KARUNYA INSTITUTE OF TECHNOLOGY AND SCIENCES

Global Engagement Office Policy Manual

Global Engagement Office

Policy Manual

PREAMBLE

Karunya Institute of Technology and Sciences (KITS) affirms its commitment to fostering global academic engagement, international collaboration, and cross-cultural learning in alignment with India's National Education Policy (NEP 2020), the University Grants Commission (UGC) Guidelines for Internationalisation of Higher Education, the National Accreditation Board frameworks, the UNESCO Global Convention on the Recognition of Qualifications concerning Higher Education (2019), and other national and international norms governing academic mobility.

This Global Engagement Office (GEO) Policy Manual outlines structured pathways for inbound and outbound mobility, visiting scholars, partnership development, global experiential learning, capstone research opportunities, and international credit transfer programs. The policy ensures compliance with UGC Regulations (2021 & 2023 updates), AICTE norms, Government of India's international cooperation frameworks, bilateral education agreements, immigration guidelines, and best global practices established by AACSB, ABET, EUR-ACE, and the International Association of Universities (IAU).

KITS aspires to become a global destination for inclusive, quality higher education, promoting international academic standards, faculty development, intercultural competence, and global citizenship among all students.

Policy Applicability Clause: This policy shall apply to all global engagement activities undertaken by KITS unless otherwise notified. This policy is aligned with the Study in India (SII) program under the Ministry of Education.

RATIONALE

The rapid internationalisation of higher education and increasing global interdependence necessitate structured, policy-driven engagement with foreign universities, agencies, and academic bodies. This policy is founded on the following imperatives:

1. National and Global Alignment

Compliance with UGC Guidelines for International Academic Collaboration (2023), UGC–AICTE Joint Regulations for Twinning/Joint/Dual Degrees (2022), NEP 2020 provisions for global mobility, and Government of India's internationalization mandates.

Alignment with international norms such as the UNESCO Global Convention (2019) and Tokyo Convention (2011) for recognition of academic qualifications and other regional recognition frameworks wherever applicable.

2. Academic Excellence

Facilitate knowledge exchange, faculty collaborations, global research projects, and international exposure to strengthen academic rigor and enhance innovation.

3. Student Opportunities

Create pathways for international study, research, internships, capstone projects, and collaborative learning that enhance employability and global readiness.

4. Global Partnerships

Partner with reputed Higher Education Institutions (HEIs) worldwide to enrich academic programs, improve curriculum relevance, and share best practices.

5. Strengthening India's Global Position

Support India's vision to become a global education hub and attract international learners to study in India under programs such as Study in India (SII) and GIAN.

EXECUTIVE SUMMARY

This Global Engagement Office (GEO) Policy Manual outlines the institutional framework for internationalisation at Karunya Institute of Technology and Sciences.

The key highlights include:

- Compliance with NEP 2020, UGC & AICTE internationalisation guidelines, UNESCO conventions, and bilateral/global education norms.
- Inbound Mobility through the Karunya Global StudEx Program, Visiting Professors Scheme, Exchange Studies, Capstone Project Opportunities (CPO), and credit-bearing coursework.
- Outbound Mobility including Semester Abroad Programs, International Transfer Programs (ITP), research internships, global training, and dual-degree opportunities.
- Partnership Development through MoUs/Agreements with global HEIs, research centers, government agencies, and industry.
- Structured Academic Processes covering selection, admission, credit transfer, assessment, grading, and transcript recognition.
- Comprehensive Student Support including visa compliance, accommodation, orientation, health insurance, and cultural integration.
- Monitoring, Evaluation, and Reporting aligned with UGC norms, accreditation bodies, and international quality benchmarks.
- Transparency, Accountability, and Grievance Redressal with documented processes for appeals and non-retaliation.
- Global Experiential Learning & Skill-Based International Training Modules.

PURPOSE AND SCOPE

This policy aims to:

1. Promote internationalisation across teaching, learning, research, and innovation.
2. Foster cross-cultural understanding and global citizenship.
3. Facilitate academic mobility through structured frameworks.
4. Establish procedures for engagement with international universities and agencies.
5. Ensure regulatory compliance with UGC, AICTE, MHA (Foreigners Division), MEA, and global academic frameworks.

This policy applies to:

- All inbound and outbound students
- All faculty participating in global engagements
- Partner HEIs
- Visiting professors and researchers
- Administrative divisions supporting global initiatives
- International offices collaborating with KITS
- Academic and research mobility programs

DOCUMENT CONTROL & REVISION HISTORY

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Responsible Executives	Vice-Chancellor and Head – International Affairs
Responsible Office	Global Engagement Office
Policy Review Frequency	Policy shall be reviewed every three years, or earlier if required by UGC, AICTE, ISO or other regulatory authorities.

The policy is described in the following articles

ARTICLE 1

STATEMENT OF POLICY

Karunya Institute of Technology and Sciences (KITS) affirms its institutional commitment to comprehensive and sustainable internationalisation in alignment with national and global regulatory frameworks. The Global Engagement Office (GEO) shall serve as the nodal authority for planning, implementing, monitoring, and assuring the quality of all international academic initiatives.

KITS adopts the following policy principles:

1.1 Commitment to International Academic Excellence

- The institution shall promote international collaborations, global learning, and intercultural engagement as essential components of academic excellence, research advancement, and graduate employability.

1.2 Regulatory and Quality Compliance

All international academic activities shall strictly comply with:

- UGC Guidelines for Internationalisation of Higher Education (2023)
- UGC–AICTE Joint Regulations for Twinning/Joint/Dual Degrees (2022)
- UGC (Academic Collaboration) Regulations (2021 & 2023)
- NEP 2020 global engagement provisions
- Immigration and visa norms issued by MEA and MHA (FRRO/BOI)
- UNESCO Global Convention (2019) and relevant international qualification frameworks
- Accreditation standards of NAAC, NBA, ABET, AACSB, EQAR, and international benchmarking bodies
- Any additional guidelines issued by MoE, UGC, or AICTE related to cross-border education.

