professional bodies like EFMD, AACSB.
- 3.2. On receiving resume from the interested candidates, same will be shared with the Area Heads and Dean (Academics).
- 3.3. CIA will provide support in scheduling the interviews with the applicants, if required.
- 3.4. Shortlisted candidate will be contacted by CIA.
- 3.5. Candidature will be confirmed on receiving signed agreement in duplicate from the candidate, a copy will be returned after being signed by BIMTECH authority.
- 3.6. CIA will collect documents from the candidate and send the Invitation letter for applying VISA.

### **4.0. Candidate Shortlisting**

A committee consisting of Director, Dean (Academics) and Area Head will shortlist the final candidate.



## **Annexure V: BIMTECH Research Fellowship for Young Global Scholars**

The BIMTECH Research Fellowship program aims to offer foreign researchers from B Schools/Universities the chance to pursue advanced studies in India, ultimately leading to valuable research outcomes. This initiative is a collaborative effort between the Centre for International Affairs (CIA) and the Office of the Dean Research. While the Office of the Dean Research initiates the call and provides the specifics, the CIA helps in disseminating the information among partner institutes and extends the essential support required for the program's success.

Visiting fellows are expected to participate in the life of the School and the University by interacting with staff and students and participating in research seminars and other scholarly activities.

- Number of Fellowships per year: Total 10 in all domains of Business Management
- The total fellowship amount is Euro 650 per month for a maximum stay period of 3 months.
- On campus accommodation and mess facilities will be provided by BIMTECH.
- Medical Insurance: The visiting scholar will arrange for his/her pre-arrival medical/ travel insurance valid in India for the entire stay duration. He/She may also opt for the medical insurance provided by BIMTECH. The visiting scholar can avail medical facilities on campus that are extended to BIMTECH staff and students.

### **Eligibility**

Researchers affiliated to reputed B Schools/universities from outside India, working in management knowledge domains, with above average qualifications, at the beginning of their research career and not more than 40 years of age as on 1<sup>st</sup> June of the current year will be eligible. Post-doctoral researchers are also eligible to apply.

Researchers with specific plan are encouraged to register their interest. The fellowship can be utilized for furtherance of an ongoing doctoral or post-doctoral study, collection of India specific data, conducting India specific research study, joint research, and collaborative research involving multiple institutes/universities. Short-term study visits, participation in congresses, conferences and training courses cannot be financed. Further, this fellowship is not for researchers from the B Schools and universities in India.

### **How to apply**

Scholars of all nationalities working in management disciplines may apply to the BIMTECH Research Fellowship by mail (to: intl.adm@bimtech.ac.in) at any time of the year. BIMTECH reserves the right to call in batches or individually.

Send the following documents to intl.adm@bimtech.ac.in

- Short CV with a scanned photo
- Research Proposal outlining nature and scope of the work to be carried out in India, the principal benefits of the visit to both the researcher and the School/University. The proposal should also indicate the estimated duration of your visit.
- Recommendation letters
  - o For Doctoral and Post-Doctoral candidates: From Head of Dept./ Dean and Supervisor
  - o For Faculty: From Head of Dept. / Director / Dean of the institute

Applications received are forwarded by the CIA to the Dean (Research). The Interview process and Selection of candidate is carried out by a committee chaired by the Dean (research). The selected candidate is informed by the CIA. Necessary support is provided by the CIA towards the visa application and arrival of the candidate.

## **Annexure VI: Policy for International Admission under Supernumerary category for full time PGDM program for Admission Batch 2023-25**

### **BACKGROUND**

As per the New Education Policy 2020, the Govt. of India gives emphasis on the internationalization of higher education and is striving to make India as a potential destination for international students. There are various scholarships being offered by the Government. In line with this, BIMTECH is taking efforts to attract international students for its 2-year full time PGDM program. Initiatives were started in BIMTECH in the AY 2021-22 to secure admission in the Batch 2022-24 for the first time.

Total number of approved seats under supernumerary category: 45 seats in PGDM program (i.e. 15% of sanctioned intake). Supernumerary seats are reserved for Foreign Nationals/OCI/Children of Indian Workers in Gulf Countries.

The admissions under supernumerary category are done by the Centre for International Affairs and as per the NEP 2020 and the AICTE Guidelines, the Centre for International Affairs is the point of contact that takes care of the needs of the admitted students. The Centre coordinates with the Academic and Administrative Heads of the institute to ensure the needs of the students are addressed.

### **OBJECTIVE**

Internationalization of education is becoming increasingly important. In order to enhance the international outreach of BIMTECH and to promote international diversity in the campus, BIMTECH is being promoted in target countries from where a higher number of international students may seek admission.

