



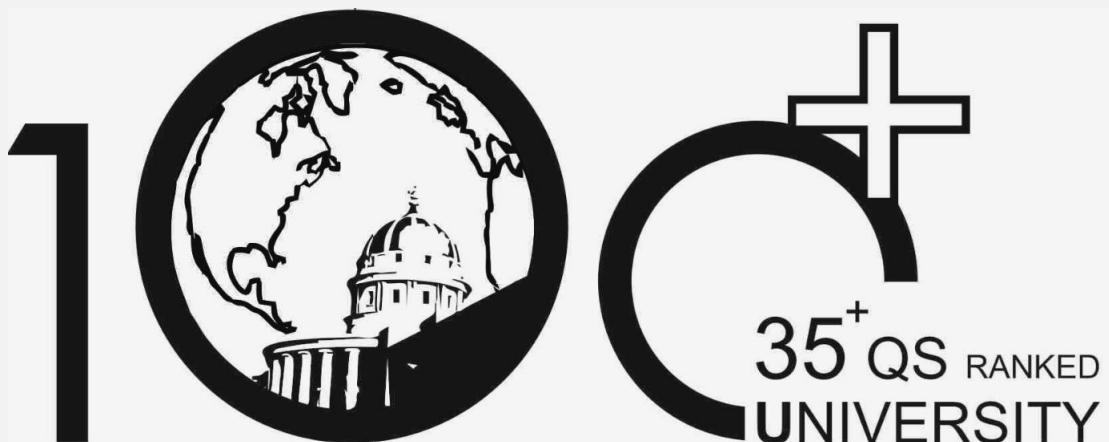
**MANIPAL UNIVERSITY  
JAIPUR**

*(University under Section 2(f) of the UGC Act)*



# Directorate of International Collaborations (DoIC)

## Process Document



MOBILITES, TWINNING/PATHWAY PROGRAMS, RESEARCH  
PROJECTS AND FUNDING & VARIOUS JOINT GLOBAL EVENTS



### DoIC Process Document Control Sheet

This document contains details of guidelines, complete process flow about various activities under DoIC viz Procedure of MoU, Student and Faculty exchanges, Activity reporting and Data collections. The document also contains all forms to be filled about all these activities in the form of various annexures. This document is designed to disseminate the information to all stakeholders. It will be kept updated as and when changes occur in policies with time.

**1. Report Date (DD-MM-YYYY)**

08-03-2021

**2. Version**

First

**3. Revision Date (DD-MM-YYYY)**

NA

**4. Title**

Process Document -Directorate of International Collaborations

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**7. Distribution Availability Statement**

*As per University Policy*

**8. Abstract**

This process document establishes function and responsibilities of Directorate of International Collaborations. The detailed process flow and guidelines related to all the activities under the directorate are presented here. The document comprises policies, processes and required forms related to MOUs, Student and Faculty exchanges, Activity reporting, Data collections and other related activities.

**9. Subject Terms**

Process Document, Directorate of International Collaborations, MOU, Student Exchange, Faculty Exchange, Data Collection, Activity Reporting

**10. Document Ownership**

Director of International  
Collaborations

**11. Number of  
Pages**

42

**12. Name of Responsible Person**

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## **1. Procedure for MoU**

All University research, scientific, and other forms of collaboration, whether conducted on campus or abroad, must be consistent with University policies and comply with applicable UGC guidelines, as well as with local, in-country laws and regulations.

### **1.1. Procedure when MoU is Initiated by Faculty of MUJ**

#### **1.1.1. Faculty Initiating MoU & Nucleus Member of DoIC**

- 1.1.1.1. Faculty Initiating the MoU shall Fill a Request Form & Submit it to member of DoIC (Annexure 1.1 MoU Request Form)
- 1.1.1.2. Member of DoIC will then share the MoU template with the concerned faculty. (Annexure 1.2 MoU template).
- 1.1.1.3. Concerned Faculty will then share MoU template with the partner Institute. Also, Concerned Faculty will share the details of Nodal officer name for carrying out proposed activities outlined in MoU with DoIC.

#### **1.1.2. Proposal Evaluation Committee & Faculty Initiating MoU**

- 1.1.2.1. After Receiving the MoU template filled by the partner institute, concerned faculty will share the same with Proposal Evaluation Committee & mark a copy via email to the DoIC.
- 1.1.2.2. Proposal Evaluation Committee will now make corrections and suggestions if required.
- 1.1.2.3. In case, where Proposal Evaluation Committee suggest any corrections, concerned faculty will share the MoU template with partner institute along with the corrections required.
- 1.1.2.4. After partner institute reverts with the amended MoU, concerned faculty will share the same with Proposal Evaluation Committee & mark a copy via email to DoIC.

- 1.1.2.5. When Proposal Evaluation Committee approves the MoU without any corrections & suggestions, it will be considered as final draft of MoU subject to further procedure.

### **1.1.3. Initials on MoU**

- 1.1.3.1. After the approval of Proposal Evaluation Committee, MoU will be sent for the initials of Registrar Sir.
- 1.1.3.2. After Initials on the MoU from registrar sir, Initials of two witnesses shall be taken.
- 1.1.3.3. When the procedure of initials from MUJ is completed, concerned faculty will share the MoU with Partner Institute for their Initials.
- 1.1.3.4. After receiving the Initials from Partner Institute, one copy of MoU will be shared with Registrar sir office and one copy will be kept with the concerned department. Also, concerned faculty is required to share one copy with DoIC via mail.

## **1.2. Procedure when MoU is Initiated by Partner Institute**

### **1.2.1. Faculty who receives MoU request from partner Institute**

- 1.2.1.1. Concerned Faculty will fill a Request Form & Submit it to member of DoIC.
- 1.2.1.2. Member of DoIC will then share the MoU template with the concerned faculty.
- 1.2.1.3. Concerned Faculty will then share MoU template with the partner Institute. Also, Concerned Faculty will share the details of Nodal officer name for carrying out proposed activities outlined in MoU with DoIC.

