



HINDUSTAN
INSTITUTE OF TECHNOLOGY & SCIENCE
(DEEMED TO BE UNIVERSITY)

GUIDELINES & SOP'S

International Institution Collaborative Programmes & International Students Mobilization (Outbound) - 2025



HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE

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Comparative Analysis of Collaborative Conventional Mode Academic Programs (UGC/NEP 2020 Compliance)

Parameter	Semester Exchange / Study Abroad	Twinning Program	Dual Degree Program	Joint Degree Program	Pathway Program (Non-NEP/UGC)
Definition	Short-term academic mobility with credit recognition.	A program allowing a student to study partially at an Indian HEI and a foreign HEI, with credit transfer.	A program leading to the award of TWO separate degrees, one by each partner HEI.	A program leading to a SINGLE DEGREE awarded by either Indian / Foreign HEI.	A lateral entry program allowing transfer into a foreign degree (not formally recognized under NEP/UGC).
Degree Awarded	No separate degree — only credits transferred towards Indian degree.	Single degree by Indian HEI with foreign credits reflected.	TWO degrees - one from Indian HEI and one from foreign HEI.	One Joint Degree awarded by both partner HEIs.	Degree from foreign HEI only.
Duration Abroad	1–2 semesters abroad.	Maximum 30% of the total credits abroad.	Flexible (typically 50% abroad).	Flexible (typically 50% abroad).	Varies: commonly 2+2, 2+3, or 1+3 structures.
Credit Transfer	Based on mutual recognition through equivalency, course and credit mapping	Maximum 30% through Academic Bank of Credits (ABC).	Minimum 30% at each institution, with equivalency maintained.	Minimum 30% at each institution, with equivalency maintained.	Based on institution-to-institution agreement.
UGC Approval	Governed by Institutional MoU	Prior intimation to UGC is required.	Prior approval from UGC is mandatory.	Prior approval from UGC is mandatory.	Not formally recognized under NEP 2020; institutional discretion applies.
Ranking Requirement	Institutional discretion; Ranking not mandatory.	Partner HEI must be in top 1000 (THE/QS)	Partner HEI must be in top 1000 (THE/QS)	Partner HEI must be in top 1000 (THE/QS)	Institutional due diligence required.



Parameter	Semester Exchange / Study Abroad	Twinning Program	Dual Degree Program	Joint Degree Program	Pathway Program (Non-NEP/UGC)
Transcript Impact	Indian transcript shows transferred grades.	Single transcript by Indian HEI with foreign credits and grades shown.	Two transcripts, one by each HEI.	Joint transcript by both institutions with both Institutions logos.	Indian transcript may reflect credit equivalency, if any.
Exit Pathway	Not Applicable	Permissible under UGC multiple exit framework as per NEP	Permissible.	Permissible.	Not applicable—students complete the degree only in abroad.
Fee Structure	No additional tuition to foreign HEI; other charges like Registration, Accommodation charges may apply (Fees applicable for Study Abroad by foreign HEI)	Fees paid to Indian HEI + Applicable fees to foreign HEI.	Separate fees to both institutions. However, the student should pay full term fees to Indian HEI.	Joint fee structure with cost-sharing mechanism. Indian HEI should transfer the fees to foreign HEI.	As determined by foreign institution; scholarships may apply. However, the student should pay full term fees to Indian HEI.
Curriculum Design	Not applicable	Mutually aligned; Approved by BoS/ACM of Indian HEI.	Jointly designed and delivered; meets both HEI standards.	Jointly designed and integrated curriculum with shared learning outcomes.	Not applicable; Follows foreign HEI's curriculum.
BoS and Academic Council Approval	Not applicable	Mandatory for program launch and credit approval.	Mandatory.	Mandatory.	Not applicable; Handled as a case of foreign transfer.
NEP 2020 Compliance	Enhances global exposure and cultural competency.	Promotes credit mobility, internationalization at Indian HEI.	Encourages global competencies and recognition in same field.	Aligns with joint international delivery and global citizenship.	Not compliant; Not recognized under UGC / NEP framework.

Standard Operating Procedure (SOP)

Semester Exchange Program (SEP) – Course and Credit Equalization Process

1. Purpose

This SOP defines the structured process for evaluating and equalizing academic credits for students participating in the Semester Exchange Program (SEP) / Study Abroad from Hindustan Institute of Technology & Science (HITS). The objective is to:

- Ensure academic consistency between HITS and partner institutions.
- Maintain curriculum alignment for seamless credit transfer.
- Provide a transparent and standardized credit evaluation process.

2. Scope

This SOP applies to:

- All academic departments, faculty members, and administrative staff involved in SEP at HITS.
- The review, mapping, approval, and transfer of credits earned at partner institutions.
- Ensuring compliance with HITS academic standards and regulatory guidelines.

3. Responsibilities

Role	Responsibility
Department Heads / Class Teacher	Review curriculum & syllabi, assess course equivalency, approve credit mapping.
Dean of School / HOD	Oversee and approve final credit transfers.
Course & Credits Mapping and Transfer Committee	Validate and approve course mappings.
Students	Submit course details and comply with credit transfer procedures.
Controller of Examinations (COE)	Process and record approved credit transfers.