1.3 Equity, Access, and Inclusion

KITS shall ensure equitable access to international learning opportunities for all eligible students and faculty, upholding the principles of:

- non-discrimination
- inclusiveness
- gender equity
- accessibility for socio-economically disadvantaged learners

1.4 Transparency and Accountability

All mobility programs, credit transfers, and partnership engagements shall follow:

- documented academic processes
- transparent eligibility and selection norms
- clearly defined financial obligations, tuition waivers, and support services
- mandatory reporting and audit mechanisms

1.5 Ethical and Responsible Engagement

KITS shall maintain ethical, culturally sensitive, and legally compliant global engagement by ensuring:

- protection of student/faculty rights
- academic integrity and research ethics
- data privacy and confidentiality

- responsible representation of institutional identity

1.6 Sustainability of Global Partnerships

All collaborations shall be designed to ensure:

- long-term academic value
- measurable outcomes in education, research, and innovation
- reciprocity in mobility and knowledge exchange
- alignment with institutional strategic priorities

ARTICLE 2

POLICY OBJECTIVES

The Global Engagement Office Policy aims to establish a structured, compliant, and sustainable framework for internationalisation at Karunya Institute of Technology and Sciences (KITS). The following objectives guide all global academic initiatives:

2.1 Expand Inbound and Outbound Academic Mobility

KITS shall promote structured mobility programs aligned with UGC Guidelines (2023), NEP 2020, and global best practices. Objectives include:

- Facilitating semester exchanges, short-term study programs, global internships, Collaborative online International Learning (COIL), Blended intensive program (BIP) and International research collaborations.
- Ensuring mobility pathways do not delay academic progression or graduation timelines.
- Promoting reciprocal mobility with partner HEIs for balanced international participation.

2.2 Strengthen Strategic Global Partnerships

KITS aims to build high-quality, mutually beneficial academic collaborations by:

- Establishing MoUs, articulation agreements, and joint academic pathways with accredited and reputed global institutions.
- Aligning all agreements with UGC–AICTE Joint Regulations on Joint/Dual/Twinning Degrees (2022).
- Prioritizing partnerships that enhance curriculum quality, research productivity, and talent mobility.

2.3 Promote Global Research, Technology Missions & Innovation

The institution shall encourage international research cooperation by:

- Participating in global research networks, consortiums, and technology missions.
- Supporting cross-border research, co-publications, and faculty-led international projects.

- Facilitating international access to laboratories, innovation ecosystems, and research centers at KITS and partner HEIs.

2.4 Ensure Robust Academic & Regulatory Compliance

KITS shall uphold the highest levels of academic and statutory compliance by:

- Adhering to UGC, AICTE, UNESCO, MHA/MEA, and accreditation requirements.
- Establishing clear academic equivalence, credit mapping, and recognition protocols.
- Ensuring international programs satisfy outcome-based education (OBE) and accreditation standards (NBA/NAAC/ABET/AACSB).

2.5 Support and Empower International Students

KITS shall provide comprehensive support services for inbound international students, including:

- Visa, immigration, and FRRO assistance.
- Orientation, health insurance, campus integration, and safety support.
- Academic counselling, mentoring, and culturally sensitive support mechanisms.

2.6 Foster Global Citizenship and Cross-Cultural Competence

The institution shall develop students' global perspectives through:

- Intercultural learning programs, global classrooms, and international immersion experiences.
- Training students to operate in global work environments and multicultural teams.
- Encouraging international student–faculty interaction, diversity appreciation, and collaborative learning.

2.7 Enhance Institutional Reputation and Global Visibility

Through sustained internationalisation efforts, KITS aims to:

- Strengthen its global ranking indicators (internationalisation metrics in QS, THE, and THE Impact Rankings).
- Attract high-quality foreign students, faculty, and research collaborators.
- Contribute to India's national goal of becoming a global education hub under NEP 2020 and Study in India initiatives.

ARTICLE 3

INBOUND GLOBAL ENGAGEMENT PROGRAMS

Karunya Institute of Technology and Sciences (KITS) facilitates inbound mobility to promote internationalisation, multicultural learning, and global academic integration. All inbound engagements—academic, research, and experiential—shall be governed by the Global Engagement Office (GEO) and shall strictly adhere to national and international regulatory frameworks.

Inbound programs shall comply with:

- UGC Guidelines for Internationalisation of Higher Education (2023)
- UGC (Academic Collaboration) Regulations (2021; revised 2023)
- UGC–AICTE Joint Regulations on Twinning/Joint/Dual Degrees (2022)
- MEA/MHA immigration and visa norms, including FRRO registration
- UNESCO Global Convention on Qualification Recognition (2019)
- Institutional academic regulations, safety policies, and ethical standards

3.1 Global Student Exchange (Global StudEx) Program

The Karunya Global StudEx Program enables international students to undertake approved coursework, short-term study, project-based learning, or research engagement at KITS.

3.1.1 Policy Principles

- Participants shall be recognized as International Exchange Students under active MoUs/academic exchange agreements.
- Tuition fee waivers shall apply as per the terms mutually agreed between KITS and the partner HEI.
- Credit transfer shall align with the Academic Bank of Credits (ABC) framework and international recognition systems (ECTS/US Credits/other equivalent frameworks).
- Students must comply with all academic, immigration, safety, and code of conduct regulations applicable at KITS.

3.1.2 Eligibility

Inbound exchange students shall:

- Be full-time registered students at their home university.
- Meet academic prerequisites for selected courses or research areas.
- Demonstrate English proficiency (IELTS/TOEFL/DET) or provide certification of English-medium instruction.
- Possess valid health and travel insurance for the entire duration of stay.

3.1.3 Admission and Enrollment Procedure

The following structured process shall apply:

- Nomination by the partner HEI.
- Application Review by GEO and the respective department.
- Approval of the Learning Agreement / Study Plan jointly by both institutions.
- Issue of Admission Offer & Visa Letter by GEO.
- Arrival & Mandatory Registration (FRRO compliance within stipulated timelines).
- Orientation and Enrollment into KITS academic systems.

3.1.4 Academic Regulations

- Students shall follow KITS academic calendar, attendance rules, and assessment guidelines.
- Course outcomes and evaluation components shall be communicated at the start of the program.