### **ADMISSION COMMITTEE**

The International Admission under Supernumerary category is handled by the Centre for International Affairs. The decisions related to admission under this category is collectively taken in the Admission Committee constituting of senior faculty members. Exceptions, if any, are approved by the Director.

### **ELIGIBILITY CRITERIA (As applicable for Admission Batch 2023-25)**

1. Minimum 50% marks in Graduation. Candidates appearing in Final Year Graduation Examination (1st attempt) in Summer 2023 can also apply. Such candidates will have to produce final year result of Graduation with min. 50% marks in aggregate on or before 31<sup>st</sup> October 2023 failing which their provisional admission will be automatically cancelled.
2. Candidates will have to submit a proof of their status as PIO/OCI/Foreign Nationals/SAARC Nationals/Children of Indian Workers in the Gulf Countries.
3. Prospective candidate will be interviewed either in person in the home country or online.

4. Admission under this category will be done on merit basis among applicants of Supernumerary category only.
5. Final selection of the candidate and award of scholarship will be based on the academic performance and performance in the personal interview.

	Selection Criteria	Weightage
1.	PI	50%
2.	Past Academic Performance (10 <sup>th</sup> , 12 <sup>th</sup> and Graduation)	25%
3.	Additional weightage for engineering background	10%
4.	Work experience	10%
5.	Gender (Female candidates only)	5%

## **FEE STRUCTURE AND SCHOLARSHIPS**

The Supernumerary fee is fixed at INR 1200000 for the Admission batch 2022-24 and 2023-25.

### **BIMTECH Merit cum Means based Scholarship on Tuition fee:**

Scholarships for the 2 year PGDM program are offered by BIMTECH for various countries. To increase the international outreach of BIMTECH in various countries, differential scholarships on the tuition fee for international students' fee has been proposed for target regions based on market conditions of the respective country, the paying capacity of international students and for better positioning of BIMTECH in that market.

The INR equivalent of 1 USD is fixed as per the guidelines provided by the Govt. of India for the current Admission Batch.

The revision in Boarding, Lodging and Medical Insurance charges of the current batch in the 2<sup>nd</sup> year of study, if any, is covered as a part of scholarship for supernumerary seats.

### **Study in India Scheme, Govt. of India**

BIMTECH partners with Govt. of India under the "Study in India Scheme" to receive international students. Under the Study in India scheme, each partner institute registers on the Study in India online portal under the GoI prescribed fee waiver system under G1 (100% tuition fee waiver), G2 (50% tuition fee waiver), G3 (25% tuition fee waiver) and G4 (No tuition fee waiver) categories. The counselling, selection and merit based allotment of students under G1, G2, G3 and G4 is done by Study in India Program, Govt. of India. The eligibility criteria provided by BIMTECH on the Study in India Portal is taken into consideration.

### **Students sponsored by Govt. of India Scholarships:**

In order to maintain bilateral relations with countries, the Indian Government offers scholarships to meritorious international students from various countries. The fee structure is either proposed by BIMTECH / recommended by the Govt. agency as the case may be. The eligibility criteria for admission is shared with GoI.

The annual tuition fee inclusive of all institutional charges, lodging charges, exam fees and convocation charges will be paid by GoI, on successful completion of the respective year of study as per the Govt. of India rules and regulations. The application, counselling, selection and allotment of students is carried out by Govt. of India.

**Students Sponsored by Foreign Governments:**

BIMTECH works with various foreign governments to design Special scholarship schemes to attract meritorious international students. In this case, the student is sponsored by the foreign government.

**RULES FOR REFUND OF FEE:**

In case of cancellation of admission, fee will be refunded as per the AICTE notice and rules are as follows:

Reference: As per AICTE Guidelines & Public Notices for Cancellation of Admission and Fee

Refund: (FOR SUPERNUMERARY CATEGORY CANDIDATES ONLY)

**Refund Situation**

Request received before date of start of session	Entire fee less Rs. 1000/- Handling charge.
Request received after joining the course & seat could be filled by the Institute	Entire fee less on pro rata basis – Tuition & Hostel Fee as applicable.
Request received after joining the course & seat not filled by the institute	No refund

**2. SJSS Scholarship Scheme, GOVT. OF INDIA**

To strengthen the bilateral relations between India and Nepal, this scholarship is offered by Govt. of India to students of Nepal to pursue higher education in India.

Under this scheme, Payment process will start after the student’s successful completion of the academic year and the payment will be done as per Govt. of India rules and regulations and may take up to 1 year after the completion of that academic year.

The medical insurance and refundable security deposit will be charged to the student. The revision in Medical Insurance charges in the 2<sup>nd</sup> year of study, if any, is covered as a part of scholarship for supernumerary seats.