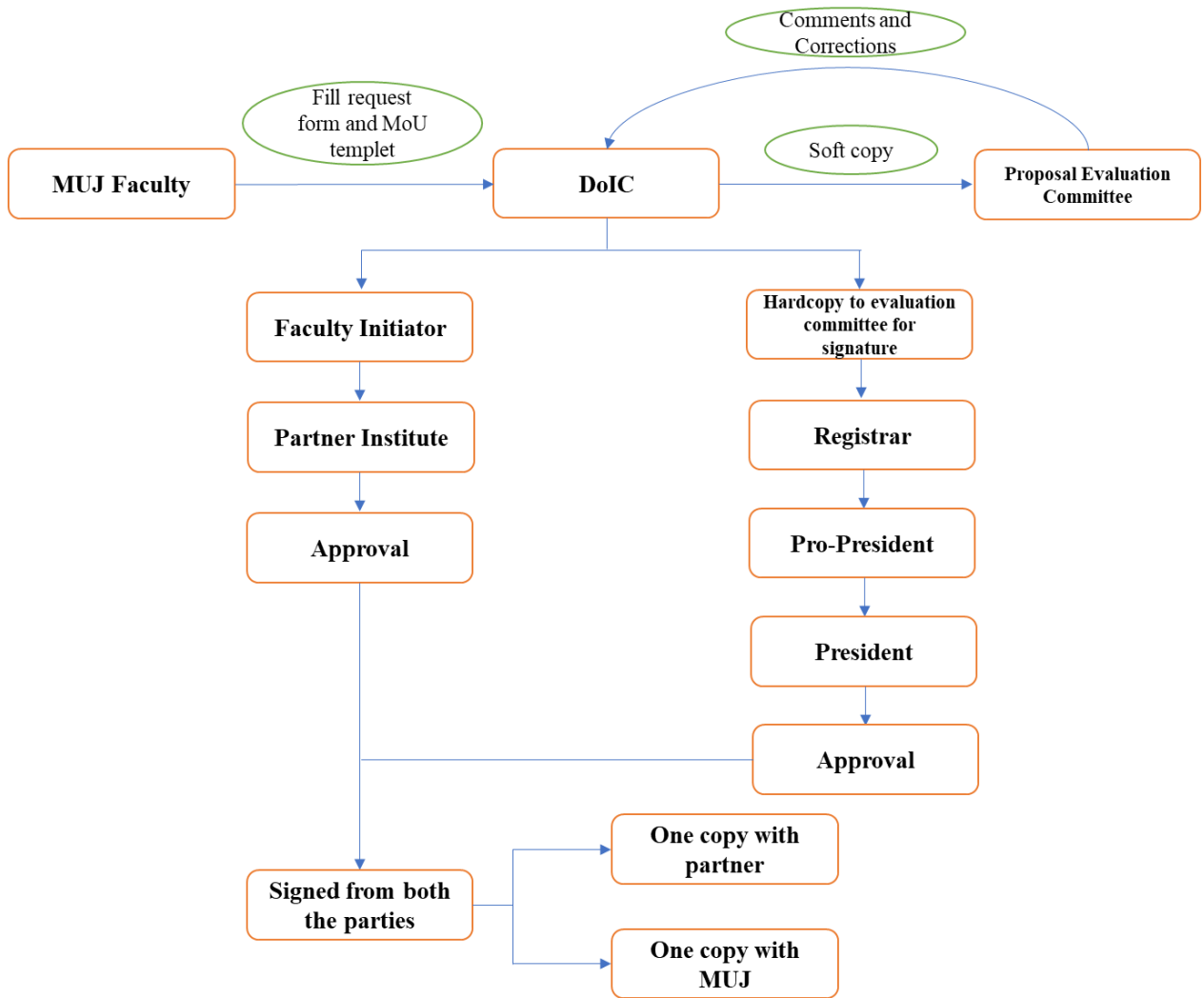
### **1.2.2. Proposal Evaluation Committee & Faculty Initiating MoU**

- 1.2.2.1. After Receiving the MoU template filled by the partner institute, concerned faculty will share the same with Proposal Evaluation Committee through DoIC.

- 1.2.2.2. Proposal Evaluation Committee will now make corrections and suggestions if required.
- 1.2.2.3. In case, where Proposal Evaluation Committee suggest any corrections, concerned faculty will share the MoU template with partner institute along with the corrections required.
- 1.2.2.4. After partner institute reverts with the amended MoU, concerned faculty will share the same with Proposal Evaluation Committee through DoIC.
- 1.2.2.5. When Proposal Evaluation Committee approves the MoU without any corrections & suggestions, it will be considered as final draft of MoU subject to further procedure.

### **1.2.3. Signatures on MoU**

- 1.2.3.1. After the approval from Proposal Evaluation Committee, MoU will be sent for the signature of Registrar, MUJ.
- 1.2.3.2. After signature on the MoU from registrar, signatures of two witnesses shall be taken.
- 1.2.3.3. When the procedure of signatures from MUJ is completed, concerned faculty will share the MoU with Partner Institute for their signatures.
- 1.2.3.4. After receiving the signatures from Partner Institute, original copy of MoU will be shared with Registrar office and one photocopy will be kept with the concerned department. Also, concerned faculty is required to share soft copy with DoIC via e-mail.



**Figure 1.** MoU flow chart



## Annexure 1.1

### MEMORADNUM OF UNDERSTANDING (MoU) REQUEST FORM

1. MoU Ref No: ____/2018/				
1.1 Name of person submitting				
1.2 Email of person submitting				
1.3 Name of Department/School/ Faculty/Centre				
1.4 Name of Proposed Partner Institution				
1.5 Address of Proposed Partner Institution				
1.6 Name and contact details of key persons(s) within the Proposed partner Institution responsible for the MoU				
1.7 What type of agreement are you seeking?	Student Mobility	Faculty Exchange	Joint Seminars/confer ences/events	Joint Research
1.8 If different to 1.1, name, designation and contact of person responsible for building and reviewing the relationship with the proposed Partner Institution once the MoU has been signed (Nodal Officer)				

<b>2. Activity</b>	
2.1 Provide a summary of the activity to be undertaken by this arrangement	
2.2 What are the plans for the coming years with this partner?	

<b>3. Partner</b>	
3.1 Provide a summary of the proposed partner institution, Specifying measures of its academic standing (such as position in league tables, awards, QS ranking, Times higher Education ranking). Please also state the names of other institutions with which it may already have partnerships.	<p><b>Summary of Partner Institution:</b></p> <p><b>Partner Institution QS World Ranking:</b></p> <p><b>Partner Institution THE Ranking :</b></p>
3.2 Provide a summary of existing links with the Proposed Partner Institution (e.g. our alumni, visiting staff, and joint research projects).	
3.3 Please explain what advantages this will bring to the Manipal University Jaipur, including what MoAs are expected to follow.	
<b>For MoU Renewals only</b>	
3.4 What have been the key achievements of the existing MoU with the partner?	

**I confirm that the above information is correct and request the formation of a partnership with the named institution.**

<b>REQUESTED BY</b>		<b>ENDORSED BY REQUESTOR'S DIRECTOR/ DEAN</b>	
NAME		NAME	
DESIGNATION		DESIGNATION	
SIGNATURE		SIGNATURE	
DATE		DATE	

## Annexure 1.2



**MANIPAL UNIVERSITY  
JAIPUR**

Established under Act No. 21 of 2011, State of Rajasthan; Recognised u/s 2(f) UGC Act, 1956

Partner institution's Logo

Memorandum of Understanding

Between

Manipal University Jaipur, India

&

**Partner Institution**

This Memorandum of Understanding (**MoU**) is drawn up and agreed upon to establish the initial framework for cooperation between Manipal University Jaipur Village Dehmi Kalan, Off Jaipur-Ajmer Expressway, Jaipur-303007, India and **Partner Institution's----- Address-----**.

**MANIPAL UNIVERSITY JAIPUR**, (hereinafter referred to as "**MUJ**") which expressions shall mean and include, unless repugnant to the context or meaning thereof its successors-in-interest and permitted assigns) a State Private University Constituted vide the Manipal University Jaipur Act 2011 (Act No. 21 of 2011), with its campus at Village Dehmi kalan, Tehsil Sanganer, Off. Jaipur-Ajmer Expressway, Ajmer Road, Jaipur 303007, has authorized **Prof. H Ravishankar Kamath, Registrar, MUJ** to enter into this **MoU on it's behalf** as the **FIRST PARTY**.