- Transcripts and grade reports shall be forwarded to the home institution within 30 working days of completion.
- Conversion of credits shall follow the mutually agreed equivalence matrix.
- Inbound students shall not be eligible for degree-seeking status unless formally admitted under approved transfer/dual degree pathways.

Course allocation shall follow transparent selection criteria in case of limited seats. KITS shall not guarantee placement, internship or job-linked components for inbound students.

3.2 Capstone Project Opportunity (CPO): Inbound Research Engagement

The CPO framework provides international students with structured research opportunities under KITS faculty supervision.

3.2.1 Scope of Research

Projects may be undertaken in disciplines such as:

- Computer Science, Data Science, AI & ML
- Electrical, Electronics, Mechanical, Civil Engineering
- Agricultural, Environmental & Biological Sciences
- Management, Commerce & Social Sciences
- Karunya Technology Missions & Innovation Labs
- Media, Liberal Arts & Applied Sciences

3.2.2 CPO Requirements

- Students must work under an assigned faculty supervisor.
- A formal Research Proposal/Plan must be approved before commencement.
- Ethical research guidelines, institutional integrity policies, and intellectual property norms must be strictly followed.
- Deliverables may include dissertations, prototypes, publications, design projects, technical demonstrations, or innovation outputs.

3.2.3 Evaluation & Completion

- Departments shall adopt clear evaluation rubrics and review timelines.
- A research completion certificate shall be issued post-evaluation.
- Credit assignment (if applicable) shall follow the credit framework approved by KITS.

3.3 Course Offerings for Inbound Students

- GEO shall publish a list of courses available for inbound mobility each semester (Fall/Spring).
- Course lists shall be approved by Academic Council, reflecting OBE-aligned syllabi and global relevance.
- Availability of lab-based, project-based, and multidisciplinary electives shall be ensured to promote comprehensive learning.
- Updated course offerings shall be published on the GEO portal and shared with partner HEIs.

3.4 Visiting Professor / Visiting Scholar Engagement

KITS may host international faculty under structured visiting programs.

3.4.1 Categories of Engagement

- Short-Term Visiting Professors
- Visiting Research Scholars
- Scholar-in-Residence Programs
- Industry/Corporate Global Experts (as permitted by regulations)

3.4.2 Compliance Requirements

All visiting faculty must:

- Hold appropriate research/teaching visas as per MHA/FRRO regulations.
- Fulfil UGC Visiting Professor norms including academic qualifications and experience.
- Adhere to KITS academic integrity, safety, and professional conduct standards.

3.4.3 Institutional Responsibilities

KITS shall:

- Facilitate visa letters, onboarding, and campus orientation.
- Provide access to required research facilities, laboratories, and academic resources.
- Ensure timely issuance of honorariums, certificates, and formal documentation as applicable.

Honorarium, if applicable, shall follow institutional financial norms.

3.5 Student Support & Welfare for Inbound Participants

To ensure a safe and enriching experience, KITS shall provide:

- Pre-arrival guidance (visa, accommodation, travel, insurance).
- Airport pickup support (based on prior request).
- Orientation programs on academic systems, culture, safety, and campus life.
- Dedicated faculty mentors and GEO advisors.
- Access to counselling services, health care, and 24/7 emergency support.
- Integration activities through clubs, student ambassadors, and cultural programs.

3.6 Immigration, Safety & Legal Compliance

Inbound students and scholars must:

- Adhere to visa conditions and maintain valid immigration status at all times.
- Register with FRRO within the prescribed timelines.
- Comply with all safety protocols, including hostel rules, laboratory safety, and emergency procedures.

KITS shall maintain:

- Accurate records of all foreign nationals for statutory compliance.
- Coordination with FRRO, MEA, and MHA as required.

ARTICLE 4

OUTBOUND GLOBAL MOBILITY PROGRAMS

Karunya Institute of Technology and Sciences (KITS) promotes outbound global mobility as a key pillar of internationalisation, academic excellence, and global citizenship development. Outbound mobility programs shall be administered by the Global Engagement Office (GEO) and must conform to national and international academic collaboration frameworks.

Outbound mobility shall strictly adhere to:

- UGC Guidelines for Internationalisation of Higher Education (2023)
- UGC–AICTE Joint Regulations for Twinning, Joint, and Dual Degrees (2022)
- UGC (Academic Collaboration) Regulations (2021; revised 2023)
- NEP 2020 provisions on global academic mobility
- Academic Bank of Credits (ABC) & National Credit Framework (NCrF)
- Visa, immigration, and foreign engagement rules of the host country
- Accreditation requirements (NAAC/NBA, ABET, AACSB, EUR-ACE)
- National Credit Framework (NCrF) alignment

Outbound mobility includes semester abroad programs, short-term study, research internships, global training, immersion programs, and international transfer pathways.

4.1 Outbound Student Mobility Framework

KITS encourages students to pursue international learning opportunities without disrupting academic progress or degree completion timelines.

4.1.1 Objectives

Outbound mobility aims to:
- Provide students with global exposure and multicultural immersion.
- Enhance academic depth through internationally benchmarked courses.
- Foster global research, innovation, and professional competencies.
- Strengthen India's global education vision by preparing globally competent graduates.

4.1.2 Eligibility

Students must:

- Have completed the minimum academic requirements prescribed by their department.
- Maintain good academic standing with no disciplinary issues.
- Obtain approval for the Learning Agreement and course mapping.
- Provide necessary financial, visa, and health insurance documentation.

4.2 Semester Abroad Program (SAP)

A structured semester-long learning experience at partner universities.

4.2.1 Program Features

- Students may enroll in 2–3 elective or mapped equivalent courses at partner HEIs.
- Tuition fees at the host institution shall be governed by MoUs (many include full waivers).
- Courses must align with Academic Bank of Credits (ABC) and OBE principles.

4.2.2 Regulatory Alignment

- Credit equivalency must be approved by the Board of Studies / Dean.
- Coursework must comply with the National Credit Framework (NCrF).
- Assessment, grading, and transcripts must align with mutually agreed equivalence systems.

4.2.3 Benefits

- Global classroom experience with international peers.
- Cultural immersion and language enhancement.
- Credit transfer without repetition of coursework at KITS.
- Exposure to global research, laboratories, and industrial ecosystems.