Note: Course details might be available in the partner university website or can be obtained from the Host Institution.

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4. Procedure

4.1 Syllabus Review & Course Content Evaluation

- **Action:** The respective department reviews the syllabus, course outcomes, and assessment methods of the partner institution's courses.
- **Criteria:** A minimum 50%–60% content overlap with equivalent HITS courses is required for credit mapping.
- **Responsibility:** Class Teacher & Department Head.

4.2 Course Mapping & Credit Equalization

Case 1: Content Overlap \geq 50%–60%

- Credits will be mapped as equivalent to the corresponding HITS course.
- Faculty members verify alignment and approve credit transfer.

Case 2: Content Overlap $<$ 50%

- The course will not be mapped.
- Students must take the equivalent course at HITS upon return (not considered an arrear).

Case 3: Content Overlap Exceeds HITS Credits

- The department assesses if additional credits can be adjusted by combining with another relevant HITS course.
- Class Teacher proposes adjustments to align with HITS curriculum requirements.

4.3 Final Review & Approval

- Dean of School / HOD reviews and approves proposed course mappings.
- Course & Credits Mapping and Transfer Committee convenes to finalize approvals.

4.4 Monitoring & Evaluation

- Class Teacher & Department Head monitor students' progress during the exchange program.
- Provide academic support to ensure compliance with credit requirements.

4.5 Completion & Transcript Processing

1. Upon program completion, the department:
 - Verifies the student's academic performance.
 - Submits the approved Credit and Grade Transfer Form to COE.
2. COE updates the student's academic record.

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5. Documentation & Record Keeping

The following records must be systematically maintained to ensure transparency and IQAC compliance:

5.1 Mandatory Documents

Document	Submission & Retention Protocol	Responsible Party
Course Mapping Minutes of Meeting (Detailed equivalency assessments)	<ul style="list-style-type: none"> Original with signatures submitted to Office of International Affairs (OIA) with acknowledgement receipt Department retains one certified copy Student may request a certified copy upon application 	Department Head
Credit and Grade Transfer Approval Forms	<ul style="list-style-type: none"> Original submitted to Controller of Examinations (COE) Certified copies maintained by OIA and originating department with acknowledgement records 	Department Head
Student Academic Records (Partner institution transcripts)	<ul style="list-style-type: none"> Original issued to student with acknowledgement of receipt Certified copies maintained by COE, department, and OIA 	OIA
Communication Logs (Emails, meeting minutes, approval correspondence)	<ul style="list-style-type: none"> Complete set maintained in both physical and digital formats by department and OIA 	Department/OIA

5.2 Retention Policy

- All documents must be retained for a minimum period of 10 years following completion of the exchange program
- Departments and OIA must:
 - Maintain complete student-wise documentation files
 - Ensure proper indexing for quick retrieval
 - Implement secure storage for both physical and digital records

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- Student copies are for personal reference and not considered as official records

5.3 Access & Audit

- Document access protocol:
 - IQAC members may access complete records during quality audits
- Audit/NBA/NAAC/Ranking, etc preparedness:
 - Departments and OIA must conduct bi-annual self-audits of documentation
 - Missing documents must be reconstructed within 15 working days if identified
 - Digital backups must be maintained on secure institutional server or another IA System

5.4 Document Security

- Physical documents must be stored in locked cupboard
 - Digital documents must be: Maintained on secure institutional servers or another IA System
- Backed up quarterly
- Access logs must be maintained for all document handling

6. Revision & Review

- This SOP shall be reviewed once in 3 years by the International Affairs Committee or revised in accordance with UGC/NEP policy updates.

Prepared by : Dr N Manoharan, Director – Projects & IA and Dr David Easow, Head - Christian Studies
Approved by : Dr S N Sridhara, Vice Chancellor
Effective Date : 30.04.2025
Version : 1.0

STANDARD OPERATING PROCEDURE (SOP)

Twinning Program Implementation

As per UGC Guidelines under NEP 2020

1. Purpose

To establish a structured framework for implementing **Twinning Programs** between **Indian** and **Foreign HEIs**, ensuring academic coherence, regulatory compliance, and global competitiveness.

2. Scope

Applies to:

- Undergraduate (UG) and Postgraduate (PG) degree programs offered under Twinning Agreements.
- Academic, administrative, and financial processes governing program design, student mobility, and quality assurance.

3. Definitions

TERM	DEFINITION
Twinning Program	Collaborative arrangement where students complete part of their program at a foreign HEI while earning credits from both institutions.
Home Institution	The Indian HEI where the student is primarily enrolled.
Host Institution	A foreign university where a portion of the program is completed.
Articulation Agreement	Legally binding document outlining curriculum alignment, credit transfer, and institutional responsibilities.
SPOC	A single point of contact is designated for communication and coordination with the partner university.

4. Eligibility Criteria

4.1 Indian HEI (Home Institution)

- Must be UGC-recognized and NAAC-accredited with a minimum score of 3.01 (Grade A) or listed in NIRF Top 100

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- Should have adequate academic infrastructure and qualified faculty in the relevant discipline.

