

As of 05.12.2022

# **MEMORANDUM OF UNDERSTANDING**

between

**Indian Council for Cultural Relations (ICCR)  
Ministry of External Affairs, Government of India**

and

**Central University of Punjab, Bathinda**

Indian Council for Cultural Relations Ministry of External Affairs, Government of India, Azad Bhavan IP Estate New Delhi ("hereinafter referred to as "ICCR" on the other part").

and

This Agreement shall be entered between "Central University of Punjab, Bathinda ("hereinafter referred to as "CUP"), which expression shall unless repugnant to the context shall deem to include its successors and assigns on one part.

### 1. BACKGROUND OF ICCR SCHOLARSHIP PROGRAMMES:

India is well known as an education hub attracting international students from all over the world. India's robust education system, in the backdrop of its rich diversity and vibrant culture & history, affords a broad range of options for students. And as a rapidly growing country with a leading technological edge, studying in India has much to offer, whether it is Engineering, Computers, Arts, Philosophy, Political Sciences or Classics etc.

Indian Council for Cultural Relations, ICCR administers various scholarship programs and annually awards about 3800+ scholarships under 21 different schemes to foreign students from about 140 countries (data as of 2022). Amongst these 21 schemes, six are funded by ICCR from its grant and others are administered on behalf of MEA and Ministry of Ayush. The courses offered for studies are for Under-graduation, Post-graduation and Ph.D levels. Each academic year, ICCR has about 6000+ of its foreign scholars studying at various Central/State Universities, Institutes, NITs, Agricultural and Ayurvedic Institutions.

In a step forward towards "Digital India", ICCR developed the "Admissions to Alumni (A2A) Portal" to streamline the enrolment process. With the introduction of the portal, ICCR Scholarship programs are not only digitized but also have become an effortless exercise in internationalization of higher and robust education system of India, across the globe. The portal contains all relevant information regarding ICCR sponsored scholarship schemes and other information like names of the Indian Universities, courses offered by them and guidelines of scholarship schemes etc.

ICCR aims to empanel Universities/Institutes who are willing to accept international students sponsored by ICCR, Govt. of India through the A2A portal as per the terms and conditions enumerated in the portal as well in the following text.

### 2. DEFINITIONS

- (i) "Partnering institute" means the institute shortlisted by ICCR internally, inter alia, on the basis of NIRF (National Institute Ranking Framework-2021) and/or NAAC (National Assessment and Accreditation Council) rating or Institute of National Importance or Institute of Eminence or any other established criteria as approved by GOI.
- (ii) "ICCR" means "Indian Council for Cultural Relations"

### 3. OBLIGATIONS OF "PARTNERING INSTITUTES"

(Academic institutions (AI) could be a University or an affiliated college of a University where the student would actually be studying and is responsible for completing ICCR related scholarship studies. In the roles and responsibilities listed below, a generic term "AI" for Academic Institutions is used.)

- (a) Only Universities/Institutes having excellent academic reputation, requisite facilities to host foreign students, dedicated office of ISA to address the issues of foreign students already having sizeable number of foreign students will be empanelled. The list of criteria for empanelment will be decided by ICCR, and may be amended from time to time if required. For the year 2023-24, University/Institute with NAAC ranking 3.25 (A) and above and NIRF ranking 1-100 will be empanelled.
- (b) AI would receive applications along with requisite supporting documents of international students, aspiring to avail ICCR scholarship, directly through the A2A portal only (Login id of the portal to be provided by ICCR).
- (c) AI would be required to examine the application and the supporting documents. Based upon the documents, the university/Institute would offer admission to the student(s) to the course applied for and is eligible. ICCR, through the Indian Mission(s) will offer conditional admission letter to the student stating the terms & conditions of admission. Final admission would be subject to document verification.
- (d) AI would have to keep the courses and the curriculum updated on its public information resources to enable the student(s) to choose the right course
- (e) The students should be admitted to the listed Universities/Institutes only if students are being enrolled in affiliated colleges they too should possess the said rankings individually. **This will be ensured by the University granting admission and allotting students to affiliated colleges.**
- (f) AI would have to ensure that the medium of instruction, where the student(s) is admitted to (whether University or institute or affiliated college) is in English only.
- (g) AI should have to provide a list of programmes/courses and specializations for which the AI wishes to offer admission to the international students. In addition to this AI must provide the applicable fees for each of the programs which would be subject to a uniform ceiling for each level. The fee details (in terms of tuition fees, hostel fees, examination fees, other fees, etc.) must be provided. All the applicable fees must be known to the student candidates before they submit their application. The AI must provide the fee details separately on the ICCR portal for scholarship decision. The institute needs to upload fees for all the courses for all the semester/years for the forthcoming Academic year, by 31 October of the previous year and would ensure that the fee for every semester/year is claimed within 15 days of the end of the semester/year. While claiming the fee, the university/institute would have to ensure that the academic record and attendance of all the students for whom the fee is being claimed, is uploaded on the portal. If the AI does not provide the fee details on the ICCR application/portal, the ICCR will not fund any scholarship to students admitted to that AI.
- (h) The AI must ensure that high quality hostel facilities/accommodation/mess facilities are available for the international students. This information should be provided at the beginning, of the A2A application process to facilitate the student decide about the application to that AI accordingly. The details of the amenities and the applicable fees must also be provided, including latest photos of the amenities.
- (i) All the responsibilities of verification of certificates/marksheets etc. of the student would lie with the institution. Marks conversion/Equivalence criteria/Mutual recognition of courses would be the responsibility of the AI.
- (j) Based on the student applications, the AI must provide the admissions decisions at the earliest.