4.3 International Transfer Programs (ITP)

Structured pathways enabling students to complete part of their degree at KITS and the remainder at a foreign university.

4.3.1 Key Principles

- Credit transfer shall be allowed only after formal course mapping approved by both institutions.
- Transfers must comply with UGC–AICTE 2022 Joint Degree/Twinning/Dual Degree Regulations.
- Students must complete the minimum academic residency at KITS as mandated.
- Degrees awarded by partner institutions must be recognized by relevant foreign regulatory bodies.
- Students must fulfil any residency requirement mandated by the partner HEI/country.
- Minimum academic residency at KITS shall be as per institutional regulations and UGC–AICTE 2022 requirements.

4.3.2 Transfer Pathways

A. International Bachelor's Transfer Pathway
- Years 1 & 2: KITS
- Years 3 & 4: Partner University
- Final Degree: Awarded by Partner University

B. Integrated International Master's Pathway
- 2.5/3.5 Years: KITS
- 1.5 Years: Partner University
- Degree Awarded:
- Bachelor's Degree from KITS
- Master's Degree from Partner Institution

C. International Master's Degree Pathway
- Year 1: KITS
- Year 2: Partner University
- Final Degree: Master's Degree awarded by the Partner University

4.3.3 Institutional Support

GEO shall provide:
- Guidance on program selection based on academic goals.
- Visa and immigration support.
- Counselling on financial planning, scholarships, tuition waivers, and loan options.
- Pre-departure orientation, safety briefing, and intercultural training.

4.4 Outbound Research, Internships & Global Training Programs

4.4.1 Eligible Activities

Students may participate in:

- International research projects
- Cross-border innovation or entrepreneurial labs
- Industry internships and technical training
- Cultural exchange and global immersion programs
- Short-term study tours and field-based learning

4.4.2 Approval Requirements

All such activities must:

- Receive prior approval from the HoD, Dean, and GEO.
- Be academically relevant or competency-enhancing.
- Follow institutional and host country regulatory norms.

4.4.3 Deliverables

Students must submit:

- Internship/research reports
- Experience and learning portfolio

- Host institution evaluation or completion certificate
- Mandatory Post-Mobility Report

4.5 Student Responsibilities for Outbound Mobility

Outbound students must:
- Maintain academic performance at the host institution.
- Follow all academic, cultural, and conduct regulations of the host university.
- Comply with local laws, immigration rules, and safety guidelines.
- Submit transcripts, credit transfer requests, and mobility documentation upon return.
- Serve as Student Ambassadors to promote internationalisation on campus after return (recommended).

4.6 Institutional Responsibilities

KITS shall:

- Facilitate transparent selection processes and equitable access.
- Support credit transfer through clearly defined equivalence matrices.
- Provide assistance for visa documentation, insurance, and travel guidance.
- Maintain institutional records for audits, UGC reporting, and accreditation.
- Publish annual outbound mobility reports as part of the Internationalisation Index.

4.7 Financial Governance & Scholarships

- Financial planning for mobility (tuition, travel, accommodation) shall be jointly undertaken by students and GEO.
- KITS shall inform students about available:
  - ✓ Tuition waivers
  - ✓ Partner university scholarships
  - ✓ International mobility funding (DAAD, Erasmus+, ASEM-DUO, JASSO, MITACS, etc.)
  - ✓ Loans and financial advisory support
- GEO shall maintain transparency regarding all fee-related matters.

4.8 Risk, Safety & Compliance

To ensure student safety:

- Students must attend mandatory pre-departure training covering safety, culture, health, legal norms, and emergency protocols.
- Students must maintain valid health and travel insurance.
- GEO shall track students abroad and maintain emergency contact information.
- Any incidents abroad must be reported immediately to KITS and the host institution.
- Students must register with the Indian Embassy/Consulate abroad during long-term mobility programs.
- Students shall comply with emergency advisories issued by the Indian Mission abroad.

KITS reserves the right to recall students from the host country in case of geopolitical or safety risks.

ARTICLE 5

INTERNATIONAL PARTNER INSTITUTIONS (HEIs)

Karunya Institute of Technology and Sciences (KITS) establishes collaborations with international Higher Education Institutions (HEIs), industry partners, and global agencies to promote academic mobility, research exchange, and global engagement. All partnerships shall comply with UGC, AICTE, NEP 2020, and international quality norms.

5.1 Partnership Compliance Framework

All international partnerships must:

- Comply with the UGC Guidelines for International Academic Collaboration (2023) and UGC–AICTE Joint Regulations for Twinning/Joint/Dual Degrees (2022).
- Align with NEP 2020's vision for internationalisation and the Study in India (SII) framework.
- Follow MEA and MHA norms for foreign collaboration and visiting personnel.
- Undergo legal vetting and approval by the Registrar, Head – International Affairs, and Vice-Chancellor.

The foreign institution must:

- Hold recognized accreditation (e.g., ABET, AACSB, QAA, EQAR, AQF, etc.).
- Demonstrate acceptable academic standing based on global benchmarks (QS, THE, ARWU).

5.2 Categories of Collaboration

Collaborations may include:

- Academic Partnerships

    - ✓ Student exchange
    - ✓ Faculty exchange
    - ✓ Articulation and transfer pathways
    - ✓ Joint/dual/twinning degree programs

- Research Collaborations

    - ✓ Joint projects and publications
    - ✓ Capstone/innovation research
    - ✓ Technology mission partnerships

- Industry & Government Partnerships

    ✓ International companies, R&D labs, NGOs
    ✓ Government research bodies and innovation centers

- Training & Internship Collaborations

    ✓ Global internships
    ✓ Technical training and professional immersion programs

5.3 Due Diligence & Quality Assurance

Before establishing a partnership, KITS shall complete a structured due diligence process covering:

- Accreditation and academic reputation of the partner.
- Curriculum equivalence and academic compatibility.
- Student safety, welfare, and geopolitical risk assessment.
- Intellectual property, research ethics, and confidentiality norms.
- Data protection compliance (DPDP Act/GDPR as applicable).
- Financial feasibility and transparency of obligations.

A due-diligence checklist and MoU summary sheet shall be maintained by GEO.

5.4 Partnership Monitoring, Review & Lifecycle

- MoUs shall have a validity period of 3–5 years.