4.2 Foreign HEI (Host Institution)

- Must be recognized/accredited by appropriate authorities in its home country.
- Should be ranked within the Top 1000 of QS/THE World University Rankings at the time of MoU signing.

Degree Awarding:

- Final degree awarded only by the Indian HEI.
- Transcripts must reflect credits earned at both institutions.
- The foreign (host) university may provide a Certificate of Participation

5. Procedure

5.1 Partner Identification & Agreement

1. Shortlist eligible foreign HEIs based on UGC/NEP criteria.
2. Sign a General MoU, followed by a comprehensive Articulation Agreement detailing:
 - Program structure, duration, and credit requirements.
 - Tuition fees, administrative fees, payment terms, and financial responsibilities.
 - Student support services (visa, health, insurance, accommodation, academic advising).
 - Dispute resolution and termination clauses.

5.2 Program Design & Approval

1. Curriculum Alignment

- Curriculum Mapping: Ensure alignment with the National Higher Education Qualification Framework (NHEQF).
- Maximum 30% of total credits must be earned at the foreign institution.

2. Statutory Approvals

- Obtain approvals from the Board of Studies and the Academic Council

3. UGC Compliance

- Submit program details to UGC for formal intimation and listing.

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5.3 Student Admission & Mobility

1. Admission Criteria

- Define eligibility (academic prerequisites, language proficiency, visa requirements).
- Ensure transparent and merit-based selection.

2. Pre-Departure Orientation

- Conduct Pre-departure Orientation covering academic expectations, credit transfer, and cultural adaptation& preparedness.

3. Credit Transfer Mechanism

- Use the Academic Bank of Credits (ABC) to track and transfer credits.
- Ensure transcripts reflect all transferred credits.

5.4 Program Implementation

- **Student Mobility:** Up to 30% of the program duration at the foreign institution.
- **Faculty Collaboration:** Encourage guest lectures, joint research, and faculty exchanges.

5.5 Quality Assurance

- **Annual Academic Audits + student/faculty feedback analysis:** Implement Annual Academic Audits and collect & analyze feedback from students and faculty
- **Grading Alignment:** Follow UGC's Choice-Based Credit System (CBCS), for grading equivalency.

6. Financial Regulations

- **Fee Structure:** Fees should be clearly defined in the Articulation Agreement.
- **Transparency:** - Ensure transparency—No hidden/additional charges outside the agreed structure
- **Payment Flexibility:** Offer instalment options or financial counseling for student support.

7. Documentation & Records

Maintain the following for regulatory, audit and compliance purposes

- Signed MoUs and Articulation Agreements
- Approved curriculum mapping report and academic calendar synchronizations
- BoS and Academic Council approvals

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- Transcripts and ABC records of students
- Annual compliance reports submitted to UGC

8. Grievance Redressal

- Establish a dedicated Grievance Committee to address academic, administrative, or financial dispute concerns fairly and promptly
- Maintain proper documentation of all complaints and resolutions.

9. Termination Clause

Collaboration may be terminated if:

- Breach of UGC/NEP regulations.
- Decline in academic quality.
- Mutual agreement with prior notice (as per contract terms).

10. Roles & Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Home Institution	Program design, approvals, credit recognition, final degree certification.
Host Institution	Delivery of academic modules, student mentoring, issuance of transcripts for completed credits
Students	Adherence to academic norms and completion of required credits
International Office	MoU coordination, student mobility facilitation, liaison between institutions.
SPOC and Academic Departments	Curriculum alignment and course & credit mapping with the partner university's curriculum, teaching, evaluation, and secure BOS and ACM Approval
Registrar & Controller of Examinations	Maintenance of student records, transcript issuance, and certification.
Admission Department	Communicate with students about the fee structures for the Twinning Program as stipulated in the Articulation Agreement and program obligations.
Finance Office	Fee collection, disbursement to partner institutions, and financial reporting.

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11. Revision & Review

- This SOP shall be reviewed once in 3 years by the International Affairs Committee or revised in accordance with UGC/NEP policy updates.

Prepared by : Dr N Manoharan, Director – Projects & IA and Dr David Easow, Head - Christian Studies
Approved by : Dr S N Sridhara, Vice Chancellor
Effective Date : 30.04.2025
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STANDARD OPERATING PROCEDURE (SOP)

Dual Degree Program Implementation

As per UGC Guidelines under NEP 2020

1. Purpose

To establish a standardized framework for implementing **Dual Degree Programs** between Indian and Foreign Higher Education Institutions (HEIs), ensuring academic coherence, regulatory compliance, and global competitiveness & employability of graduates

2. Scope

Applies to:

- Undergraduate (UG) and Postgraduate (PG) degree programs under Dual Degree arrangements.
- Academic, administrative, and financial processes governing program design, student mobility, quality assurance and recognition of credits.

3. Definitions

Term	Definition
Dual Degree Program	Academic arrangement where a student earns two separate degrees—one from each partner institution—by fulfilling academic requirements at both.
Home Institution	The Indian HEI where the student is primarily enrolled.
Host Institution	The foreign HEI with which the Dual degree program is executed.
Articulation Agreement	Legally binding document detailing program structure, credit distribution, academic calendars, and institutional obligations.
SPOC	A single point of contact is designated for communication and coordination with the partner university.

