

IILM - Standard Operating Procedures



Institute for Integrated Learning in Management IILM Graduate School of Management

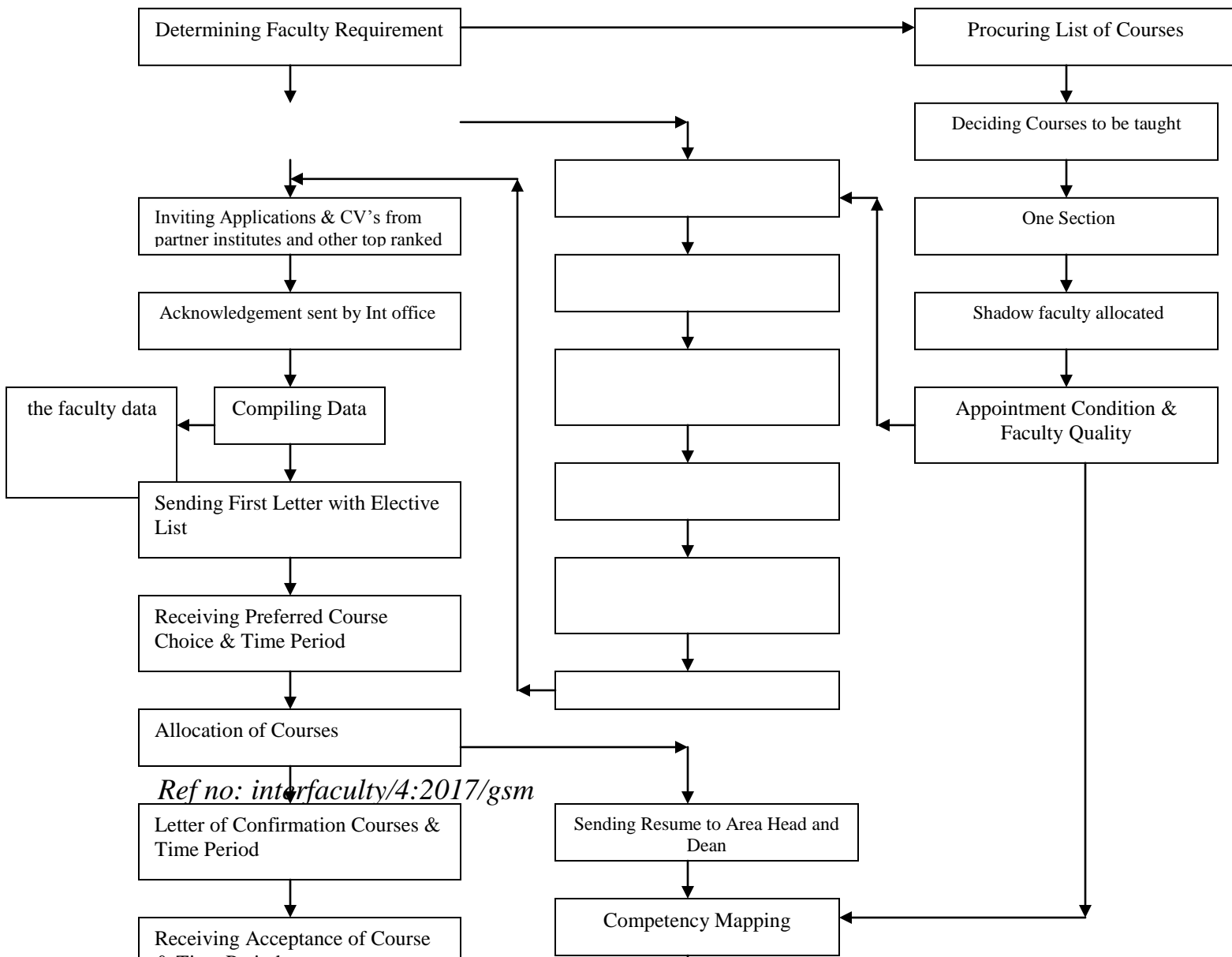
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International Faculty

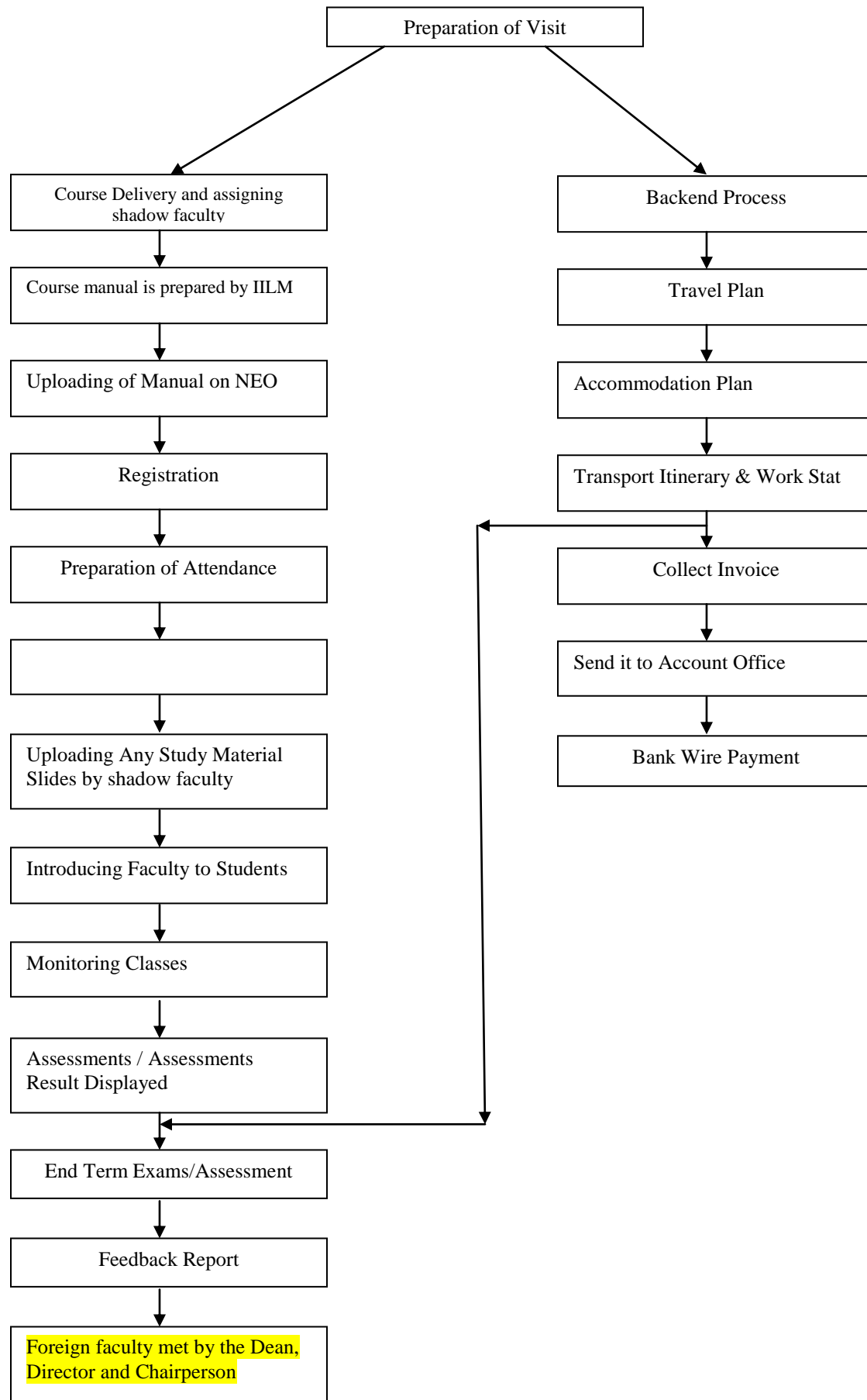
Prepared by: Ms. Merlin Mythili (2009)

Modified by: Prof. Raju Mazumdar (2017)

Approved by: Dr. Taruna Gautam (2017)