- Annual activity reports (student mobility, research output, internships, outcomes) shall be submitted to IQAC.

- Key Performance Indicators (KPIs) shall include:
    ✓ Number of outbound/inbound mobilities
    ✓ Joint research/publications
    ✓ Funding or grants
    ✓ Faculty exchanges
    ✓ Program continuation and student satisfaction

Inactive MoUs

- MoUs with no activity for two consecutive years shall be reviewed and may be discontinued.

Renewal

- Renewals shall be based on measurable outcomes, not automatic extension.

5.5 Termination of Partnerships

Partnerships may be suspended or terminated if:

- The foreign HEI loses accreditation or legal recognition.
- Safety, ethical, or compliance risks emerge.
- Contractual obligations are violated.
- Academic integrity or data privacy norms are breached.

The institution shall notify UGC/AICTE when required.

5.6 Documentation & Standard Templates

- All partnerships shall use standard institutional MoU templates vetted by the Registrar.
- GEO shall maintain controlled documents including:
    - ✓ MoU summary sheet
    - ✓ Due diligence checklist
    - ✓ Annual partnership activity log
    - ✓ Compliance and accreditation verification records

ARTICLE 6

ROLES & RESPONSIBILITIES

To ensure the effective implementation of the Global Engagement Office Policy, the following institutional responsibilities are designated:

6.1 Vice-Chancellor

- Provides strategic leadership for internationalisation in alignment with institutional vision and NEP 2020.
- Approves major international collaborations, exchange agreements, and transfer pathways.
- Presides over annual reviews of internationalisation outcomes and compliance reports.
- Shall approve termination, renewal, or suspension of international partnerships.

6.2 Registrar

- Ensures compliance with UGC and AICTE international collaboration regulations.
- Maintains all MoUs, Academic Collaboration Agreements, controlled documents, and statutory records.
- Oversees legal vetting, documentation control, and issuance of institutional approvals.
- Data privacy compliance (DPDP Act / GDPR alignment when dealing with foreign partners).

6.3 Global Engagement Office (GEO)

- Serves as the nodal office for all inbound and outbound mobility programs.
- Coordinates partnership agreements, MoU processing, and academic liaison with foreign institutions.
- Facilitates visa letters, immigration support, onboarding, and student welfare for international students.
- Organizes pre-departure briefings, intercultural orientation, and compliance training.
- Ensures adherence to UGC Guidelines (2023), NEP directives, and international norms.
- Responsibility for maintaining the International Student Register (FRRO-mandated).
- Coordinating risk management and emergency response for outbound students.
- GEO is the single point of contact (SPOC) for all global engagement correspondence, compliance, and reporting

6.4 Director (Quality Assurance & Accreditation)

- Ensures alignment of global engagement activities with accreditation bodies (NBA/NAAC, ABET, AACSB).
- Verifies academic equivalency, program mapping, and quality benchmarks for mobility programs.
- Publishes annual internationalisation metrics for institutional reviews.
- Shall verify internationalisation metrics for inclusion in accreditation submissions.
- Ensure alignment of internationalisation indicators with IQAC annual quality reports.

6.5 Deans & Heads of Departments

- Approve Learning Agreements, Study Plans, and credit transfer requests.
- Nominate faculty mentors for inbound/outbound mobility and research engagement.
- Ensure compliance with academic regulations and program outcomes.
- Must ensure curriculum mapping accuracy for dual/transfer/semester abroad programs.
- Conduct post-mobility academic review for returned students.

6.6 Faculty Members

- Serve as academic mentors for exchange and international students.
- Provide research supervision for Capstone Project Opportunities (CPO).
- Ensure academic integrity, research ethics, and compliance with institutional norms.
- Participate in teaching/research exchange as per approved mobility frameworks.
- Responsibility for reporting academic progress of inbound students to GEO.

6.7 International Students (Inbound)

- Must comply with academic, disciplinary, immigration, and campus conduct regulations.
- Must maintain valid health insurance, visa status, and FRRO compliance.
- Must adhere to safety protocols and respect cross-cultural norms.
- Mandatory participation in orientation, training, and counselling sessions.
- Responsibility to report safety or legal issues immediately.

6.8 Outbound Students

- Must complete pre-departure documentation, financial disclosures, and visa requirements.
- Must comply with host institution regulations and maintain academic performance.
- Must submit post-mobility academic transcripts and a mandatory mobility report.
- Mandatory participation in orientation, training, and counselling sessions.
- Responsibility to report safety or legal issues immediately.

6.9 External Stakeholders & Partner HEIs

- Must comply with mutually agreed academic and operational standards.
- Visiting professors must adhere to institutional codes of conduct, intellectual property norms, and immigration rules.
- Requirement to comply with data protection, academic integrity, and non-discrimination standards.

ARTICLE 7

MONITORING, EVALUATION & COMPLIANCE

To ensure transparency, accountability, and continuous improvement in all international activities, KITS shall implement a structured Monitoring, Evaluation, and Compliance Framework governed by the Global Engagement Office (GEO), Registrar, IQAC, and Academic Leadership.

7.1 Compliance Oversight and Gap Identification

KITS shall maintain continuous oversight over all international engagements to ensure full compliance with:

- UGC Guidelines for Internationalisation of Higher Education (2023)
- UGC–AICTE Joint Regulations for Twinning/Joint/Dual Degrees (2022)
- UGC Academic Collaboration Regulations (2021; revised 2023)
- National Credit Framework (NCrF) and Academic Bank of Credits (ABC)
- MEA and MHA rules regarding foreign national engagement
- Accreditation requirements (NBA, NAAC, ABET, AACSB)

Compliance gaps may include:

- Academic equivalence inconsistencies
- Documentation or reporting omissions
- MoU obligations not fulfilled
- Visa/immigration lapses
- Safety or welfare-related issues

Identified gaps shall be formally recorded in GEO's Compliance Tracker.