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4. Eligibility Criteria

4.1 Indian HEI (Home Institution)

- Must be UGC-recognized and NAAC-accredited with a minimum score of 3.01 (Grade A) or listed in NIRF Top 100.
- Should have adequate academic infrastructure and qualified faculty in the relevant discipline.

4.2 Foreign HEI (Host Institution)

- Must be recognized/accredited by appropriate authorities in its home country.
- Should be ranked within the Top 1000 of QS/THE World University Rankings at the time of MoU signing.

Degree Awarding:

- Both institutions separately award degrees upon the student's successful completion of each institution's academic requirements.

5. Procedure

5.1 Partner Identification & Agreement

1. Shortlist eligible foreign HEIs based on UGC/NEP criteria
2. Sign a General MoU, followed by a comprehensive Articulation Agreement detailing:
 - Program duration, structure, and credit requirements.
 - Tuition fees, administrative fees, payment terms, and financial responsibilities.
 - Student support services (visa, health, insurance, accommodation, academic advising).
 - Dispute resolution and termination clauses.

5.2 Program Design & Approval

1. Curriculum Alignment

- Curriculum Mapping: Ensure alignment with the National Higher Education Qualification Framework (NHEQF).

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- Minimum 30% of total credits must be earned at the foreign institution.

2. Statutory Approvals

- Obtain approvals from the Board of Studies and the Academic Council

3. UGC Compliance

- Submit program details to UGC for registration/listing.

5.3 Student Admission & Mobility

1. Admission Criteria

- Define eligibility (academic prerequisites, language proficiency, visa requirements).
- Ensure transparent and merit-based selection.

2. Pre-Departure Orientation

- Conduct Pre-departure Orientation covering academic expectations, credit transfer, and cultural adaptation & preparedness.

3. Credit Transfer Mechanism

- Use the Academic Bank of Credits (ABC) to track and transfer credits.
- Ensure transcripts reflect all transferred credits.

5.4 Program Implementation

- **Student Mobility:** Students must spend an academically significant period at each partner institution (minimum 30% to 50% at the host university, as per their requirement).
- **Faculty Collaboration:** Encourage Dual research, faculty exchange, and co-teaching initiatives.

5.5 Quality Assurance

- **Annual Academic Audits + student/faculty feedback analysis:** Implement Annual Academic Audits and collect & analyze feedback from students and faculty
- **Grading Alignment:** Follow UGC's Choice-Based Credit System (CBCS) for grading equivalency.

6. Financial Regulations

- **Fee Structure:** Fees should be clearly defined in the Articulation Agreement.

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- **Transparency:** - Ensure transparency—No hidden/additional charges outside the agreed structure
- **Payment Flexibility:** Offer instalment options or financial counseling for student support.

7. Documentation & Records

Maintain the following for regulatory, audit and compliance purposes

- Signed MoUs and Articulation Agreements
- Approved curriculum mapping report and academic calendar synchronizations
- BoS and Academic Council approvals
- Transcripts and ABC records of students
- Annual compliance reports submitted to UGC

8. Grievance Redressal

- Establish a dedicated Grievance Committee to address academic, administrative, or financial dispute concerns fairly and promptly
- Maintain proper documentation of all complaints and resolutions.

9. Termination Clause

Collaboration may be terminated under the following conditions:

- Breach of UGC/NEP or agreement terms
- Decline in the partner institution's academic standards or rankings
- Mutual decision with due notice as specified in the agreement

10. Roles & Responsibilities

Stakeholder	Responsibilities
Home Institution	Admission, curriculum co-design, approvals, academic monitoring, credit recording and degree awarding
Host Institution	Curriculum co-design, academic delivery, joint student mentoring, academic evaluation, and awarding of degree.
Students	Adherence to academic norms and completion of required credits and program requirements at both institutions.

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International Office	MoU coordination, student mobility facilitation, liaison between institutions and compliance reporting.
SPOC & Academic Departments	Curriculum alignment and course & credit mapping with the partner university's curriculum, teaching, evaluation, and secure BOS and ACM Approval
Registrar & CoE	Maintain Student records, transcript issuance and degree certification.
Admissions Office	Communicate with students about the fee structures for the Dual Degree Program as stipulated in the Articulation Agreement and program obligations.
Finance Department	Fee collection, disbursement to partner institutions and financial reporting.

11. Revision & Review

- This SOP shall be reviewed once in 3 years by the International Affairs Committee or revised in accordance with UGC/NEP policy updates.

Prepared by : Dr N Manoharan, Director – Projects & IA and Dr David Easow, Head - Christian Studies
Approved by : Dr S N Sridhara, Vice Chancellor
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STANDARD OPERATING PROCEDURE (SOP)

Joint Degree Program Implementation

As per UGC Guidelines under NEP 2020

1. Purpose

To establish a standardized framework for implementing **Joint Degree Programs** between Indian and Foreign Higher Education Institutions (HEIs), ensuring academic coherence, regulatory compliance, and global competitiveness & employability of graduates

2. Scope

Applies to:

- Undergraduate (UG) and Postgraduate (PG) degree programs under Joint Degree arrangements.
- Academic, administrative, and financial processes governing program design, student mobility, quality assurance and joint awarding of degrees..