The permanent campus of the university is set up on 122 acres of land at Dehmi Kalan village near Jaipur, and is by far one of the best campuses in the region. MUJ has world class infrastructure, including state-of-the-art research facilities and modern library. In line with Manipal University's legacy of providing quality education, the university uses the latest and innovative methods and technology to impart education.

The multidisciplinary university offers career-oriented courses at all levels, i.e., UG, PG and Doctoral and across diverse streams, including Engineering, Architecture, Planning, Fashion Design, Hospitality, Humanities, Commerce, Management, Communication, Basic Sciences, Law etc.

**AND**

**Partner Institutions**, established in ----- , is----- ( details of Partner Institution)

**Partner Institutions** (herein after referred to as “-----”, which expressions shall mean and include, unless repugnant to the context or meaning thereof its successors and permitted assigns) has authorized **Prof. -----** to enter into this **MoU** as the **SECOND PARTY**;

“**MUJ**” and “-----” are hereinafter, wherever the context so admits, collectively referred to as the “**Parties**” and individually as a “**Party**”.

AND WHEREAS the purpose of MoU is to establish an understanding of mutual cooperation between **MUJ** and ----- , providing a common platform for deriving mutual advantages in their pursuit of higher learning in general and benefiting their respective students and faculties, by way of exposure to each other’s programs, in particular.

**Article I: Scope**

The initially proposed activities within the scope of the current MoU are:

- a) Activities leading to development of joint projects related to:
  - Student Exchanges,
  - Faculty Exchanges,
  - Faculty & Staff Development,
  - Working on Collaborative Research Projects.
  
- b) Defining new areas of collaboration that have not been foreseen, but can be beneficial to the Parties.

## **Article II: Duration, Termination and Amendment**

- a) The MoU will be effective from the date of signing by both parties for a period of up to five (5) years, and may be subject to extension by mutual consent of the Parties, expressed in writing.
- b) Either party may terminate this MoU by giving one month advance notice in writing to the other Party.
- c) The provisions of the MoU may be amended at any time with the mutual consent of the Parties in writing.
- d) The amendment, termination and expiration of this MoU will not affect the terms of activities ongoing at the time of notification of amendment, termination and expiration, unless otherwise agreed upon between the Parties.
- e) No action undertaken shall diminish the full autonomy of either institution, nor will either party impose any constraints upon the other in carrying out the agreement.

## **Article III: Special Provisions**

- a) During the term of this Memorandum each party may make any press release about the association between the parties.
- b) During the term of this memorandum each party agrees to supply information to the other for inclusion in that party's promotional material and agrees to such information being used in each other's promotional material in accordance with such terms as may be specified, but at no cost to the other.
- c) Detailed modalities of individual forms of collaboration, activities associated with them and financial aspects of each shall be mutually agreed upon on a case by case basis, and specified, with all necessary details, in separate Agreements.
- d) This MoU will not be legally & financially binding to any of the Parties. The two Parties will consult with each other and attempt to resolve disputes or misunderstanding that arises in the administration of this MoU or any subsequent associated Agreement informally.

e) Separate agreement shall be executed with regard to specific project/work initiated in furtherance of this MOU. Financial and other obligations of both the institutions shall be as per that agreement.

**Article IV: Confidentiality**

Both the parties shall keep the things confidential provided to it during the course of this MoU which the other party has termed as confidential. Intellectual property developed consequent to any joint project carried out in furtherance to this MoU shall be owned by both the parties in the respective share both the parties devoted their resources for the project.

**Article V: Contact Persons**

The Nodal officers for the said MOU from both the sides would be as follows

Name:  
Designation:  
Email:  
Phone:  
Manipal University Jaipur

Name:  
Designation:  
Email:  
Phone:  
Partner Institution

**Signature:** \_\_\_\_\_

**Signature** \_\_\_\_\_

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

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

Name: -----

Name :

Designation:

Designation: Registrar

Contact Details:

Contact Details: 0141 3999100 Extn – 102, 112

Email ID:

Email ID: registrar@jaipur.manipal.edu  
Manipal University Jaipur, India

**Partner Institution**

Witness 1

Witness 1.

Witness 2.

Witness 2.

## 2. Student Exchange Programs

Student exchange programs are activities of receiving foreign students for short term visit and semester exchange/study abroad at **Manipal University Jaipur (MUJ)** and sending MUJ students for the same at Collaborative Institutes (CIs) within frameworks of MoU/Agreement executed by the collaborative Institute & MUJ.

At present, MUJ has two forms of student exchange which are as follows:

- 2.1 Non-Credit Exchange Program (includes summer schools, internships, short duration courses etc.).
- 2.2 Credit Exchange Program (includes credit-based program).

Details of the Programs are as follows:

### 2.1. Non-Credit Exchange Program

- 2.1.1 An application form in which students apply as per the Collaborative Institutes requirement and only participate in summer schools, short-term visits, relation exchanges, internships and study from 1 week to 6 months without receiving any degree/diploma. Such exchanges are encouraged during the semester breaks.
- 2.1.2 Students from Collaborative Institutes can apply for similar exchanges at MUJ by applying as per MUJ's application format and undergo summer schools/ short duration programs/internships.

## 2.2. Credit Exchange Program

### 2.2.1. Outgoing students

- 2.2.1.1 The courses credited elsewhere, in Indian/Foreign, University/Institutions/Colleges by students during their study period at Manipal University Jaipur may be counted towards the credit requirements for the award of degree.
- 2.2.1.2 Students can earn external credits only from Indian/Foreign, Universities/Institutions with which MUJ has a MoU for the above purpose.
- 2.2.1.3 The credit transferred will reduce the number of courses to be registered by the student at Manipal University Jaipur. The guidelines of such transfer of credits are as follows:
- 2.2.1.3.1 (a). B.Tech student with consistent academic performance and CGPA  $\geq 7$  can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) of Engineering at Manipal University Jaipur, in other institutions during 3<sup>rd</sup>/4<sup>th</sup> year and during any semester breaks.
- 2.2.1.3.1 (b). Non-B.Tech student with consistent academic performance and CGPA  $\geq 7$  can credit the courses approved by the concerned Board of Studies (BoS) and ratified by their respective Faculty Boards (FB) in Non-Engineering at MUJ, in other institutions during 2<sup>nd</sup>/3<sup>rd</sup> year and during any semester breaks.
- 2.2.1.3.2. Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirement of the program.
- 2.2.1.3.3. Credit transfer can be considered only for the courses at same level or above.



- 2.2.1.3.4. Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned BoS, before proceeding for the course.
- 2.2.1.3.5. The student and parent of the student need to agree on the Student Exchange Policy and sign an Undertaking Form (ANNEXURE 2.1).
- 2.2.1.3.6. Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However total credits earned on completion of degree should not be less than the required credit for award of degree. In case a student has earned more credits from other Universities/Educational Institutions/Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the concerned Dean of the Faculty concerned in this regard shall be considered as final.
- 2.2.1.3.7. Student has to pass all such courses for which credit transfer is to be made.
- 2.2.1.3.8. Credit transfer availed by a student shall be properly recorded in the academic record(s) of the student. The copy of Credit transfer/mapping form needs to be completed by the student, further verified by the respective HoD and approved by Dean of the concerned Faculty. The approved credit transfer/mapping form's copy must be submitted to CoE, Directorate of Academics and Directorate of International Collaborations.
- 2.2.1.3.9. At the end of the exchange, student has to bring along the granted certificate/transcript for completed credits based on their learning results from the Partner Institute.