7.2 Monitoring & Reporting Mechanisms

7.2.1 Department-Level Reporting

- All departments participating in mobility or academic collaboration must submit:
- Semester-wise mobility activity reports
- Student/faculty mentoring reports
- International course equivalence approvals
- Research/industry collaboration outcomes

7.2.2 GEO Consolidated Reporting

GEO shall:

- Compile an Institutional Internationalisation Report every semester
- Maintain a complete register of inbound/outbound participants
- Report compliance deviations to the Registrar and Vice-Chancellor
- Present annual metrics to IQAC for accreditation and audits

7.2.3 International Student & Staff Records

GEO shall maintain:

- FRRO-compliant International Student Register
- Partnership MoU activity logs
- Visa/immigration documentation repository
- Risk and safety incident reports

7.3 Corrective & Preventive Actions (CAPA)

All detected issues shall be classified as:

- Minor: Documentation delays, communication gaps
- Major: Academic mismatches, partner non-compliance, credit transfer errors
- Critical: Immigration violations, safety concerns, ethical breaches

Corrective actions shall include clearly defined:

- Responsible office
- Timeline for completion
- Documentation of resolution

Preventive measures shall be implemented to avoid recurrence. All CAPA closures shall be verified jointly by Registrar and Director QAA for audit compliance

7.4 Evaluation of Program Effectiveness

The following Key Performance Indicators (KPIs) shall be used to evaluate internationalisation outcomes:

- Number of inbound and outbound students
- Faculty exchange and global training participation
- Joint publications, funded research, and innovation outputs
- Success of articulation/transfer pathways
- Active partnership count and activity level
- Student satisfaction and mobility outcome reports

- Compliance rate with UGC/AICTE/FRRO norms

Results shall inform strategic decisions on partnership renewal, expansion, or closure.

7.5 Financial Governance & Transparency

- GEO shall collaborate with the Finance Office to ensure transparent cost-sharing, tuition waivers, scholarships, and outbound mobility budgeting.
- Records of fee structures, waivers, stipends, and financial commitments shall be maintained for audit and statutory review.
- All financial transactions related to mobility programs must comply with institutional finance policy and national regulations.
- International transactions shall adhere to FEMA guidelines wherever applicable.

7.6 Institutional Review & Continuous Improvement

KITS shall adopt a PDCA (Plan–Do–Check–Act) cycle for continuous enhancement of global engagement processes.

- The GEO Policy shall be reviewed every three years, or earlier if mandated by UGC/AICTE/MEA.
- Benchmarking shall be conducted against QS/THE metrics, IAU best practices, and top global mobility frameworks.
- Feedback from students, faculty, and partner institutions shall guide improvements in program design and services.

7.7 Risk Management & Safety Governance

- GEO shall maintain updated emergency protocols for outbound students.
- Non-compliance or high-risk issues (geopolitical, safety, legal) shall be escalated to the Vice-Chancellor immediately.
- A Crisis Response Team shall be activated when required for foreign incidents involving KITS students or faculty.

All compliance records shall be retained for seven years for statutory audit.

ARTICLE 8

APPEALS PROCESS

Karunya Institute of Technology and Sciences (KITS) ensures fair, transparent, and non-discriminatory resolution of concerns arising from international mobility, academic collaboration, and global engagement activities. All stakeholders have the right to seek review of decisions affecting their participation in global programs.

8.1 Right to Appeal

Any student, faculty member or partner institution may submit a written appeal if dissatisfied with decisions related to:

- Mobility selection or rejection
- Credit transfer or academic equivalence evaluations
- Recognition of courses, grades, or transcripts

- Visa documentation support and administrative processing
- Eligibility for international scholarships, waivers, or funding
- Partnership participation or withdrawal
- Conduct-related or disciplinary decisions during international programs

Appeals must be filed within 10 working days of receiving the decision.

8.2 Appeal Submission Process

Appeals must include:

- Name and registration/employee details
- Description of the issue
- Grounds for appeal
- Supporting documents (if applicable)

Appeals shall be submitted to the Registrar, who is the designated appellate authority for internationalisation matters.

Acknowledgement of receipt shall be issued within 3 working days.

8.3 Review & Resolution Timeline

- The Registrar shall undertake a thorough review, consulting GEO, HoDs, Deans and other relevant authorities.
- A written resolution shall be issued within 15 working days.
- In complex or cross-border cases, the Registrar may extend the review period by an additional 10 working days with notification to the appellant.
- Cases involving academic equivalence may be referred to the Board of Studies or Academic Council.
- Cases involving partner institutions may be jointly reviewed with the partner's international office.

If the appellant is unsatisfied with the outcome, a final appeal may be escalated to the Vice-Chancellor, whose decision shall be final.

8.4 Documentation & Record Keeping

- All appeals, supporting documents, proceedings, and decisions shall be recorded in the GEO Appeals Register.
- Records shall be maintained as controlled documents for audit, accreditation, and statutory review.
- Sensitive records shall be stored securely as per the DPDP Act (India) and GDPR-aligned norms when applicable.

8.5 Non-Retaliation & Confidentiality

- No student, faculty, or staff member shall face retaliation, adverse treatment, or discrimination for filing an appeal or reporting a concern in good faith.
- All appeals shall be processed confidentially, ensuring privacy, fairness, and impartiality.

- Any attempt to retaliate will constitute a violation under Article 9 and may result in disciplinary action.

8.6 Fairness & Natural Justice

All decisions shall uphold the principles of:

- Transparency
- Non-discrimination
- Equal opportunity
- Procedural fairness
- Natural justice ("hear the other side")

The appeals process ensures that international education at KITS remains accountable, student-centric, and aligned with global standards.

ARTICLE 9

VIOLATIONS AND DISCIPLINARY ACTIONS

Karunya Institute of Technology and Sciences (KITS) upholds the highest standards of ethics, academic integrity, safety, and legal compliance in all global engagement activities. Any violations related to inbound/outbound mobility, partnerships, research collaboration, or international operations shall be addressed promptly and proportionately.