3. Definitions

Term	Definition
Joint Degree Program	Academic arrangement where both partner institutions jointly award a single degree upon completion of a jointly designed and delivered curriculum.
Home Institution	The Indian HEI where the student is primarily enrolled.
Host Institution	The foreign HEI collaborating to offer the Joint Degree Program.
Articulation Agreement	Legally binding document detailing program structure, credit distribution, academic calendars, and institutional obligations.
SPOC	A single point of contact is designated for communication and coordination with the partner university.

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4. Eligibility Criteria

4.1 Indian HEI (Home Institution)

- Must be UGC-recognized and NAAC-accredited with a minimum score of 3.01 (Grade A) or listed in NIRF Top 100.
- Should have adequate academic infrastructure and qualified faculty in the relevant discipline.

4.2 Foreign HEI (Host Institution)

- Must be recognized/accredited by appropriate authorities in its home country.
- Should be ranked within the Top 1000 of QS/THE World University Rankings at the time of MoU signing.

Degree Awarding:

- Both institutions jointly confer a single degree with the logos and seals of both institutions on the degree certificate.

5. Procedure

5.1 Partner Identification & Agreement

1. Shortlist eligible foreign HEIs based on UGC/NEP criteria
2. Sign a General MoU, followed by a comprehensive Articulation Agreement detailing:
 - Program duration, structure, and credit requirements.
 - Tuition fees, administrative fees, payment terms, and financial responsibilities.
 - Joint degree awarding process.
 - Student support services (visa, health, insurance, accommodation, academic advising).
 - Dispute resolution and termination clauses.

5.2 Program Design & Approval

1. Curriculum Alignment

- Jointly design the curriculum to meet the standards of both countries and align with the National Higher Education Qualification Framework (NHEQF).
- Minimum 30% of total credits must be earned at the foreign institution.

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2. Statutory Approvals

- Obtain approvals from Board of Studies and Academic Council and regulatory bodies, as required.

3. UGC Compliance

- Submit program details to UGC for registration/listing.

5.3 Student Admission & Mobility

1. Admission Criteria

- Define eligibility (academic prerequisites, language proficiency, visa requirements).
- Ensure transparent and merit-based selection.

2. Pre-Departure Orientation

- Conduct Pre-departure Orientation covering academic expectations, credit transfer, and cultural adaptation & preparedness.

3. Credit Transfer Mechanism

- Use the Academic Bank of Credits (ABC) to track and transfer credits.
- Ensure transcripts reflect all transferred credits.

5.4 Program Implementation

- **Course Delivery:** Courses to be jointly taught by faculty from both institutions in-person
- **Student Mobility:** Students must spend an academically significant period at each partner institution (minimum 30% to 50% at the host university, as per their requirement).
- **Faculty Collaboration:** To facilitate joint teaching, co-guidance of dissertations, and collaborative research.

5.5 Quality Assurance

- **Annual Academic Audits + student/faculty feedback analysis:** Joint Annual Academic Audits and collect & analyze feedback from students and faculty
- **Grading Alignment:** Follow UGC's Choice-Based Credit System (CBCS), for grading equivalency.

6. Financial Regulations

- **Fee Structure:** Fees should be clearly defined in the Articulation Agreement.
- **Transparency:** - Ensure transparency—No hidden/additional charges outside the agreed structure

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- **Payment Flexibility:** Offer instalment options or financial counseling for student support.

7. Documentation & Records

Maintain the following for regulatory, audit and compliance purposes

- Signed MoUs and Articulation Agreements
- Approved curriculum mapping report and academic calendar synchronizations
- BoS and Academic Council approvals
- Transcripts and ABC records of students
- Annual compliance reports submitted to UGC

8. Grievance Redressal

- Establish a dedicated joint Grievance Committee to address academic, administrative, or financial dispute concerns fairly and promptly
- Maintain proper documentation of all complaints and resolutions.

9. Termination Clause

Collaboration may be terminated under the following conditions:

- Breach of UGC/NEP or agreement terms
- Decline in partner institution's academic standards or rankings
- Mutual decision with due notice as specified in the agreement

10. Roles & Responsibilities

Stakeholder	Responsibilities
Home Institution	Admission, curriculum co-design, approvals, academic monitoring, and credit recording.
Host Institution	Academic delivery, joint student mentoring, academic evaluation, and co-awarding of degree.
Students	Adherence to academic norms and completion of required credits and program requirements at both institutions.
International Office	MoU coordination, student mobility facilitation, liaison between institutions and compliance reporting.

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SPOC & Academic Departments	Curriculum alignment and course & credit mapping with the partner university's curriculum, teaching, evaluation, and secure BOS and ACM Approval
Registrar & CoE	Maintain Student records, transcript issuance and degree certification.
Admissions Office	Communicate with students about the fee structures for the Joint Degree Program as stipulated in the Articulation Agreement and program obligations.
Finance Department	Fee collection, disbursement to partner institutions and financial reporting.