- (k) Once the Indian Mission/student conveys the arrival schedule, the University/Institute would be required to make arrangements to receive the student(s) from the nearest airport/railway station/bus stand and temporary/permanent accommodation (if applicable).
- (l) Collecting information about the students' travel and picking up the students from the airport would be the responsibilities of the respective AI.
- (m) Upon arrival, they may be assisted in registering with the concerned FRRO, in opening the local bank account, filling in the online Joining Report of ICCR, the format for which is available on A2A portal.
- (n) The AI must have a dedicated international students counselor/advisor and the details of whom must be entered in the ICCR system. This counsellor must be qualified and responsible for providing all the relevant information to the students, the AICTE and the ICCR. A dedicated fully functional International student affairs office should be set up for the international students with single window facility for on-boarding of students and assisting them throughout the stay.
- (o) A detailed orientation session must be organized by the AI during the initial phase to explain all the rules and regulations for the international students during their stay in India. This orientation session must be organized soon after the arrival of the students to the AI. The orientation details must be entered by the AI on the ICCR mobile application.
- (p) Foreign student must submit a joining report declaring that they have joined the academic institute (AI). The joining report must be approved by the AI. If the student doesn't submit the joining report, the AI should be able to declare the student joining at the AI. When the AI submits the joining report, it may be for multiple students at the same time.
- (q) The AI should submit a "Demand letter" to the ICCR ZO/SZO asking for the tuition fees to be paid to the AI – in that letter, the total tuition fees demanded by the AI must be specified. A detailed split up of the fees should also be stated. The payment to the AI should happen only after the demand letter has been submitted by the AI. AI can upload a single demand letter for requesting fees for multiple students.
- (r) Once the ICCR Zonal Office/Zub-Zonal Office enters the payment details on the ICCR application, the AI must confirm the receipt of fees for the students enrolled at the AI. If this confirmation is not completed within 5 days of the payment intimation, the system will automatically record that the payment has been received by the AI.
- (s) Every month, the student will record the attendance to the classes on the ICCR portal. It is the responsibility of the AI to verify the attendance details provided by the student and validate the same. This validation must be done for all the international students under the ICCR schemes.
- (t) At the end of each academic term, the student will record the details of his/her academic performance on the ICCR portal. It is the responsibility of the AI to verify the correctness of that academic performance submitted by the student. Additionally, the AI must provide further information about the progress of the student to the next stage of program (e.g. promotion from first year to the second year). If a student is being discontinued from the program, the information must immediately be provided by the AI on the ICCR mobile application/portal.

- (u) The AI must also provide a visual copy of the grade card for each student. This must be uploaded on the ICCR application. The validation of the academic performance details, and entering detailed review of the progress must be done for all the students under ICCR schemes. This must be done at the end of each academic term.
- (v) The successful completion of the student in a degree program must be informed by the AI to the ICCR on the ICCR mobile application/ portal. A visual proof of the degree certificate must also be uploaded by the AI on the ICCR application.
- (w) The AI must generate an exit report for each student - whether the student has completed the degree; whether the accounts are settled, etc.
- (x) The AI must complete all the tasks mentioned above within the time specified for the task. The compliance of the AI with respect to all these tasks will dictate ICCR funding students to this AI in future.
- (y) Students must be provided with final degree certificate before their final departure to home country. As per ICCR norms, the scholar is to leave within 21 days after declaration of final result.
- (z) To encourage completing students (after completion of their studies) to mandatorily register themselves on INDIA Alumni Portal ([www.iccr.almaconnect.com](http://www.iccr.almaconnect.com))

Note:- Once EdCIL launches "Education in India" single window admissions portal for foreign students, the unique ID generated by that portal will then be used for identification in ICCR's A2A portal.