9.1 Categories of Violations

Violations may occur at various stages of international engagement and involve students, faculty, staff, partner institutions, or external stakeholders. Examples include:

A. Academic & Research Violations

- Academic misconduct (plagiarism, cheating, falsification of documents)
- Misrepresentation of academic equivalence or credit requirements
- Breach of research ethics, IP misuse, or unauthorized data sharing

B. Administrative & Compliance Violations

- Violation of UGC/AICTE/MEA/MHA norms
- Immigration or visa non-compliance (failure to register with FRRO, overstaying, misuse of visa category)
- Breach of MoU terms or collaboration agreements
- Providing false information to GEO or partner institutions

C. Conduct & Behavioural Violations

- Misconduct abroad (harassment, violence, discrimination, cultural insensitivity)
- Violation of host institution codes of conduct
- Misuse of mobility privileges or resources
- Any act bringing reputational harm to KITS

D. Safety & Welfare Violations

- Ignoring travel advisories, safety protocols, or emergency instructions
- Consumption of prohibited substances abroad
- Failure to report incidents affecting safety

9.2 Student Violations (Inbound & Outbound)

Students found responsible for violations may face:

- Counselling and written warnings
- Suspension or withdrawal from mobility programs
- Academic penalties as per institutional rules
- Financial liability for damages or penalties
- Disciplinary action under the KITS Handbook of Student Conduct
- Reporting to immigration authorities (where required by law)

Serious violations (fraud, criminal activity, safety breaches) shall result in immediate suspension and escalation to statutory authorities.

9.3 Faculty & Staff Violations

Faculty or staff may face action for:

- Non-compliance with program guidelines
- Misrepresentation of course mapping or credit transfer
- Breach of confidentiality or data protection norms
- Negligence in mentoring or supervision
- Failure to uphold MoU obligations
- Misconduct during international assignments

Actions may include:

- Performance warnings
- Removal from global engagement roles
- Suspension from mobility programs
- Disciplinary action as per HR policies
- Reporting to statutory authorities for serious violations

9.4 Partner Institution / External Stakeholder Violations

Partner HEIs or external agencies may be deemed in violation for:

- Breach of contract terms or MoU clauses
- Non-compliance with academic/ethical standards
- Safety or welfare failures affecting KITS participants
- Misuse of confidential information, IP, or student data
- Academic malpractice or fraudulent behavior

Actions may include:

- Suspension of activities under the MoU
- Withholding student/faculty mobility

- Formal notice and mandatory corrective action
- Termination of partnership
- Reporting to UGC/AICTE or international authorities

9.5 Critical & Repeated Violations

Violations classified as critical include:

- Immigration violations
- Fraud, forgery, or falsification of documents
- Sexual harassment or criminal behavior abroad
- Financial misconduct
- Severe academic dishonesty
- Safety breaches endangering life or property

Such cases will be escalated immediately to:

- Vice-Chancellor
- Registrar
- Legal Office
- Repeated violations may result in permanent exclusion from all global programs.

KITS may mandatorily recall the student/faculty from the host country in case of critical violations. Any violations involving foreign governments, immigration, or law enforcement shall be immediately reported to MEA/MHA through appropriate channels. All serious violations abroad shall be reported to the Indian Embassy/Consulate immediately.

9.6 Non-Retaliation Clause

- Individuals reporting violations in good faith (students, faculty, staff, or partners) are protected against retaliation, threats, discrimination, or disadvantage.
- Any act of retaliation constitutes a separate violation and will invite disciplinary action.
- Confidentiality shall be assured as per institutional and legal standards.

9.7 Documentation & Reporting

- All violations, investigations, and resolutions shall be documented in the GEO Compliance & Incident Register.
- Reports shall be reviewed by the Registrar and IQAC for policy compliance.
- Severe incidents must be recorded for audits and accreditation reviews.

References

1. UGC Guidelines for Internationalisation of Higher Education (2023)
2. UGC-AICTE Joint Regulations for Twinning/Joint/Dual Degrees (2022)
3. NEP 2020 Global Engagement Provisions
4. UNESCO Global Convention on Recognition of Qualifications (2019)
5. Study in India Framework (MEA & MoE)
6. AICTE Approval Handbook – International Collaboration Section
7. Bureau of Immigration Rules (MHA, Govt. of India)
8. IAU Internationalisation Framework

9. QS & THE Global Ranking Methodologies (Internationalisation Indicators)
10. National Credit Framework (NCrF) Guidelines — Ministry of Education, Govt. of India.

Definitions

To ensure consistent interpretation:

- Inbound Mobility: International students/faculty coming to KITS for study/research.
- Outbound Mobility: KITS students/faculty participating in international learning or research.
- Articulation Agreement: Structured pathway facilitating credit transfer between institutions.
- Learning Agreement: Document defining approved coursework for the mobility period.
- CPO: Capstone Project Opportunity for research engagement.
- Partner HEIs: Foreign universities/institutions with formal agreements.
- Study Abroad: Short-term academic mobility without degree transfer.
- Dual Degree: Award of two separate degrees from two institutions under a single academic collaboration.
- Twinning Program: Program where part of the curriculum is completed at KITS and part at the partner institution.

Abbreviations

Acronym	Full Form
GEO	Global Engagement Office
UGC	University Grants Commission
AICTE	All India Council for Technical Education
MEA	Ministry of External Affairs
MHA	Ministry of Home Affairs
MoU	Memorandum of Understanding
HEI	Higher Education Institution
CPO	Capstone Project Opportunity
NEP	National Education Policy
FRRO	Foreigners Regional Registration Office
IQAC	Internal Quality Assurance Cell
ABC	Academic Bank of Credits
PDCA	Plan–Do–Check–Act
ECTS	European Credit Transfer and Accumulation System
COIL	Collaborative online International Learning
BIP	Blended intensive program

ANNEXURE I - DUE DILIGENCE CHECKLIST FOR INTERNATIONAL PARTNERSHIPS

Category	Verification Required
Accreditation	NAAC, ABET, AACSB, QAA, EQAR, etc.
Ranking & Reputation	QS / THE / ARWU rankings; institutional profile

Program Compatibility	Curriculum mapping, credit compatibility, language of instruction
Legal Status	Government approval, license to operate
Safety & Geopolitical Assessment	Country advisories, campus safety measures
Financial Transparency	Tuition structure, waivers, funding commitments
Data Protection Compliance	GDPR/DPDP alignment
Research Ethics/IP	IP policy, ethical approval bodies
MoU Feasibility	Expected activities, resource requirements
Risk Assessment	Political risk, student welfare risk, emergency systems