11. Revision & Review

- This SOP shall be reviewed once in 3 years by the International Affairs Committee or revised in accordance with UGC/NEP policy updates.

Prepared by : Dr N Manoharan, Director – Projects & IA and Dr David Easow, Head - Christian Studies
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STANDARD OPERATING PROCEDURE (SOP)

Pathway Program

(2+2, 2+1, 3+1 for UG and 3+2, 2+3 for UG+PG) Implementation

(Non-UGC/NEP Governance)

1. Purpose

To establish a standardized framework for implementing Pathway Programs between Indian and Foreign Higher Education Institutions (HEIs), offering students structured international academic mobility and dual academic exposure leading to undergraduate and postgraduate qualifications.

2. Scope

Applies to:

- Undergraduate (UG) pathway arrangements: 2+2, 2+1, 3+1 models.
- Integrated UG+PG pathway arrangements: 3+2, 2+3 models.
- Academic, administrative, and financial operations governing curriculum mapping, credit transfer, admissions, student support, and progression to degree awarding by the foreign institution.

3. Definitions

- Pathway Program: An academic model allowing students to complete part of their UG or UG+PG studies at the Indian HEI and transfer to a foreign HEI to complete and earn the final degree.
- Home Institution: Indian institution where the student initiates their studies.
- Host Institution: Foreign university that awards the final degree.
- Articulation Agreement: Legally binding document outlining the academic pathway, eligibility, credit transfer, financial terms, and progression criteria.
- SPOC: Single Point of Contact designated for coordination between institutions and student management.

4. Eligibility Criteria

- Foreign HEI must be recognized/accredited, preferably listed within QS/THE Top 1500 rankings.

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- Degree Awarding: The Host Institution awards the final degree based on fulfilment of academic requirements.

5. Procedure

- Partner Identification & Agreement: Shortlist foreign HEIs, sign MoU and Articulation Agreement.
- Program Design & Approval: Joint curriculum mapping and progression pathway finalization.
- Student Admission & Mobility: Admission in India; transfer abroad after fulfilling academic and language proficiency requirements.
- Program Implementation: Continuous support services, joint academic activities.
- Quality Assurance: Regular review meetings and feedback analysis.

6. Financial Regulations

- Fee structures must be clearly defined at both stages.
- Negotiate scholarships/waivers wherever possible.
- Ensure complete transparency in cost disclosures to students by the admission department.

7. Documentation & Records

- Maintain signed MoUs, Articulation Agreements, curriculum mapping records, transcripts, visa support documents, and annual program performance reports.

8. Grievance Redressal

- Establish a dedicated grievance mechanism to address academic, administrative, and financial disputes during the pathway progression.

9. Termination Clause

- The partnership can be terminated for breach of agreement, academic delivery lapses, or by mutual decision with advance notice. Students already enrolled will be given options to complete the program.

10. Roles & Responsibilities

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- **Home Institution:** Initial admission, course delivery, academic monitoring.\
- **Host Institution:** Admission of transfer students, program delivery, awarding final degree.
- **Students:** Maintain academic standards, fulfill financial and visa obligations.
- **International Office:** Coordination of articulation agreements, student counseling, and mobility facilitation.
- **Registrar, CoE and Admissions Office:** Records management, transcripts, and student advising.

11. Pathway Program Structures and Examples

Pathway Structure	Description	Example Program
2+2 (UG)	2 years study in India + 2 years study abroad. Final degree awarded by Foreign University.	B.Tech (India) + B.Sc (Foreign)
2+1 (UG)	2 years study in India + 1 year study abroad. Final degree awarded by Foreign University.	BBA (India) + BA Business (Foreign)
3+1 (UG)	3 years study in India + 1 year study abroad. Final degree awarded by Foreign University.	B.Tech (India) + B.Sc (Foreign)
3+2 (UG+PG)	3 years UG in India + 2 years UG + PG or PG abroad. Final UG and Master's degree awarded by Foreign University.	B.Tech / B.Sc (India) + MS (Foreign)

12. Revision & Review

- This SOP shall be reviewed once in 3 years by the International Affairs Committee or revised in accordance with UGC/NEP policy updates.

Prepared by : Dr N Manoharan, Director – Projects & IA and Dr David Easow, Head - Christian Studies
Approved by : Dr S N Sridhara, Vice Chancellor
Effective Date : 30.04.2025
Version : 1.0

sd/-
Registrar

sd/-
Director International Affairs



Office of International Affairs

STANDARD OPERATING PROCEDURE (SOP)

OUTBOUND PROGRAMS

Please make sure that the list of documents, payments, report etc., is submitted/executed on time, following the steps outlined below to proceed to the next phase.