## 2.2.2. Incoming students

- 2.2.2.1. An application form (ANNEXURE 2.2) in which students participate in some suitable courses/modules from 1<sup>st</sup> semester to 2<sup>nd</sup> semesters need to be submitted by the student along with the credit mapping /learning agreement form (ANNEXURE 2.3).
- 2.2.2.2. The credit mapping/learning agreement form must also be filled by the students of Host Institutes (HIs) with agreement and approval from their respective Dean/Head of the programme. The approved copy of Credit transfer/mapping form needs to be verified by the respective HoD and approved by Dean of the Faculty. The credit transfer/mapping form's copy must be submitted to CoE, Directorate of Academics and Directorate of International Collaborations.
- 2.2.2.3. At the end of the exchange, students from HIs will be provided with a certificate/transcript for completed credits based on their learning results.
- 2.2.2.4. The guidelines of such transfer of credits are as mentioned for Outgoing students (section 2.2.1).
- 2.2.2.5. MUJ factsheet (ANNEXURE 2.4) provide the overview of MUJ facilities and other details. The facts and figures may change from time to time.
- 2.2.2.6. The Fee Structure for exchange students at MUJ is given in ANNEXURE 2.5.
- 2.2.2.7. Manual Registration form and Assessment forms (Form A, Form B and Form C) are to be followed.

**Note: In case of any disputes, the Dean of the Faculty along with Director, International Collaborations will constitute for a committee to resolve the dispute.**

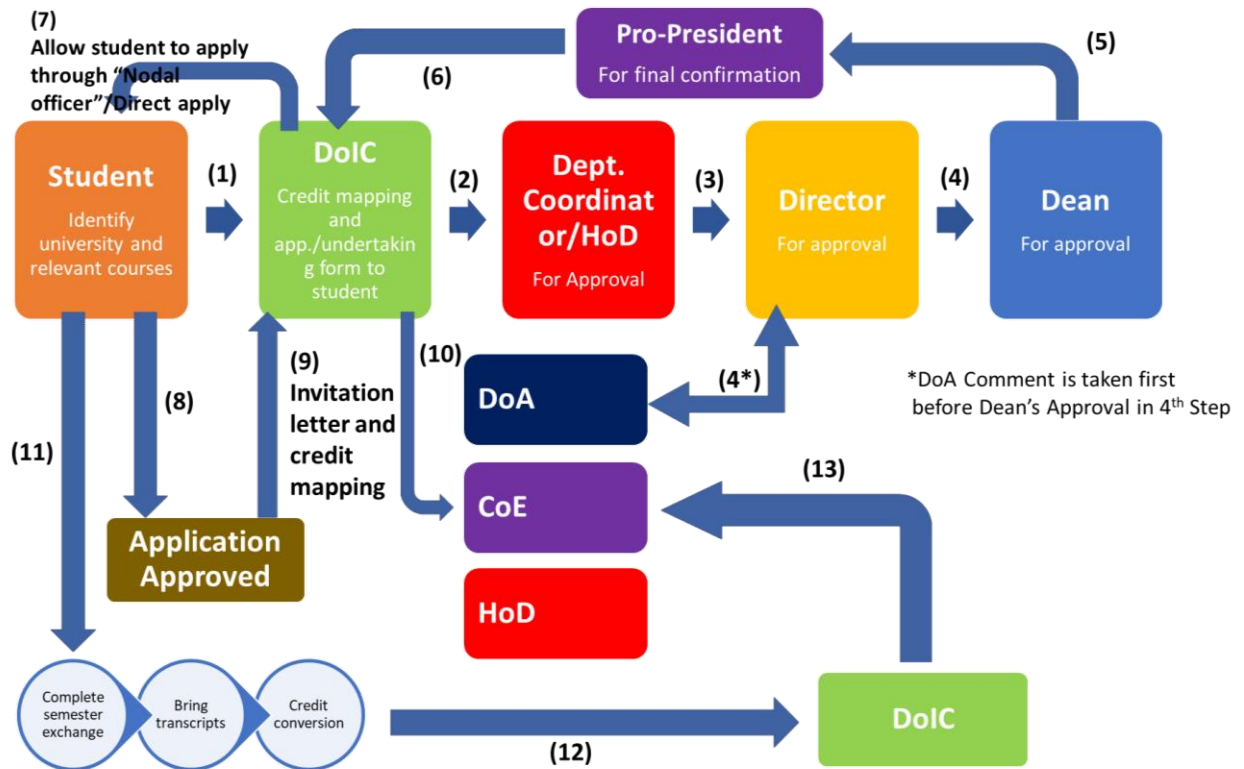
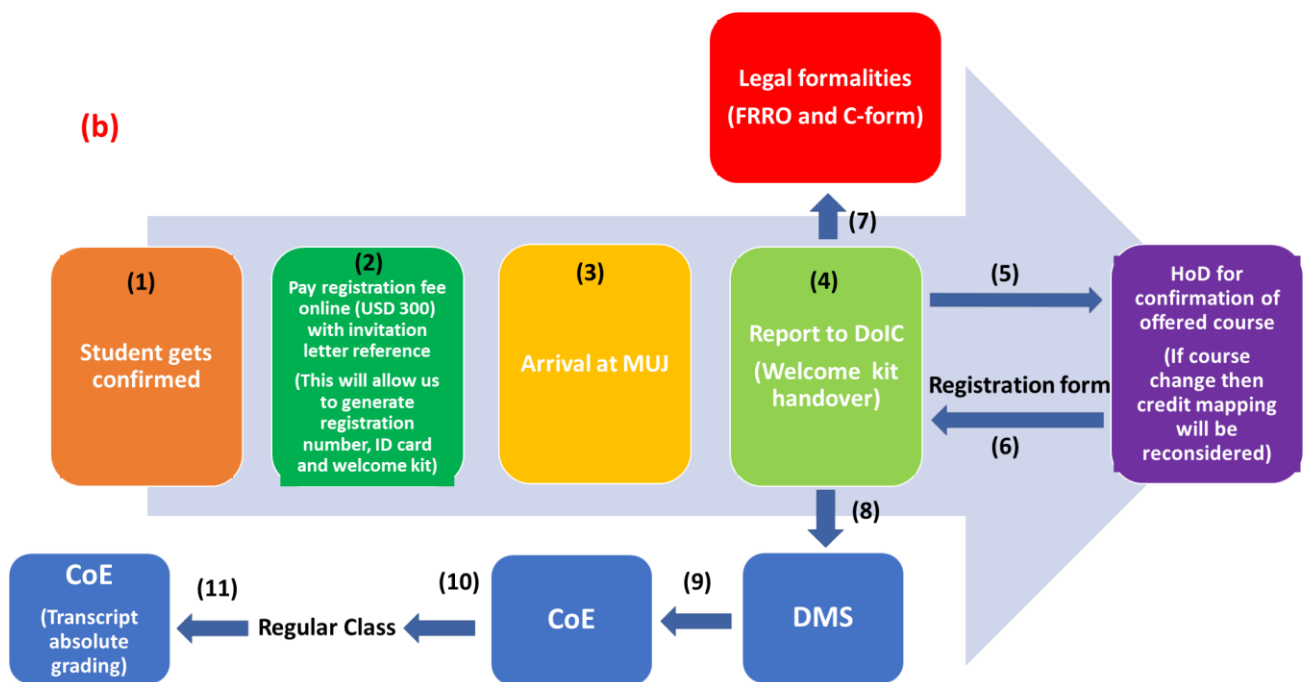
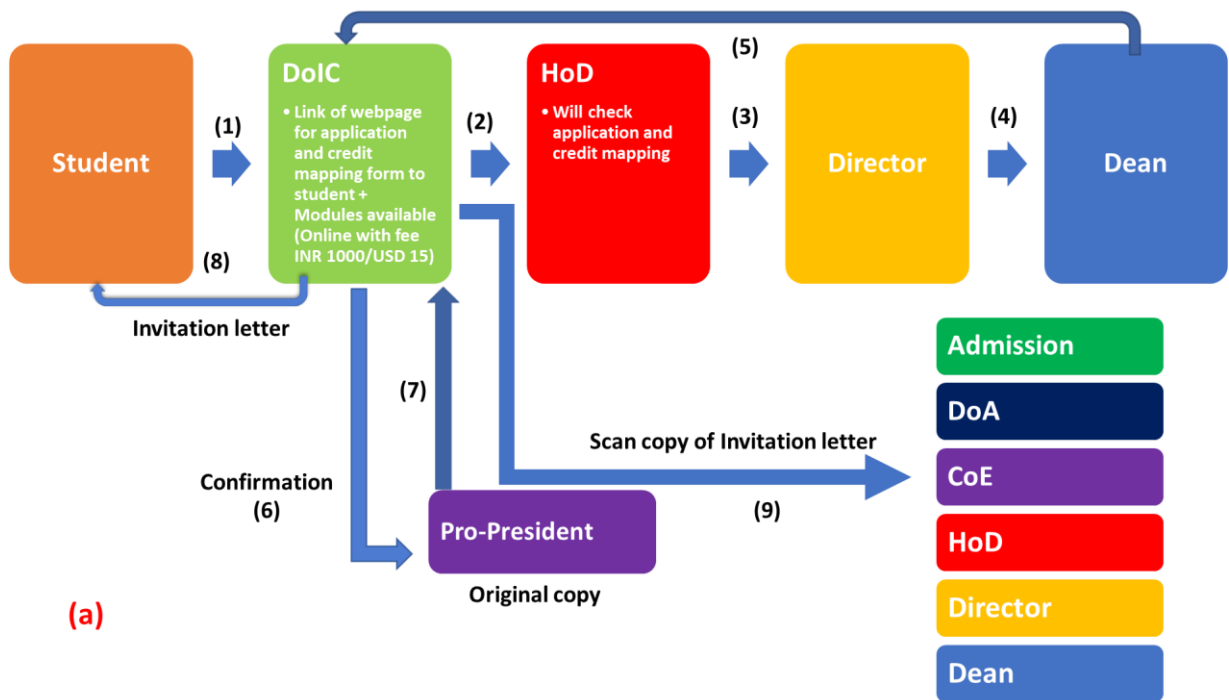