Boarding charges for Nepalese students taking admission under the above mentioned scheme have been waived off for the student by BIMTECH and covered as a part of the Silver Jubilee Scholarship Scheme scholarship.

Particulars	Year I (INR)		Year II (INR)	
	To be paid by GoI	To be paid by Student	To be paid by GoI	To be paid by Student

Tuition fee	9,00,000	-	9,00,000	-
Lodging charges	1,32,000	-	To be revised	-
General security + Books (refundable after deductions - one time payment to be paid at the time of admission)	-	50,000	-	-
Medical insurance	-	5500	-	5500

### 3. ZIMBABWEAN STUDENTS ADMITTED UNDER BIMTECH MERIT CUM MEANS SCHOLARSHIP REFERRED BY GOVT. OF ZIMBABWE

This is a special scholarship scheme proposed by the Govt. of Zimbabwe to BIMTECH considering their market conditions. Under this scheme, students are recommended by the Govt. of Zimbabwe. The payment of the below mentioned fee for 2 years will be done by the student.

Particulars	Fee structure for 2 years
Tuition fee	0
Boarding and Lodging	USD 4500*
Medical Insurance	USD 140
General Security + Library Deposit (Refundable)**	USD 605
<b>TOTAL</b>	<b>USD 5245</b>
*This is a special scholarship on Boarding and Lodging offered to the Zimbabwean students **Amount towards General Security + Library Deposit is refundable after deductions to the student after successful course completion.	

### 4. STUDY IN INDIA SCHEME, MINISTRY OF EDUCATION, GoI

BIMTECH is a partner institute of the Study in India (SII) scheme, which is the flagship program of the Ministry of Education, Govt. of India. The following fee structure is proposed for the students admitted through the above mentioned scheme for all countries. The counselling, selection and merit based allotment of students under G1, G2, G3 and G4 is done by Study in India Program, Ministry of Education, Govt. of India. The eligibility criteria provided by BIMTECH on the Study in India Portal is taken into consideration.

The fees mentioned below is payable by the student. The BIMTECH Merit cum Means based Scholarships may also additionally be provided to students admitted through the Study in India Scheme to increase the chances of his/her admission, as the case may be.

Fee categories	STUDY IN INDIA			
	G1 (100% Scholarship on TF)	G2 (50% Scholarship on TF)	G3 (25% Scholarship on TF)	G4 (No Scholarship)
Tuition fee for 2 years	0	6,50,000	9,75,000	13,00,000
Library + General security (one-time payment to be paid with 1st instalment - refundable)	50,000	50,000	50,000	50,000

Medical insurance - I Year	5,500	5,500	5,500	5,500
**Medical insurance - II year	5,500	5,500	5,500	5,500
Lodging charges - I Year	1,32,000	1,32,000	1,32,000	1,32,000
**Lodging charges - II Year	1,32,000	1,32,000	1,32,000	1,32,000
Boarding charges - I Year	70,200	70,200	70,200	70,200
**Boarding charges - II Year	70,200	70,200	70,200	70,200
<b>Total Fee (2 years) INR</b>	<b>4,65,400</b>	<b>11,15,400</b>	<b>14,40,400</b>	<b>17,65,400</b>
<b>*USD equivalent</b>	<b>5,645 USD</b>	<b>13,520 USD</b>	<b>17,460 USD</b>	<b>21,400 USD</b>

\*The INR equivalent of 1 USD is fixed at Rs. 82.5 for the Batch 2023-25 and the quoted USD amount is rounded off to the nearest whole number.

\*\*Revision in Boarding, Lodging and Medical Insurance charges in the 2<sup>nd</sup> year of study, if any, is covered as a part of scholarship for supernumerary seats.

## 5. SYRIA SCHOLARSHIP SCHEME, GOVT. OF INDIA

Under this scheme, the annual tuition fee inclusive of all institutional charges, lodging charges, exam fees and convocation charges will be paid by GoI, on successful completion of the respective year of study as per the Govt. of India rules and regulations. The counselling, selection and merit based allotment of students under this scheme is done by the Govt. of India and the students will be placed in the Study in India partner institutes.

Payment process will start after the student's successful completion of the academic year and the payment will be done as per Govt. of India rules and regulations and may take up to 1 year after the completion of that academic year.

For the allotment of Syrian students in Indian higher education institutions, a ceiling has been set on the fee structure by the Govt. of India for all courses offered by institutes and the fee structure is as follows.

Course duration in Years	2
Total annual fee (including Tuition fee, Hostel fee, Mess fee and any other fee) in INR	550000
<b>TOTAL FEE FOR 2 YEARS (INR)</b>	<b>1100000</b>

Submitted for approval.

Head  
Centre for International Affairs

Chairperson  
Centre for Admissions

Registrar

Deputy Director

**DIRECTOR**