ANNEXURE II - RISK MANAGEMENT & EMERGENCY PROTOCOL — STUDY ABROAD

A. Risk Categories

- Health emergencies
- Political unrest
- Natural disasters
- Safety incidents
- Visa/immigration issues

B. Immediate Actions

- Student to contact:
- Host University
- GEO (24/7 emergency contact)
- GEO activates Crisis Response Team
- Embassy/Consulate notified if necessary
- Parent/guardian informed
- Incident logged in GEO tracker

C. Emergency Evacuation

- KITS may recall students based on MEA advisories
- Host institution must assist evacuation procedures

ANNEXURE III - INTERNATIONALISATION ALIGNMENT MATRIX

(Mapping GEO Activities to National & Global Regulatory Frameworks)

GEO Activity / Policy Element	NEP 2020 Alignment	UGC Guidelines 2023	UGC–AICTE Joint Regulations 2022 (Twinning/J	NCrF / ABC Compliance	UNESCO Global Convention 2019	Institutional/Accreditation Alignment (NAAC/NBA/ABET/AACSB)

			oint/Dual Degree)			
Inbound Mobility (StudEx, Visiting Students)	Global exposure & cross-cultural learning	Section 3 & 4 – Inbound mobility norms	N/A	ABC-compliant credit recognition	Recognition of qualifications	Internationalisation indicators; student diversity metrics
Outbound Mobility (SAP, ITP, Internships)	Multidisciplinary and global academic pathways	Guidelines for student mobility	Course mapping & transfer requirements	Credit portability; NCrF mapping	Academic recognition across borders	Mobility KPIs; global engagement metrics
Joint/Dual/Twinning Degree Programs	Promotion of international collaboration	Collaborative academic arrangements	Core regulatory requirement	NCrF credit alignment	Mutual recognition of degrees	OBE alignment; program equivalency; accreditation compliance
Capstone Project Opportunity (CPO)	Research, innovation, global exposure	Research collaboration provisions	N/A	Credit-based project recognition	Research equivalence and ethical standards	Research output metrics; collaborative publications
Visiting Professors / Scholars	International faculty engagement	Faculty exchange & visiting scholar norms	N/A	N/A	Transparent qualification recognition	Faculty exchange KPI; teaching-learning enhancement
Global Research Collaboration	International research ecosystem	Encouraging joint research, labs	Joint oversight for dual degree research components	N/A	Research integrity & recognition	Research output indicators; innovation metrics
MoU/Partnership Development	Promoting global networks	Framework for HEI partnerships	Required for degree pathways	N/A	Mutual cooperation principles	Mandatory for NAAC/NBA; MoU audits
Student Support & Welfare (Visa,	Student well-being &	International student support	N/A	N/A	Mobility safety & welfare	Mandatory for international student

Safety, Insurance)	inclusiveness	framework				management audits
Credit Transfer & Academic Mapping	Flexibility & mobility	Explicit credit mapping guidelines	Detailed requirement for transfer/joint degrees	ABC compliance; NCrF-credit units	Qualification comparability	Academic audits; transcript issuance norms
Risk, Safety & Crisis Management	Student safety & global mobility	Safety and compliance mandates	N/A	N/A	Emergency provisions for mobility	Essential for institutional risk audits
Monitoring & Evaluation of Mobility Programs	Quality assurance	Reporting & monitoring norms	Required annual monitoring	N/A	Transparency in reporting	IQAC metrics; accreditation evidence
Data Protection & Ethical Compliance	Ethical governance	Mandatory data privacy	N/A	N/A	GDPR-aligned international data norms	Required for global partnerships

ANNEXURE IV - CREDIT TRANSFER & ACADEMIC EQUIVALENCE FRAMEWORK (DESCRIPTIVE ONLY

This annexure outlines the principles and regulatory parameters governing credit transfer and academic equivalence for all international mobility programs. No templates or operational forms are included.

1. Regulatory Basis

Credit transfer shall comply with:

- UGC Guidelines for Internationalisation of Higher Education (2023)
- UGC–AICTE Joint Regulations for Twinning/Joint/Dual Degrees (2022)
- Academic Bank of Credits (ABC) operational guidelines
- National Credit Framework (NCrF)
- Partner HEI accreditation and equivalence norms

2. Credit Transfer Principles

- Credit transfer shall be based on learning outcomes, course relevance, and curriculum equivalence, not only instructional hours.
- No credit shall be transferred for:
    - ✓ Non-academic activities
    - ✓ Courses with inadequate documentation

- ✓ Courses that fail equivalence checks
- Credits must be earned at an accredited and recognized foreign HEI.
- Credits shall be recognised only if the student:
  - ✓ Passes the course as per host institution rules
  - ✓ Submits the official transcript
  - ✓ Completes all regulatory documentation

3. Academic Equivalence Parameters

Equivalence shall be determined based on:

- Alignment of Course Outcomes (COs)
- Similarity of syllabus content (minimum 70% equivalence or outcome equivalence)
- Credit units and workload
- Nature of assessment and evaluation
- Laboratory/project equivalence where applicable
- Level and rigor of the course (UG/PG)
- OBE alignment

4. Credit Conversion Guidelines

- ECTS to KITS: 1.5 ECTS = 1.0 KITS credits
- US Credits to KITS: 1 US credit = 1 KITS credit
- For other systems, a conversion rubric approved by the Academic council shall be used.

5. Approval Mechanism

Credit transfer requires:

- Faculty Mentor recommendation
- HoD review of academic equivalence
- Dean approval of credit conversion
- GEO verification of compliance and documentation
- Registrar's final academic recognition

6. Restrictions & Limitations

- A minimum academic residency at KITS must be completed as per UGC–AICTE 2022 regulations.
- Credit overload or duplication is not permitted.
- Thesis/dissertation equivalence must undergo stricter evaluation.

7. Documentation Requirements

Only the following documents are mandatory:

- Transcript issued by the host institution
- Course syllabus / catalog / learning outcomes
- Proof of instructional hours/credits
- Learning Agreement and approval records

- Attendance/participation certificates where applicable

8. Record Maintenance

All credit transfer decisions shall be recorded in:

- GEO Academic Records Register
- Department Mobility Records
- Academic Council proceedings (if required)