Figure 2.1. Study Abroad Program Flow Chart (Outgoing)



**Figure 2.2.** Study Abroad Program Flow Chart (Incoming)

## Annexure 2.1

### Undertaking Form for Student Exchange/Study Abroad/Semester Exchange Programme

I, \_\_\_\_\_ wish to earn external credits from \_\_\_\_\_ which is an/a Indian/Foreign University/Institution. I and my parents agree to follow all the rules and regulations set under the exchange process.

We agree to all the guidelines and procedures mentioned below;

1. The credit transferred will reduce the number of courses to be registered at Manipal University Jaipur.
2. B. Tech student with consistent academic performance and CGPA  $\geq 7$  can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in Engineering of Manipal University Jaipur, in other institutions during 3<sup>rd</sup>/4<sup>th</sup> year and during any semester breaks.
3. Non-B.Tech student with consistent academic performance and CGPA  $\geq 7$  can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in Non-Engineering of MUJ, in other institutions during 2<sup>nd</sup>/3<sup>rd</sup> year and during any semester breaks.
4. Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirement of the program.
5. Credit transfer can be considered only for the courses at same level or above.
6. Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned HoD/BoS, before proceeding for the course.
7. The credit exchange process is subjected to approval by the authorities at MUJ and Host Institute applied.

7. The credits will be considered only if the student passes all the course at the Host Institute. If in case, the courses are not completed/passed, then the student will not get the credits transferred for that particular course(s).

8. The incomplete or failed courses need to be either passed as per the host Institute's requirements or retaken at MUJ to complete the credit requirements.

9. The student after getting the exchange process done and once the offer is generated, must not cancel the offer unless any emergency occurs.

10. The student will have to bear all the financial part (stay, travel, transport, etc.) and fees (if applicable).

Student Name and Signature

Date:

Parents Name and Signature

Date:

## Annexure 2.2

<b>STUDENT APPLICATION FORM (INBOUND)</b> (This form has to be filled by the applicant 2-3 months before the program starts)										
<b>PART I : To be completed by the applicant.</b> <b>A. NAME OF PROGRAMME: Semester Exchange / Internship / Short Term</b> <b>B. APPLICANT / PARTICIPANT PERSONAL DETAILS (COMPULSORY)</b>								Recent Passport Sized Photograph  (Please write your name at the back of the photo)		
Name (Mr./Mrs./Miss)										
Passport No.				Date of Expiry						
Date of Birth				Age						
Place of Birth				Mobile Number						
Gender		Male		Female	Marital Status		Married		Single	
Citizenship/ Nationality										
E-mail address										
Emergency Contact Person				Contact Number						
Home address										
State & Country				Postcode						

### C. EDUCATION AT HOME UNIVERSITY (COMPULSORY)

Current Home University (name & full address)				
Phone Number			Fax Number	
E-mail address			University website	
Faculty				
Programme of Study				
Level of Study	<input type="checkbox"/> Diploma	<input type="checkbox"/> Bachelor	Current Semester	
	<input type="checkbox"/> Master	<input type="checkbox"/> PhD		
Current result (CGPA)			Expected year of graduation	
Academic awards obtained (please specify name of award, organiser & date received):				

**D. OTHERS (CO-CURRICULUM ACTIVITIES)**

Co-curriculum activities:
Special skills:

**E. STUDY AT MUJ (COMPULSORY)**

Faculty / School applied at MUJ	
Does your university have MoU with MUJ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of mobility program	<input type="checkbox"/> Semester Exchange Programme <input type="checkbox"/> Internship Programme (work/research attachment) <input type="checkbox"/> Visits (less than 7 days) <input type="checkbox"/> Others, please specify _____
Period of study (in MUJ)	<input type="checkbox"/> 1 semester <input type="checkbox"/> 2 semester <input type="checkbox"/> other Start Date _____ End Date _____
Please describe your research project (if relevant)	
	Proposed site supervisor at MUJ:
	List of equipment required:
Transfer of credits required (Please fill in the Academic Transcript Form)	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify each course to be taken in MUJ: _____ _____



## F. FINANCIAL INFORMATION (COMPULSORY)

How would you intend to finance your programme?