#### 4. OBLIGATIONS OF ICCR

- a. ICCR shall provide a fully functional/operational Admission 2 Alumni (A2A) portal <https://a2ascholarships.iccr.gov.in/>
- b. ICCR shall release stipend etc to the students directly to the students bank account through PFMS on quarterly basis
- c. ICCR shall endeavor to release the agreed fee to the University/Institute directly to the University/Institute within one month of completion of semester/year of studies, as applicable. In order to release the fee etc in time, the University/Institute would have to ensure that academic record and attendance of the student(s) are uploaded on the portal before fee is demanded.
- d. ICCR shall facilitate that all the Universities/Institutes empanelled with it, are linked with the A2A portal to enable the student(s) navigate the courses offered by them.
- e. ICCR shall ensure that all the scholarship schemes administered by it along with allocation of seats to each of the countries are uploaded on the portal.
- f. ICCR shall upload updated terms and conditions of each of the schemes on the portal before rolling out the scholarship schemes for the particular Academic Year.
- g. ICCR, through the Indian Missions/ Posts abroad, will strive that all the schemes administered by it and the Universities/institutes empanelled with it along with courses offered by them are appropriately publicized abroad.

- h. ICCR shall make all efforts that all its Zonal/Sub Zonal offices in India remain in constant touch with the Universities/Institutes and all the transactions are carried out through these Zonal/Sub Zonal office.

#### **5. VALIDITY OF THIS MoU**

This MoU shall be deemed to be effective from the date of signing by both sides and shall be valid for the next three years and may be extended for a further period of 2 more Academic Years provided both sides agree on the same and the fulfillment of requirements by each of the stakeholders and upon review. Upon termination of this MOU, each Party agrees to return all intellectual properties including Confidential Information shared with it by the other Party under the terms of this Agreement, if any.

#### **6. ARBITRATION**

All disputes arising between the parties to the contract as to the MoU, operation, or effect of any clause in this deed or any other difference arising between the parties, which cannot be mutually resolved, shall be referred to the office of the President, ICCR for resolution of dispute by way of Arbitration. The President, ICCR shall act as the Sole Arbitrator. The decision of the arbitrator as defined above shall be binding on the parties.

#### **7. NON-EXCLUSIVITY**

The relationship of the parties under this MOU shall be nonexclusive and both parties, including their affiliates, subsidiaries and divisions, if any are free to pursue other agreements or collaborations of any kind.

#### **8. RELATIONSHIP**

Nothing in this MOU shall be construed to make either party a partner, an agent or legal representative of the other for any purpose.

#### **9. COSTS OF THE MOU**

Each Party shall bear the respective costs of carrying out the obligations under this MOU.

#### **10. CONFIDENTIAL INFORMATION**

All Confidential Information provided or disclosed by either Party hereunder shall remain the property of the furnishing party, and shall be held in strict confidence by the receiving Party, unless the furnishing Party otherwise consents in writing or unless disclosure of such Confidential Information is required by the applicable laws. Confidential Information furnished by any Party hereunder

- i. shall not be reproduced or copied, in whole or in part, by the receiving Party except for use as specifically authorized by this MOU;
- ii. shall, together with any copies thereof, be returned to the disclosing Party, or at the request of the disclosing Party, destroyed, when no longer needed for purposes of this MOU; and

- iii. shall only be disclosed by the receiving Party to its employees who have a need to know such Confidential Information in connection with the performance of this MOU; and who have agreed to comply with the confidentiality obligations set forth herein.


Signed on <date> at <place>

23.12.2022, Ghuddha.

For and on behalf of  
the Partnering University/Academic Institute

For and on behalf of ICCR

Signature:

  
23.12.2022

Name:

Prof. B.P. Gang

Designation:

Registrar

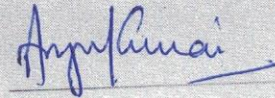
Date:

23.12.2022

कुलसचिव/Registrar

गुरुदास प्रो. विश्वविद्यालय, बठिंडा-151001  
Guru Das University of Punjab, Bathinda-151001

Signature:



Name:

अंजु रंजन / ANJU RANJAN

Designation:

उपसहाय निदेशक / Deputy Director General  
भारतीय सांस्कृतिक संबंध परिषद्

Date:

Indian Council for Cultural Relations  
आजाद भवन इन्द्रप्रस्थ इस्टेट, नई दिल्ली  
Azad Bhawan, I. P. Estate, New Delhi