Collect the Preliminary Application Form from the Office of International Affairs by paying Rs. 1000/- at the bank by submitting a copy of the payment receipt

Step 1: To be Submitted: by Student

Submit the filled Application Form, signed by all concerned, along with the list of the below-mentioned documents:

- ☐ 2 Original Passport Size Photographs (with white background)
- ☐ Copy of 10th and 12th Marksheet
- ☐ Copy of Semester Transcript
- ☐ Copy of the Passport
- ☐ Original Recommendation Letter from the Department
- ☐ Original Filled and Signed Parent's Consent Form
- ☐ Original Filled and Signed Student's Consent Form
- ☐ Original Affidavit
- ☐ Documents requested by the Host University
- ☐ Payment Receipt of Rs. 1000/-
- ☐ Confirmation from Accounts (OIA Outbound Coordinator)

Step 2: To be executed by the OIA Outbound Coordinator

- ☐ Communicate with the university and submit the Host University Nomination Form/Sheet, Email, or Weblink.
- ☐ Bonafide Letter (for admission purposes only, if required by the Host institution) or Enrolment Letter.

Step 3: To be submitted by the Student

- ☐ Payment Receipt of Rs. 5000/- (for Host University Document Processing Fee) and Confirmation from Accounts (OIA Outbound Coordinator).

Step 4: To be received by the OIA Outbound Coordinator

- ☐ Host University Nomination Approval
- ☐ Process the application
- ☐ Copy of Host University Acceptance/Admission/Invitation Letter

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Step 5: To be executed by Department IA Coordinator / Class Teacher <input type="checkbox"/> Submit the signed and approved original Course and Credit Mapping Minutes of the Meeting, along with the original signed and approved OD Form to OIA. Also, refer to the note below.
Step 6: To be submitted: by the OIA Office <input type="checkbox"/> Bonafide and No Objection Letter for Visa
Step 7: To be submitted: by the Student <input type="checkbox"/> Copy of Visa <input type="checkbox"/> Payment Receipt of Rs. 50,000/- or Rs. 100,000/- (as per norms) and Confirmation from Accounts (OIA Outbound Coordinator).
Step 8: To be submitted: by the OIA Office <input type="checkbox"/> OIA to provide a copy of the OD Form to students for uploading in the ERP, and to the class teacher (for action), HOD, Dean, and Dean E&T via email.
Note: If students encounter any changes to the courses they initially mapped out before their departure, it is imperative that they promptly notify the department. They should provide comprehensive details of the new courses, including course descriptions, codes, credit hours, and any supporting documentation. Before enrolling in the new courses at the host institution, the department's IA coordinator or Class Teacher should prepare revised Minutes of the Meeting. These minutes must be approved by all relevant stakeholders. Only after all approvals are obtained can students join the new courses, ensuring a smooth academic transition. Once the Revised Course and Credit Mapping Minutes of the Meeting have been fully signed and approved, they should be submitted to the Office of International Affairs (OIA) for their records.
Step 9: To be executed by the OIA Outbound Coordinator <input type="checkbox"/> Original Filled, Signed, and Stamped On Duty Approval Form. <input type="checkbox"/> Send the Visa Copy and inform the Host University to accept the student. <input type="checkbox"/> Create a congratulatory poster, distribute it, and display it on all notice boards. Share it on social media platforms and publish it on the website.
Step 10: On return: To be submitted: by Student <input type="checkbox"/> Students should submit 10-15 high-quality photos taken in various locations and settings, along with 2-3 general photos, and a 1-minute video sharing your experiences at the host institution, along with the report. All of these materials should be submitted to the OIA Outbound Coordinator within one week from the date of return mentioned in the OD. <input type="checkbox"/> Outbound Coordinator to Create poster, distribute it, and display it on all notice boards. Share poster and video on social media platforms and publish it on the website.
Step 11: To be actioned by OIA Outbound Coordinator* To be executed by the Department IA Coordinator/Class Teacher immediately after receipt of the grade sheet from the Host University: <input type="checkbox"/> Credit Transfer and Grade Mapping Document

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Registrar

sd/-
Director International Affairs



- ☐ Equivalency Certificate for non-mapped courses studied online or offline to balance the credits (if any).

The above documents, after all approvals, are to be submitted to the OIA Outbound Coordinator, who will then forward them to the office of COE with acknowledgment.

Note: The original or a copy (with proper acknowledgment) of all documents, both incoming and outgoing, should be securely maintained within the student's file at the Office of International Affairs, overseen by the Outbound Coordinator. Additionally, department and students need to acquire and retain a set of copies of all documents for their records before submitting them.

Note: Proceed to the next step once the preceding step has been completed, documented, informed, and filed by OIA.

Step 1 to 11 - Applicable for students participating in Semester Exchange, Study Abroad, Twinning Programs.

Step 1 to 10 (as applicable) – Cultural, Summer, Internship, Immersion, Study Tour, Research, Project etc. The applicable fees (if any) should be paid in advance at the time of registration.

Revision & Review

- This SOP shall be reviewed once in a year by the International Affairs Committee or revised in accordance with UGC/NEP policy updates.