Self-sponsored     
  Home Institution     
  Sponsor

Please specify details of sponsorships (Sponsoring Body/Institution/Association):

\_\_\_\_\_

Native Language						
Language proficiency	English		Proficient		Moderate	Weak
	Hindi		Proficient		Moderate	Weak
	Others (specify)		Proficient		Moderate	Weak
	_____					

## G. LANGUAGE

## H. INTER-OFFICE COMMUNICATION (COMPULSARY)

Please include the contact person from the **home university** (international officer/student exchange/mobility coordinator) who is responsible for correspondence.

Name (Dr. / Mr. / Miss / Mrs.)			
Position			
Office/Department			
Correspondence address			
Office Number		Mobile	
E-mail address			

*I hereby declare that the information provided in this form is true.*

Signature : \_\_\_\_\_

Date:

\_\_\_\_\_

Name: \_\_\_\_\_

Place:

\_\_\_\_\_

**NOTE: Please submit 4 current colored photographs (passport size), a copy of your passport (front page only). For credit transfer program, please enclosed a copy of academic transcript.**

**PART II : To be completed by MUJ**

**APPROVAL BY THE RESEPECTIVE HOD/DIRECTOR:**

**Comment :**

(For credit transfer program, HoD/Director is requested to comment on the courses applied by the students)

-----  
-----  
-----  
-----  
-----

Name :

Signature & Stamp :

Date:

**APPROVAL BY THE DEAN OF FACULTY / PRO-PRESIDENT:**

(For credit transfer program, Dean is requested to approve the courses applied by the students)

**Comment :**

-----  
-----  
-----  
-----  
-----

Name :

Signature & Stamp :

Date:

**REMARKS BY THE INTERNATIONAL COLLABORATIONS' DIRECTOR:**

**Comment :**

-----  
-----  
-----  
-----  
-----

Name :

Signature & Stamp :

Date :

## Annexure 2.3



### COURSE COMPARISON FORM FOR CREDIT TRANSFER ARRANGEMENT FOR INTERNATIONAL STUDENT EXCHANGE PROGRAMME

NAME OF HOME UNIVERSITY DEGREE PROGRAM :					NAME OF HOST UNIVERSITY DEGREE PROGRAM :				
MANIPAL UNIVERSITY JAIPUR					_____				
NO.	NAME OF COURSES	CREDIT	TOPICS	CONTACT HOUR	NO.	NAME OF COURSES	CREDIT	TOPICS	CONTACT HOUR

***I hereby declare that the information provided in this form is true.***

Student Name and Signature: \_\_\_\_\_

HoD Name and Signature: \_\_\_\_\_

Director's Recommendation	HOME UNIVERSITY	Dean's APPROVAL	HOME UNIVERSITY	Dean'S APPROVAL	PARNTER UNIVERSITY
<b>NAME, SIGNATURE with DATE</b>		<b>NAME, SIGNATURE with DATE</b>		<b>NAME, SIGNATURE with DATE</b>	

NOTE: Copy of approved form to be submitted to Pro-President Office, Directorate of Academics, Controller of Exams and Directorate of International Collaborations

**Annexure 2.4**

**Factsheet of MUJ year wise (changing)**

**Annexure 2.5**

**Tentative Fees Structure for Inbound Mobility Students (changing) - Attached**

### 3. Faculty Exchange Programs

Faculty exchange programs are activities of receiving foreign faculty members from abroad for short term academic visit and/or course auditing/course instruction hosting at **Manipal University Jaipur (MUJ)** and sending MUJ faculty members for the same at Collaborative Institutes (CIs) within frameworks of MoU/Agreement executed by the collaborative Institute & MUJ or at Non-Collaborative Institutions (NCIs) worldwide.

At present, MUJ has three routes of faculty exchange for purposes such as Special Lecture delivery, course auditing, course instruction as co-faculty or for any other approved academic purpose, which are as follows:

- (i) Self-funded by individual faculty
- (ii) Professional Development Assistance as under policy of Directorate of Research
- (iii) Endowment Policy as under MUJ Endowment Policy Credit Exchange Program

Details of the Programs are as follows:

#### 3.1. Self-Funded Faculty Exchange Program

- 3.1.1. A faculty of MUJ desiring for moving abroad at CI or NCI for short term program or for long term program at his/her own financial obligation may move a request for the same to the Head of Department to Director of concerned school and subsequently to Director of International Collaborations (through email) and finally getting approved from Dean of concerned Faculty of MUJ.
- 3.1.2. Post event participation, the faculty member shall submit a report of the same to the Director of International Collaborations through email enlisting the details and pictures of all the activities during the course of exchange program, apart from other regulatory submissions within MUJ.

- 3.1.3. A faculty from our CI or NCI abroad, if willing to come to MUJ at his/her own financial expenditure based on their own jurisdictional & regulatory approvals, may be facilitated the residential and other academic infrastructural facilities only upon the approval of MUJ leadership through the channel as mentioned in para 3.1.1 and post event reporting as 3.1.2.

### **3.2. Professional Development Assistance (PDA) based Faculty Exchange Program**

- 3.2.1 A faculty of MUJ desiring for moving abroad at CI or NCI for short term program or for long term program through the route of PDA may move a request for the same to the Directorate of Research (DoR) through proper channel with an additional intimation via email to Directorate of International Collaborations and the terms and conditions of PDA policy shall be the governing norm in this regard as attached herewith in Annexure-3.1.
- 3.2.2 Post event participation, the faculty member shall submit a report of the same to the Director of International Collaborations through email enlisting the details and pictures of all the activities during the course of exchange program, apart from other regulatory submissions as per PDA policy of MUJ.
- 3.2.3 A faculty from our CI or NCI abroad, if willing to come to MUJ within his/her financial assistance framework based on their own jurisdictional & regulatory approvals, may be facilitated the residential and other academic infrastructural facilities only upon the approval of MUJ leadership through the channel as mentioned in para 3.2.1 and post event reporting as 3.2.2.

### **3.3. MUJ Endowment Policy based Faculty Exchange Program**

- 3.3.1 A faculty of MUJ desiring for moving abroad at CI or NCI for short term program or for long term program through the route of MUJ Endowment Policy may move a request for the same to the Secretary, Endowment Fund Committee through proper channel with an additional intimation via email to Directorate of International Collaborations and the terms and conditions of Endowment Policy shall be the governing norm in this regard as attached herewith in Annexure-3.2.
- 3.3.2 Post event participation, the faculty member shall submit a report of the same to the Director of International Collaborations through email enlisting the details and pictures of all the activities during the course of exchange program, apart from other regulatory submissions as per endowment policy of MUJ.
- 3.3.3 A faculty from our CI or NCI abroad, if willing to come to MUJ within his/her financial assistance framework based on their own jurisdictional & regulatory approvals, may be facilitated the residential and other academic infrastructural facilities only upon the approval of MUJ leadership through the channel as mentioned in para 3.3.1 and post event reporting as 3.3.2.

**Note: In case of any disputes, the Dean of the Faculty along with Director, International Collaborations will constitute for a committee to resolve the dispute.**

## Annexure 3.1

### Professional Development Allowance (PDA) Revised guidelines during Covid-19

1. In the present pandemic of COVID-19, University does not encourage the travel. In view of this, faculty members are suggested to participate only in on-line conferences. Therefore, The PDA guidelines for the post lockdown period of COVID-19, July 2020 to June 2021 have been revised.
2. The Travel Allowance (TA) and DA will not be supported through PDA. However, faculty member can apply for external resources as DST travel grant etc. including personal, if they wish to attend using existing travel guidelines. They have to provide their travel plans to DoR and get the approval before travelling. They need to take all safety measures for COVID during travel and are required to submit fitness certificate to DoR office (taken not more than two days before) immediately after returning to the University.
3. Faculty members, with one year of continuous service at MUJ, are eligible for the following Professional Development Allowances:  
**Professional Development Allowance (PDA) of Rs. 10,000/-.** **Professional Membership Reimbursement (PMR) of Rs. 10,000/-.**
4. Professional Development Allowance of Rs 10,000/- can be utilized only towards registration fee for online paper presentation in the Scopus indexed conferences or other indexing if they have weightage for NIRF or other related rankings.
5. Faculty members have to apply minimum 15 days before the commencement of the conference for utilizing the PDA. The participation in Workshops, FDPs, Short Term Courses (STC) will not be supported under these revised guidelines. Advance amount for of registration fee will not be provided.
6. These special guidelines will be effective for a specific period July 01, 2020 to June 30, 2021. If necessary, these guidelines may be revised under this period.
7. Other conditions and process mentioned in the current policy may be treated as it is with the revised guidelines.

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## Annexure 3.2



MANIPAL UNIVERSITY  
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### Endowment Fund 20XX-XX

#### QE-01 Support to faculty members pursuing Ph.D.

##### Guidelines:

1. Any faculty member who has completed minimum of one year of service with MUJ shall be eligible to pursue a higher course of study leading to a PhD Degree from a recognized University/Institute offering a Part-Time/Full Time Program.
2. Amongst eligible applications from faculty members, a shortlisting will be done by a committee **Endowment Fund Committee (EFC)** appointed by President, MUJ. To ensure the appropriate strength of faculty members available on campus, at any point of time, the grant of permission by MUJ shall be restricted to 5% of the total faculty members on rolls (maximum of 10% in a particular department). This limit may be waived off by the President – MUJ, on the recommendations of EFC, if found to be in MUJ's interests.
3. MUJ Faculty desirous of pursuing a Doctorate Degree program at a University/Institute as above shall have to apply to the President, MUJ before the last date announced for the purpose, through the concerned Head of the Department and the concerned Director / Dean, in the prescribed format for permission to register for the program as appropriate and submit the application to EFC.
4. On grant of permission to register and after having registered at the concerned University/Institute, the faculty member shall have to complete the program and obtain the degree in the stipulated time as fixed by the concerned University/Institute under their rules/ordinances.
5. The criteria for grant of permission shall be in accordance with the guidelines laid down by EFC.
6. In order to complete the Full Time Ph.D. program, MUJ will permit normally a maximum of three years EOL.
7. In case the Full Time Ph.D. degree is pursued from QS/THE ranked University/ reputed IIT, NIT/BITS etc., a special provision of 50% of the base salary accumulated during three years of the EOL will be given as an incentive on return to MUJ. (Salary as defined by MUJ norms on the date of start of EOL). The amount to be returned will be disbursed in three years equally divided and as per guidelines laid down by EFC.
8. In case of Part-Time PhD Program, faculty shall be considered 'on EOL' for the fulfillment of residential requirement, to be approved by the competent authority.

9. Faculty member availing the benefit will ensure that copies of all semester grade cards are to be submitted to COE-MUJ, as and when issued by the University/Institute. A copy of the final degree awarded is also to be submitted to the COE-MUJ at the time of completion.
10. MUJ faculty is expected to maintain the required academic standards of the University/Institute concerned failing which, in case, if the academic program is terminated by the University/Institute and the faculty is asked to withdraw, the EOL will stand cancelled from the date of termination.
11. For any expenses incurred during program including registration fee/tuition fee/boarding/lodging etc., faculty member has to arrange his/her funds through scholarships/waiver/self-funding.
12. On successful completion of the relevant degree programs and rejoining MUJ back, the review dates of the concerned faculty shall be brought forward and other incentives offered by way of salary increases/perquisites as deemed fit by MUJ.
13. Notwithstanding anything that is mentioned herein under the above rules MUJ reserves the right not to grant permission to any faculty member to register for any of the Doctorate programs if it is found not to be in the interest of MUJ.



MANIPAL UNIVERSITY  
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### Endowment Fund 20XX-XX

#### QE03 'M.Tech scholarship' to GATE qualified students

##### Guidelines:

1. Among the admitted M.Tech students each year, all those having a valid **GATE/GRE score** are entitled for the **GATE aligned scholarships**.
2. **Maximum number of scholarships to be given each year is limited to 25% of the sanctioned seats or 20 whichever is lesser.**
3. **Announcement of candidate with sanction of scholarship will be done by EFC.** For being selected, candidates have to apply in prescribed format by last date announced for the purpose.
4. An **amount of INR 15000/- (Fifteen thousand) per month per person** is allocated as scholarship.
5. The sanctions are for complete course duration i.e. two years but **continuation of yearly allocations are subject to maintaining minimum CGPA of 7.0.**
6. Students are expected to maintain the required academic standards of the University/Institute (keeping CGPA of 7.0 at least) failing which the scholarship will be terminated.
7. To keep a check on the minimum standards, **the disbursement of the scholarship amount is to be done after the semester wise announcement of results. The candidate is required to submit a copy of his/her grade sheet to claim the scholarship.**
8. **Notwithstanding anything that is mentioned herein under the above rules** MUJ reserves the right to defer/stop the scholarship if found in the interest of the institute.

**QE04** **Endowment Fund 20XX-XX**  
**'Enhanced Seed Grant' to faculty**

**Guidelines:**

1. Faculty members who have completed less than five years of service with MUJ are eligible to apply for enhanced seed grant to start perusing his/her research.
2. Enhanced seed grant to a maximum of INR 3 Lacs (Three lacs only) each such grant and to a maximum of 10 in numbers per year are provided under endowment funds.
3. The enhanced grant may be utilized spread over a maximum period of two years. Budget proposal and justification will constitute an important criterion for sanction of the grant.
4. Amongst eligible applications from faculty members, a shortlisting and selection will be done by EFC.
5. Eligible MUJ Faculty desirous of availing enhanced seed grant shall have to apply to EFC before the last date announced for the purpose, through the concerned Head of the Department and the concerned Director / Dean, in the prescribed format and submit the application to EFC.
6. Faculty members granted enhanced seed grant will be required to present the progress of the work after six months to EFC and further release of grant will be based on progress of the work.
7. The criteria for grant of permission shall be in accordance with the guidelines laid down by EFC.
8. Notwithstanding anything that is mentioned herein under the above rules MUJ reserves the right to defer/stop the grant if found in the interest of the institute.

## **Endowment Fund 20XX-XX**

### **IL01 'Visiting Scientist Fellowship' for faculty members from outside MUJ**

#### **Guidelines:**

1. It is proposed to undertake (at most) five guest faculty visits per academic year to teach a course and /or to undertake collaborative research.
2. The visiting professor should be affiliated to a reputed institute like IIT/IISc/IISER/QS/THE ranked or reputed research institutes (like CSIR/BARC/NPL/NCL etc. EFC reserves the right to categorize and define acceptability of the affiliation.
3. Only Professor level is applicable for this special support on long term visits of at least one semester.
4. For the visits for one semester, the visiting professor will be entitled to economy class air fare, local hospitality (accommodation and food in guest house) and honorarium to be approved by the President, MUJ.
5. Proposition from all faculty will be sought at the start of budget year and subject to shortlisting by EFC, a selection and invite from President will be intimated to the visiting faculty through Registrar.
6. Notwithstanding anything that is mentioned herein under the above rules MUJ reserves the right to reject/accept any such visits.

**IL02                      Endowment Fund 20XX-XX  
                                 ‘Short-term Research Fellowship’ for faculty members**

**Guidelines:**

1. Faculty members who have completed a minimum of two years of service with MUJ are eligible to financial support for short term visit (2-4 weeks) to QS/THE ranked Universities or reputed academic/research institutes. The purpose of the visit is to develop academic/research collaborations, presentations in SCOPUS/SCI indexed conferences (or its equivalent relevant to NIRF).
2. The amount of support normally in such cases is INR 50000/- (fifty thousand) and can be used to top up PDA. Provided that PDA should be first utilized before using/applying for endowment support.
3. International travel policy will be applicable for all international visits sanctioned through Endowment Fund.
4. EFC may specially recommend an additional top up of INR 50000/- (fifty thousand) in cases where an outcome towards vision and mission of university is established. President (or his/her nominee) will assess such cases and approve on recommendation of EFC. A maximum of 5 such special cases are provided each year.
5. A faculty member having availed the support through endowment fund for such visit is eligible in third budget year from the year one avails the benefit.
6. For getting support from endowment fund, faculty members need to submit an application in prescribed format to EFC on or before announced date. The shortlisting and selections will be done on the basis of guidelines given by EFC.
7. A maximum of 15 such fellowships are proposed each year for next five years.
8. Notwithstanding anything that is mentioned herein under the above rules MUJ reserves the right not to allow the visit if found in the interest of the institute.



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## Endowment Fund 20XX-XX

**IL03**

### **Faculty Industry Immersion Fellowship**

**Guidelines:**

1. Faculty members who have completed minimum one year of service with MUJ are eligible to financial support for short term (2-4 weeks) visit to reputed industry during summer vacations. The purpose of the visit is to update applied knowledge, bridge a tie-up with industry for joint project and potential future employment.
2. The maximum amount of support in such cases is INR 50000/- (fifty thousand).
3. A faculty member having availed the support through endowment fund for such visit is next eligible in third budget year from the year the benefit was availed.
4. For getting support from endowment fund, faculty members need to submit an application in prescribed format to EFC on or before announced date. The shortlisting and selections will be done based on guidelines laid down by EFC.
5. A maximum of 10 such visits are proposed each year for next five years.
6. Notwithstanding anything that is mentioned herein under the above rules MUJ reserves the right not to allow the visit if found in the interest of the institute.



**Endowment Fund 20XX-XX**

**IL04            Student Travel Grant for International Internship**

**Guidelines:**

1. For the internship of students/visit of full time research scholars at QS/THE ranked universities/reputed academic or research institutes, travel support of economy air fare and visa fee to a maximum of INR 50,000/- will be provided (in case of international visits only).
2. Students who are going for internship as a requirement to complete the degree program or for any research purpose, are eligible for the support.
3. This grant will also be given from second year of enrollment of full time research scholar for presenting a research paper in the conference/for attending any workshop or training program or any research related activity/work.
4. Students/research Scholars will be asked to submit applications in prescribed format through Head of department and route it through Dean/Director to be submitted to EFC on or before an announced date.
5. Shortlisting and selections will be done by EFC on laid down criterion and a maximum of 10 such sanctions will be given in each academic year.
6. The sanctioned amount will be disbursed after satisfactory completion of internship keeping minimum standards and grades as laid down by EFC in the case of student internship program.
7. In the case of research scholar, the sanctioned amount will be disbursed after satisfactory report submission to EFC through proper channel.
8. Notwithstanding anything that is mentioned herein under the above rules MUJ reserves the right not to allow such support to any student if found in the interest of the institute.

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## **4. Activity Reporting and Data Collection of DoIC**

All University research, scientific, and other forms of collaboration, whether conducted on campus or abroad, must be consistent with University policies and comply with applicable UGC guidelines, as well as with local, in-country laws and regulations.

### **4.1. Activity Reporting and Data Collection**

The data collection from different stakeholders like students, faculty, HoDs, Nodal officers' etc. for conducting international engagements could be done through the following method where there will be required to fulfill all the sub-requirements for the same. Nodal Officers report on the MoU's activities and events to be planned. Similarly, HoDs of the respective departments will be required to provide the potential MoU Collaborations, Credit mapping, Mobility possibilities and Activity reporting per Collaborations. Students and Faculty Feedback to be collected and disseminate the opportunities among the right group. Lastly, collecting after the completion of their respective International Activities and Engagements.

Method for data collection is as per template shown in Annexure 4.2.

### **4.2. Nodal Officers Reporting**

The data collection of students could be done through the following method where they will be required to fulfill all the sub-requirements for the same. The HoD of the respective departments will be required to provide the data forms to the students after the completion of their respective International Activities and Engagements.

Method for data collection is as per template shown in Annexure 4.1.

### **4.3. Head of the Department Reporting**

The data collection of students could be done through the following method where they will be required to fulfill all the sub-requirements for the same. The HoD of the respective departments will be required to provide the data forms to the students after the completion of their respective International Activities and Engagements.

Method for data collection is as per template shown in Annexure 4.2.

#### **4.4. Nucleus Member Reporting**

The data collection of students could be done through the following method where they will be required to fulfill all the sub-requirements for the same. The HoD of the respective departments will be required to provide the data forms to the students after the completion of their respective International Activities and Engagements.

Method for data collection is as per template shown in Annexure 4.1.

#### **4.5. Student Interests in Internationalization form**

The following criteria will need to be fulfilled by the students

- Name of the Student
- Registration Number of the Student
- Program of the Student
- Year of the Student
- Type of International Pathway chosen by the Student;
  - Study abroad
  - International Internship
  - Summer School Exchange
  - Winter School Exchange
  - Other
- The International University chosen by the Student
- The International University rejected by the Student
- The course/field selected by the student to be taken up during International Activities and Engagements
- Letter of Recommendation requested by the student
  - Yes
  - No

For Department & Faculty

**Annexure 4.1: DETAILED ACTIVITY REPORT AND STATUS (INTERNATIONAL COLLABORATIONS)**

S. No.	University/Institute Name	Country	Date of Renewal	Nodal Officer/ Nucleus Member	Outcomes/Activities	Planned Initiatives/Status
1.	QS/THE Ranking:					

**Annexure 4.2: Departmental Potential MoUs**

Department	Sl. No.	Potential MoU (University/Institute Name/Country)	Name of Departmental Coordinator for the MoU (Nodal Officer)	Outcomes/Activities planned with the MoU	Credit Mapping Planned: Yes/No (if planned, then for which program, course, semester and how for many credits/courses)
	1.	QS/THE Ranking (if any):			
	2.	QS/THE Ranking (if any):			
	3.	QS/THE Ranking (if any):			
	4.	QS/THE Ranking (if any):			
	5.	QS/THE Ranking (if any):			