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1. **Process for finalization of International faculty teaching assignments and preparation for their visit**
Time Period: From August to December and January to March (for the next academic year)
Activity involves, Dean, Director, Area Chair, International Office and Head – Administration
 1. The Dean procures the list of courses for the ensuing academic year and the committee decides on the number of courses that can be taught by the international faculty and the number of sections for these courses.
 2. The requirement once determined is shared with the International Office, who then initiates the process of writing to Partner Schools as well as other top rated business school, to invite faculty members to teach an elective. In addition to this, the international office constantly seeks international faculty for teaching assignments in various international forums (events, conferences, etc.)
 3. The applications and CVs thus received are compiled and an acknowledgement is sent to all applicants by the International office.
 4. A first letter of invite given as Appendix 1 is sent to the applicant with the elective list, term & academic calendar, asking them to send their preferred course choice and time period.
 5. The CVs are sent to the Area Heads and a competency mapping is done with the courses available to be taught and the applicants' area of expertise and preferred choice of course and time period.
 6. The courses are thus allocated and a letter of confirmation given as Appendix 2 regarding the course and time period is sent to the respective faculty.
 7. On receiving the acceptance from the applicant a formal letter of invite/offer letter (Appendix 3) is mailed along with the course outline and all information regarding terms & conditions. The visiting faculty is asked to send their formal acceptance by fax, courier or email.
 8. If the applicant is unable to confirm, a formal letter of regret (Appendix 4) is sent by the Associate Dean.
 9. The SOP for preparation for the international faculty's visit is as given below:
 - a. On receiving the acceptance letter, the International Office writes to the faculty asking for a brief profile and travel details (sample letter as Appendix 5) and the brief profile of the visiting faculty (along with the course & time period) is put up on the website.
 - b. A faculty coordinator (shadowing faculty member) is identified and he/she is briefed of their roles and responsibilities (Appendix 6).
 - c. The Head - Administration prepares the travel plan, accommodation plan in consultation with the details provided by the International Office on the travel details given by the visiting faculty and the itinerary is approved by the management.
 - d. An Information handbook (Appendix 7) which contains a welcome note, course structure,, Reimbursement details and document requirements, time schedule, is sent to the visiting faculty by the shadowing faculty member
 - e. From the course delivery point of view, the final course manual is prepared by the IILM faculty and shared with the visiting faculty for his comments and suggestions and uploaded on LMS (NEO)

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- f. Students get registered for the course through the programme office.
- g. Any study material given by the faculty is uploaded on LMS by the shadowing faculty member
- h. On the arrival of the visiting faculty the reimbursement documents mentioned in the information handbook are taken from the visiting faculty and sent to the accounts office by the in-house faculty attached to the visiting faculty and bank wire payment is made to the concerned international faculty towards the end of his/her session and when assessment for the course is over, ideally at least a week before the departure of the visiting faculty.
- i. The Dean fixes a meeting with the Management & visiting faculty during the course of the teaching assignment.
- j. At the end of the teaching assignment the assessments are conducted and results displayed.
- k. A feedback is taken from the students.

Appendix 1

IILM Graduate School of Management

Dear Professor Verma,

Greetings from IILM Institute!

We are happy to inform you that your profile has been shortlisted by our faculty committee for delivering a course as a visiting professor at IILM institute.

We request you to kindly peruse the attached list of core / elective courses offered and convey to us the papers you would be interested in offering. Also, if you offer a specialization elective in related areas we will consider it, if it can be aligned with the program here.

Please let us know your preferred electives, the number of contact hours you would like to take out of the two options mentioned in the advertisement and convenient dates of teaching.

On receiving your preferences, we will inform you about the availability of the course and other logistic details. Please feel free to ask for any further information that you may like to have.

Thanks & Regards,

Dr Taruna Gautam
Director, PGDM
16 KP - II,
Greater Noida,
UP.

Ref No. **Ref: PGP/07/ MKT 704**

Dated: April 15, 2008

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Dear Professor Malhotra,

We are happy to invite you to teach and take ownership of the following course in our Post Graduate Programme 2007-09 in Term- IV commencing from July, 2008.

Course Title	No. of Sessions	Duration of the course	No. of sections	Campus
Consumer Behaviour	30 sessions of 70 mins each	Delivered in a period of 3 weeks	One section of maximum strength 90 students	Gurgaon* Campus, DLF Golf Course Road Gurgaon

*Gurgaon is a major satellite city of Delhi and is a part of the National Capital Region of India.

Please make a note of the following:

1. To facilitate smooth delivery of course, IILM will be sharing a detailed course outline for the same covering the pedagogy, recommended text books, suggested readings & cases and assessment criteria. The faculty who will shadow your courses will coordinate with you to finalize the course manual in case of any changes. For your reference we are enclosing a soft copy of the course outline prepared by IILM faculty. You are free to review and update the same.
2. Your classes shall commence from. The session wise schedule for two weeks shall be mailed to you well in advance.
3. You would be required to give the cumulative assessment marks for students for your course by the last teaching day of the course. which shall include marks obtained in midsession tests / course works / assignments and final assessment test as detailed in your course outline. Periodic feedback to students on midterm assessments / course works or assignments is preferred.
4. Remuneration for the above shall be based on the norms of the institute with a round-trip economy airfare and free boarding & lodging at IILM Residence
7. In addition to teaching the course, you would be required to conduct a two hour faculty development program (FDP) for the faculty members. The topic of the FDP can be jointly decided between you, and the Dean. In addition, an 8 hour management development program (MDP) may be conducted by you. This will be done if there are enough nominations received for the program. This will be coordinated by the Executive Education department. team. Kindly acknowledge the receipt of the offer letter and request you to sign and return the offer via fax or email at your earliest convenience.

Sincerely,

Dr Taruna Gautam
Director, PGDM

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16 KP - II,
Grater Noida,
UP

Appendix 2

Through Email

Dear Professor Melkenny,

In continuation to our correspondence, I would request you to send in your travel details and a brief profile of yours to be uploaded on our website and for social media would also request you to To ensure smooth facilitation of classes , we have associated Prof Sandeep Parmar as faculty coordinator to answer all your queries with regard to the course. Prof Parmar will be addressing all your concerns during your stay at IILM. You are welcome to contact the faculty coordinator at sandeep.parmar@iilm.edu. For your information we send you the final time schedule fifteen days before your scheduled period. Meanwhile you may note that in the entire two week duration you will be having 2 sessions of 75 minutes each session on five days a week. Sunday will be off.

To add

Appendix 3

Roles and responsibilities of faculty Coordinator

Faculty Associate for the Visiting professors

A spirit of close cooperation between visiting faculty and faculty members is essential to achieve a climate in which the course delivery can be successful. Faculty teaching the same course or from the same area shall be associated with visiting faculty as faculty coordinator along with one student assistant working closely with visiting faculty. The details of faculty associate must be provided by respective campuses.

Before the arrival of the visiting faculty member, a file is prepared by the shadowing faculty, which contains the following documents

- The CV of the visiting faculty member
- A checklist
- Copy of the course manual
- A Foreign faculty evaluation form
- Copy of the passport
- Copy of the ticket

- Copy of the visa

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- A high resolution picture
- Bank details

1) Responsibilities

Following are guidelines that outline the areas of responsibility and coordination between the visiting faculty, faculty coordinator:

- Coordinating Airport pick/ drop** The arrival dates and flight no. must be confirmed by the international office and the same is shared with all concerned- the Dean, faculty coordinator and conveyed to administrative in charge. A conveyance must be arranged from airport to place of stay. After sharing the information, the faculty member takes the responsibility of further coordination.
- Coordinating Housing facility:** The faculty coordinator shall visit the place of stay with administrative in charge and ensure all facilities and equipments are in working condition. The room must be well equipped and neatly done up. The accommodation details shall be sent to the guest faculty and as far as possible the requirements of the guest faculty shall be met. In case, IILM is not able to provide, the same must be conveyed before the faculty arrives.

The Administration incharge shall be responsible for comfortable boarding & Lodging. For faculty visiting at New Delhi campus and Gurgaon, the place of stay would be IILM Residence at Gurgaon or Greater Noida **Coordinating conveyance facilities from IILM Guest house to the campus** During the entire stay conveyance shall be provided for commuting from IILM guest house to the campus and for local site seeing.

- Welcome and Introduction:** Faculty coordinator shall receive the guest faculty at the campus. The Visiting Professor shall be taken on a campus tour to familiarize with the IILM facilities & processes.

Faculty Coordinator is required to organize a meeting between the guest faculty and Dean// Area Head / Faculty counterparts. During the meeting all the processes expectations and delivery requirements must be spelled during the meeting. The faculty shall be then introduced to the section of students he/she will be teaching.

Within the first week of their stay a meeting with Director,Dean and must be organized at New Delhi campus or the respective campus where the faculty member is teachingA foreign faculty evaluation form is shared with the visiting faculty member to complete and put as part of the file. In addition, the feedback of the Dean, the Director and the Chairperson is put as part of the file.

- Course Delivery:** Faculty coordinator shall ensure smooth conduct of classes and check equipments required for the delivery of the course shall be provided to the faculty. Discipline and smooth conduct of class shall be ensured both

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by faculty coordinator The faculty coordinator shall get photocopies made of handouts, cases or readings required by the faculty for the lecture.

With the prior information to the visiting faculty, videoconferencing and video recording shall be facilitated across sections and campuses. Also lecture slides, case solution or insights given by faculty may be uploaded on the intranet for students' reference, if the faculty has no reservations.

Setting examination papers, assigning course works, evaluating the same and giving feedback shall be the responsibility of the visiting faculty. However, the faculty can take assistance of the faculty coordinator in collecting course works and assignments.

Before the completion of academic engagement, faculty coordinator must ensure the completion of the course with all internal and external assessments submitted in the program office.

A feedback form must be filled in by all students before the concluding session.

- v) **Arranging support facilities:** Before the arrival of the guest faculty availability of following support facilities must be ensured during their stay with IILM. The coordinator shall be given all help and information from the administrative department and other department for getting it organized:

From Administrative office

- Work station with computer facilities and landline phone connection
- A folder with IILM Brochures & Latest issues of Edge magazine and Management & change
- List of phone numbers of faculty and staff
- Stationery items

From IT Department

- Internet access at the work station and at the residence Laptop if requested
- Temporary access to intranet

From Program office

- Attendance sheet with time table and list of students
- Hard copy of the Course manual
- Photocopy of cases, handouts or readings as and when required by guest faculty

From Library

- Access to library resources by issuance of temporary library card

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- Daily newspapers & latest magazines on request

2) **Facilitating local visits:** As per the convenience of the guest faculty an itinerary can be drawn for local site seeing, shopping or dining out. The faculty coordinator shall coordinate the conveyance with administrative department. If possible the faculty coordinator may accompany the guest and extend all possible hospitality..

3).**Screening of students requiring extra sessions:** Since the course will be taught at a fast pace, there is a chance that a particular group of students would require extra assistance/ tutorials. A list of these students must be conveyed to the Program Office by faculty coordinator.

4) **Facilitating reimbursements:** Faculty coordinator is required to get the reimbursements processed through accounts office. For this an invoice, copy of Visa and Air tickets must be requested from the visiting faculty on their arrival. The payment formalities takes about 20 days therefore the it needs to be followed up with the accounts section. Once all the details are received, the shadowing faculty member is responsible for sharing this with the Accounts office for the payment to be processed.

5) **Extending vote of thanks:** The last session must be concluded with a vote of thanks from the shadowing faculty member.

With the above efforts, we must make the visit of Professors very enriching experience and also enhance learning.

Appendix 5

Information Handbook

For

Prof Ullrich Guenther

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Students Profile: Number of students registered for your course is 23 with gender composition being 19 girls and 4 boys and average age being 22years . Their brief academic profile is as follows:

Sl	Name of the Student				
1	Akanksha Dhauni				
2	Ankit Gupta				
3	Apali Aparajita Mohanty				
4	Dharti Sharma				
5	Himani Chawla				
6	Jasleen Bhatia				
7	Kanchan Bhukesh				
8	Manasi				
9	Mayank Singh				
10	Mishtu Mittal				
11	Neha Trikha				
12	Parul Rustagi				
13	Priya Lamba				
14	Rakhi Tomar				
15	Shikha Duggal				
16	Shikha Verma				
17	Shivani Bathla				
18	Shraddha Shukla				
19	Sonakshi Sherawat				
20	Surabhi Nigam				
21	Swati Wadhwa				
22	Vasurat Shukla				
23	Virendra Singh Brar				

B Com:Commerce BA:Arts BSC:Science BTec: Engineering; BCA: Computer Science

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Additional Information

Course Reimbursements:

All reimbursements shall be facilitated by the accounts section of the institute with the help of faculty coordinator. On your arrival, you are requested to submit the following documents for Telegraphic Transfer for Foreign Faculty:

1. Copy of your Offer Letter
2. Bank A/c No.
3. Bank Name with Address & Branch
4. Swift Code
5. IBAN No.
6. Passport & Visa Photocopy
7. Air Ticket Copy.
8. Invoice Copy.
9. Declaration form

Transport and travel

(a) Airport pick up / drop is done by college. The name of the driver is Sher Singh and his contact no is 9868301361

(b) In case of hired transport we will intimate the contact number a few hours before the time of duty hour.

(c) College provides the transport to and fro conveyance for the campus.

(d)

(f) For out station visit to places like Agra / Jaipur, a collective trip is organized on the convenient day and time to the visitors. The expenditure incurred on the Taxi will be borne by the Institute/visiting faculty member.

Place of stay

Annexures:

- Time schedules of Dr Ullrich Guenther
- Time table of Term IV B
- Declaration form and Certificate
- Folder of course outlines of HR core courses and electives

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Annexure III

Declaration from Non Resident Visiting Professors

THE Director,
I I L M, Graduate School of Management
16 Knowledge Park - II
Greater Noida - 201306

I, _____, submit the following information and details regarding payment of Fees for Professional & Technical Services by I I L M under Contract dated _____ and vide my Invoice dated _____.

1. Full Name. :
2. Nationality. :
3. Country of Origin :
4. (i) Date of Arrival/Expected date(s) of Arrival in India. :
(ii) Date of Departure/Expected date(s) of Departure in India. :
(iii) Number of days stay in India in the current year i.e. 2006-07 (01 April 2006 to 31 March 2007) :
5. Name of the Country (ies) in which Income Tax Return is filed by the Consultant in the preceding four years. :
6. Name of the Country (ies) in which permanent home is available to the individual. :
7. Name of the Country (ies) in which personal & economic relations are closer (Centres of vital interest). :
8. Name of the Country (ies) in which individual habitually resides or would habitually reside. :
9. If having a permanent business establishment/office/regular or fixed base for the purpose of performing his activities in India: :
(i) Name of such Establishment – :
(ii) Address - :

NOT HAVING ANY PERMANENT
PLACE OF BUSINESS IN INDIA

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10. Nature of Employment (Employee/Consultant/Professional/Contractor etc.). : CONSULTANT
11. If not an employee, nature of fees received : PROFESSIONAL FEES
- (Royalty/Technical Fees/Professional Fees).
12. If not an employee, nature of services rendered. : PROFESSIONAL & TECHNICAL SERVICE
13. Whether benefit under treaty is claimed? If YES, indicate Article No. of the Treaty. : YES
Article – 15 of Double Taxation Avoidance Agreement (DTAA) with USA.

I. _____, S/o of _____ solemnly declare that to the best of my knowledge and belief, the information given in this declaration and the annexures and statements accompanying it are correct, complete and truly stated.

I shall be responsible for any tax, penalty and/or interest suffered by I I L M on account of relying on this declaration and attached documents or due to any omission on my part to furnish correct information.

New Delhi

Date : (_____)

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CERTIFICATE

I/We have examined the agreement (wherever applicable) between M/s. and M/s. requiring the remitters beneficiary above remittance as well as the relevant documents and books of account required for ascertaining the nature of remittance and for determining the rate of deduction of tax at source as per provisions of section 195. We hereby certify the following :—

1. Name and address of the beneficiary of the remittance and :
the name of the foreign country to which remittance is being made.
2. Amount of remittance is foreign currency indicating the :
proposed date/month and bank through which remittance is being made.
3. Details of tax deducted at source, rate at which tax has been : Foreign Indian
deducted and date of deduction. Currency Currency

Amount to be remitted
Tax deducted at source
Actual Amount remitted
Rate at which deducted
Date of Deduction
4. In case the remittance as indicated in (2) above is net of :
taxes, whether tax payable has been grossed up? If so, computation thereof may be indicated.
5. If the remittance is for royalties, fee for technical services, :
interest, dividend, etc., the clause of the relevant DTAA under which the remittance is covered along with reasons and the rate at which tax is required to be deducted in terms of such clause of the applicable DTAA.
6. In case that tax has been deducted at a rate lower than the :
rate prescribed under the applicable DTAA, the reasons thereof.
7. In case remittance is for supply of articles or things (*e.g.*, :
plant, machinery, equipment, etc.) or computer software, please indicate :—
 - i.* Whether there is any permanent establishment in India through which the beneficiary of the remittance is directly or indirectly carrying on such activity of supply of articles or things?
 - ii.* Whether such remittance is attributable to or connected with such permanent establishment?
 - iii.* If so, the amount of income comprised in such remittance which is liable to tax.
 - iv.* If not, the reasons in brief therefore.

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8. In case remittance is on account of business income
please indicate :— :
- i.* Whether such income is liable to tax in India?
 - ii.* If so, the basis for arriving at the rate of deduction of tax.
 - iii.* If not, the reasons thereof.
9. In case tax is not deducted at source for any other reason, :
details thereof.

(Attach separate sheet duly authenticated wherever necessary)

.....
Name, Address and registration numbers

(To be signed and verified by an Accountant as defined in section 288 of the Income-tax Act).