Prepared by : Dr N Manoharan, Director – Projects & IA and Dr David Easow, Head - Christian Studies
Approved by : Dr S N Sridhara, Vice Chancellor
Effective Date : 30.04.2025
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Director International Affairs



Office of International Affairs

OUTBOUND PROGRAM – PRELIMINARY APPLICATION FORM

Ref. No. HITS/IA/ / 202

Date: _____

Program Selection: I am applying for: ☐ Semester Exchange
☐ Study Abroad ☐ Summer ☐ Winter ☐ Internship ☐ Study Tour
☐ Exhibition/Trade Fair ☐ Conference ☐ Competition ☐ Paper Presentation ☐ Cultural Exchange ☐ Immersion ☐ Leadership
☐ Volunteering ☐ Entrepreneurship ☐ Pathway ☐ Twinning
☐ Dual Degree ☐ Joint Degree ☐ Research ☐ Other:

Affix a recent, studio-taken passport-size photograph (3.5 cm x 4.5 cm) with a white background. The head, from the top of the hair to the bottom of the chin, should cover approximately 3 cm of the image.

Note: Please **TYPE** all details in **CAPITAL LETTERS**, print and sign the document, and submit it along with the following: a copy of your passport (front and last pages), two passport-size color photographs, a copy of your student ID card, copy of your 10th and 12th mark sheets, available semester-wise mark sheets, and a recommendation letter from the Head of the Department (co-signed by the Class Teacher). Submit the complete set of documents to the Office of International Affairs.

Period: One/Two Semesters: Fall (Odd) / Spring (Even) / Winter / Other: **Year:**

DETAILS

Full Name (as in Passport):	
Gender:	Date of Birth:
Nationality:	
WhatsApp Mobile No.:	Personal Email ID:
Passport No.:	Passport Validity:
Roll No.:	Batch:
Programme:	Specialization:
Current Semester:	Undergoing Degree UG / PG:
Department:	
10th: (CGPA/%):	12th (CGPA / %):
Current GPA:	Current CGPA:
Any Arrears:	Any Fees Due:
Any Punishment:	Any Health Issues:
Parent's Mobile No:	Parent's Email ID:

Select any two universities and provide the following details (if applicable):

Name of University	Country	HITS Course Names & Credits	Equivalent Course Names & Credits
1.			
2.			

In the space below, please describe the outbound program you are interested in, highlighting your academic and personal motivations, specific areas of interest, and how this opportunity aligns with your goals and aspirations.

Have you previously participated in any international programs or traveled abroad? If yes, please provide details, including the purpose, duration, and any relevant experiences gained.

I,, hereby willingly enroll in the outbound program and agree to pay all applicable participation fees, including those for application, document processing, and transfer, to HITS. I understand that once my application has been processed and/or I am selected for the program, I will not be permitted to withdraw, modify, or cancel my participation.

I hereby pledge to abide by all rules and regulations established by HITS and its partner university, including any associated fees. I confirm that I have obtained the necessary approvals from both my parents and my department to participate in the international program. Furthermore, my parents have given their full consent and have agreed to bear all expenses related to my participation in the said program.

I confirm that I have successfully cleared all examinations at HITS, have no outstanding arrears, and have fully paid all applicable tuition and hostel fees (if applicable).

Bank Details: Beneficiary: HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE, **Bank:** Indian Overseas Bank, **Branch:** Gemini Circle, **A/C No.:** 205102000012002, **IFSC Code:** IOBA0002051

The following fees have been paid: Application Fee ☐ (Rs. 1,000/-), Document Processing Fee ☐ (Rs. 5,000/-), and Applicable Transfer Fee ☐ (Rs. 1,00,000/-) or ☐ (Rs. 50,000/-).

Note: A copy of the challan or transaction receipt must be provided to OIA for verification.

DETAILS VERIFIED BY:

Applicant's Signature

Class Teacher
Name & Signature

Department/School IA Coordinator
Name & Signature

Manager - IA
Name & Signature

HOD / Dean
Name & Signature

Accounts
Name & Signature

STUDENT SELF DECLARATION

I, **[Full Name of Student]**, son/daughter of **[Parent/Guardian's Name]**, enrolled in the **[Name of Programme]** _____ Programme under the collaboration between Hindustan Institute of Technology and Science and **[Name of Foreign Institution]**, for the academic year **[Year]**, hereby declare and undertake as follows:

1. I have read and understood all the terms and conditions of the **[Name of Programme]** including the fee structure and refund policy.
2. I am aware that participation in the **[Name of Programme]** involves travel and study at a foreign institution and may be subject to unforeseen circumstances, including but not limited to natural disasters (acts of God), war, political instability, pandemics, or other crises beyond the control of Hindustan Institute of Technology and Science and the Foreign Higher Education Institutions (HEIs).
3. I hereby undertake and accept that, in the event of any contingency, act of God, war, or crisis leading to disruption, suspension, postponement, or cancellation of the programme, or my inability to participate or continue, I shall not claim any refund of the tuition fees or other payments made by me as per the approved fee structure for the **[Name of Programme]**.

I further agree to indemnify and hold harmless both Hindustan Institute of Technology and Science and the Foreign HEIs, including their officers and representatives, from any claims, losses, or liabilities arising from such unforeseen circumstances.

This declaration is made voluntarily and with full understanding of its implications.

Signature of Student: _____ Signature of Parent/Guardian: _____

Name of Student: _____ Name of Parent/Guardian: _____

Place:

Date: