The 4th Departmental Faculty Board Meeting of 2016-17 was held on 23rd December 2016 at 3 pm in the Departmental Committee Room (I-230). The following members were present:

1. Prof. Atul Narang  Chairman
2. Prof. G.P. Agarwal  Member
3. Prof. P. K. Roychoudhury  Member
4. Prof. Saroj Mishra  Member
5. Prof. A.K. Srivastava  Member
6. Prof. T.R. Sreekrishnan  Member
7. Prof. Prashant Mishra  Member
8. Dr. D. Sundar  Member
9. Dr. Shilpi Sharma  Member
10. Dr. Ritu Kulshrestha  Member
11. Dr. Ravikrishnan Elangovan  Member
12. Dr. Ashish Misra  Convener

**Item No. 1. Confirmation of minutes of 1st DFB meeting (2016-17)**

The minutes of the 3rd DFB meeting (2016-17) were confirmed as circulated, with the following change for Item No. 4. The board suggested that the seminar course (BBQ) in a particular semester should only be assigned to faculty teaching small courses in that semester. In response to Prof. Prashant Mishra’s email dated December 23, 2016, regarding course allocation for Prof. M. N. Gupta, it was agreed to take up these issues later since they are concerned with courses to be offered in the next semester.

**Item No. 2. Matters arising from the above meeting**

None

**Item No. 3. Update on department infrastructure**

The HOD informed the DFB that the institute infrastructure committee led by Dean, Infrastructure, visited the department on November 30, 2016 (Annexure 1). They agreed to install four 1.5 ton A/C units in the UG lab, and to renovate the Computation Lab (I-231) but without installing ACs and false ceiling. They decided to discuss renovation of Instrumentation Lab (I-233) later on with Dr. Z. A. Shaikh since he was not available during the visit.

**Item No. 4. Update on budget (NPN05, PLN-03C, PLN-03F, DBT-HRD, DST-FIST)**
The HOD updated the board about the status of **NPN05, PLN-03C, PLN-03F, DBT-HRD** from the shared [DBEB budgets excel file](#) which had previously been shared with all DFB members.

**NPN-05**
The DFB was informed that although the amount spent was only Rs 13 lakhs, the amount committed was Rs 26.5 lakhs. This difference was due to funds committed to individual faculty who had not spent the funds allocated to them, and to expenditures for which the providers had not been paid yet which include:
1. 3 HPLCs, 1 HPLC column, 1 sonicator, 2 spectrophotometers in the Instrumentation lab
2. 1 autoclave in the UG lab
3. UPS next to Molecular Modeling
4. Filters for ultrapure water system in Metagenomics
5. Rent for new photocopier in the Main office since the existing photocopiers do not work

Details of these expenses, which total up to Rs. 5.5 lakhs, were provided via a [shared spreadsheet](#).

The Head informed the DFB that funds from NPN05 would be used preferentially for instruments and services in shared departmental facilities.

The Head also informed the DFB that of the total amount spent, Rs 2 lakhs consisted of expenses incurred in the previous financial year. The board recommended a deadline of 28th February 2017 for settling all bills of NPN05 to avoid carryover to the next financial year.

**PLN-03C**
The HOD updated the board about the procurement status of various equipment initiated using PLN-03C [shared in Annexure 2 of the previous faculty board meeting (03/2016-17)].

**DBT-HRD**
The HOD updated the board about submission of the SoEs and UCs for 2014-15 and 2015-16. The DFB was informed that there was a balance of Rs 6,24,270 from the 2013-14 allocation.

**DST-FIST**
In the meeting held on August 29, 2016, the DFB was informed that DST-FIST purchase was held up because they had sanctioned Rs. 150 lakhs for the LC-MS/MS [Annexure 2] which Dr. Z. A. Shaikh believed was insufficient. The ex-HOD Prof. Prashant Mishra then informed the DFB that “Allocation of funds for individual items was made by DST on their own without consultation with the department.” [Mins of 02/2016-17]. However, DST provided us a letter dated February 10, 2015, sent by Prof. Prashant Mishra to DST-FIST which specifically recommended a breakup of (i) Rs 90-100 lakhs for Flow cytometer (ii) Rs 160-180 lakhs for LC/MS [Annexure 3]. This letter was sent to DST without consulting or even informing two members of the FIST Project Implementation Group, namely Prof. Atul Narang and Dr. Z. A. Shaikh, even when they expressed their reservations to the Project Implementation Group [Annexure 4]. Based on this, it was agreed to form a new Project Implementation Group consisting of the three major buyer (Preeti Srivastava, Zia Shaikh, Ashok Srivastava) and the faculty who defended the DST-FIST proposal (Atul Narang, D. Sundar).
**Item No. 5. Faculty recruitment**

The HOD informed the board about the letter sent for faculty recruitment to the AIChE (US annual conference for chemical engineers) [Annexure 5]. The HOD also showed the board members a draft of the faculty recruitment letters that would be sent to chemical engineering departments and to biological departments [Annexure 6 and 7].

**Item No. 6. Discussion on PE credits in new curriculum**

The board recommended that course coordinators of program electives with fewer than 4 course credits should modify the courses for raising the course credits to 4. This must be done as soon as possible so that the revised course templates can be routed through BAP to Senate for approval by the end of this semester.

**Item No. 7. Design projects for nongraded units (NGU)**

The board recommended that post facto approval of students for NGU should not be accepted; students who had so far registered for NGU credits would be evaluated by the existing NGU committee. The board recommended the dissolution of the existing NGU committee and suggested the formation of a new committee with the following members

i. Prof. A.K. Srivastava  
ii. Prof. Saroj Mishra  
iii. Dr. Ravikrishnan Elangovan

The board asked the new committee to come up with rules for assigning NGU credits.

**Item No. 8. Ordering of library books**

The HOD asked for usage of the previously circulated ‘recommendation form’ for ordering department library books based on the details in his email sent on 21-12-16 [Annexure 8].

**Item No. 9. Assessment of lab course/costs for next year**

The HOD showed an excel file (Attached excel files with email) with costs for conducting labs of various courses that were sent by course coordinators. The board recommended a detailed discussion of the lab costs in another DFB. Additionally, the board recommended that a maximum of INR 20,000 should be given for any labs without handouts. All faculty offering lab courses are urged to prepare the handouts.

**Item No. 10. MoU with Denmark Technical University (DTU)**

The HOD shared feedback received from the Dean, AAIP with the board [Annexure 9].

**Item No. 11. Application of DST Inspire faculty (Nidhi Dubey)
The board recommended that the faculty shortlisting committee decide on this matter, and any similar applications in the future.

**Item No. 12. Visiting professor Suresh Alahari and his proposed course ‘Animal Models for Preclinical Research’**

The DFB felt that the course content did not overlap sufficiently with the main thrust of the department’s curriculum.

**Item No. 13. Discussion of previously circulated concept note on new entities**

The board agreed with the points made in the concept note.

Ashish Misra  
Convener, DFB

**Distribution**

All DBEB faculty by email

Cc: Office file
Subject: - Renovation work in different Laboratories & Rooms in Academic Area at IIT Delhi.

To review the proposal for renovation work in Academic Area, the site visit has been made on 30/11/2016 in which following were present.

1. Prof. V.K. Agarwal (Dean Infra), chairman.
2. Prof. Deepti Gupta (Associate Dean Infra), Member
3. Prof. A.K. Jain Member
4. Prof. B.R. Mehta, Member
5. Er. P.K. Singhal A.E.E. (Civil)
6. Er. Sunil Kumar J.E. (C)

The site has been visited in presence of concern Prof. in charge of Deptts. Following decision/Instruction has been given.

1. LAB/Room No.I-231
   1.1 Renovation work in this lab to be done without false ceiling & Air Conditioner.
   1.2 Two glazed doors to be provided (One additional glazed door to be provided as safety measures) in the adjoining lab.
   1.3 The existing flush door shutter with frame to be remove with aluminum glazed door shutters as safety measures.
2.1 The work is held up for discussion with Lab incharge as the work belongs to Aluminum composite panel work.
3.1 After discussion it has been decided to provide four air conditioner of capacity of 1.50 T. Head – DBEB agreed that this would be sufficient.
4. Lab. No. I-32 & 33
4.1 Proposal of renovation work held up till next visit.
5. Lab. No. VI-311.
5.1 No Aluminum work, No false ceiling work & no floor tiling work will be executed in the Lab.
5.2 The window glass panes to be changed, wherever required. Electrical fittings and re-routing of conduit pipes to be done. Cement plaster repair and complete painting work to be done. False ceiling to be repaired/painted.
6. Lab.no.:VI-316
6.1 In this lab only repairing work to be done. The window glass panes to be changed, wherever required. Electrical fittings and re-routing of conduit pipes to be done. Cement plaster repair and complete painting work to be done. The position of existing air conditioner to be changed. The damaged vertical blinds to be replaced. The repairing work of floor tile at entrance of lab corridors to be done.

A.E.E. (Civil)
Subject: Financial assistance (1st installment) to the Department of Biochemical Engineering and Biotechnology, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016, (Delhi) on FIST Program.

Sanction of the President is hereby accorded to the implementation of the aforesaid project at a total cost of **Rs. 2,83,00,000/- (Rupees Two crore and Eighty three lakh only)** for 5 years at the Department of Biochemical Engineering and Biotechnology, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016, (Delhi). The details of this are given below:

To strengthen the Gear Engineering research in the Department

**Capital Assets:** Rs.258.0L

E-Rs. 258.0L [ i] Flow Cytometer—Rs. 90.0L, [ ii] LC/MS/ System—Rs. 150.0L and Refurbishing of existing fermenters—Rs. 18.0L]

**General Components:** Rs.25.0L

M— Rs. 25.00 L

Total : Rs. 283.00 Lakh

2. The sanction of the President is also accorded to the release of **Rs. 1,68,00,000/- (Rupees One crore and Sixty eight lakh only)** to the Registrar, Indian Institute of Technology, New Delhi-110016 under FIST Program as 1st installment of the grant in 2015-2016 under 'creation of capital assets' head for the maximum cost of the aforesaid equipment including (9.4%) Custom Duty & other duties under the 'Equipment.' The break-up of the 1st installment grant released now would be 'Equipment: Rs. 168.0 lakh for procurement of Equipment Sr. no. ii) and iii) mentioned above [Equipments of Foreign Origin to be acquired on FE terms only].

3. The Department/College/Institute will appropriately limit the expenditure within the sanctioned amount in case of any expected excess expenditure. The Department is requested to utilize the released funds in first one year.

4. The Department of Biochemical Engineering and Biotechnology, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016, (Delhi) shall implement the aforesaid project on FIST Program with the 'Terms and Conditions' already agreed to by the University. Further, as per Rule 211 of revised GFRs the accounts of this Project Grants at Grantee Organization shall be made available for inspection by the sanctioning authority/audit where ever the Organization is called upon to do so.

5. There is no pending SE/UC on this Project as per details in the PFMS also. This is the first release of this Project under FIST Program, which has been initiated, in this financial year so no previous UC is attached with this sanction order.

6. The University/Institute/College will furnish to the DST, Utilization Certificate and an audited Statement of Expenditure pertaining to the grant immediately after the end of each financial year.
7. The grant is being released subject to the 'Terms & Conditions' of the Program being agreed to by the Department of Biochemical Engineering and Biotechnology, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016, (Delhi). The University/Institute/College will maintain separate audited accounts and would keep whole of the grant in a bank account earning interest, the interest earned should be reported to the DST. The interest thus earned will be treated as a credit to the Institute to be adjusted towards further installment of the grant.

8. The expenditure involved is to be debited to

- Demand No. - 86-Department of Science & Technology;
- "3425" -Other Scientific Research (Major Head);
- 60-Others (Sub-Major Head);
- 60.200-Assistance to other Scientific Bodies (Minor Head);
- 25-Research & Development Support
- 25.01-Grants for Research & Development Support
- 25.01.35-Grants for creation of capital assets for the year 2015-2016(Plan)

The above release is made under 'R&D' Scheme.

9. The amount of **Rs. 1,68,00,000/- (Rupees One crore and Sixty eight lakh only)** will be disbursed to the Registrar, Indian Institute of Technology, New Delhi-110016 in its A/c No.10773572600, IFSC Code: SBIN0001077 with State Bank of India, IIT Hauz Khas, New Delhi-110029 branch.

10. The sanction issues under the powers delegated to the Ministries and with the concurrence of the Integrated Finance Division, Department of Science & Technology vide their C Dy.No. 2065/IFD/2015-2016 dated 21.07.2015.

11. The sanction order is entered vide FIST Sl.No. 202 dated 19.08.2015 in the register of grants.

Copy forwarded for information and necessary action to:

1. Pay & Accounts Officer, Department of Science & Technology, New Delhi - 110 016.
2. Cash Section (with two spare copies)
3. Registrar, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016, (Delhi)
4. Head, Department of Biochemical Engineering and Biotechnology, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016, (Delhi). (Pl. Note the New Project No.) In case the sanctioned amount transferred under this sanction is not received by the PI within 15 days from the date of issue of the sanction, the PI may intimate the fact with details of the IFD Diary No. & Date to the Joint Secretary and Financial Adviser at the e-mail address fin. adv.dst.dbt@gmail.com for looking into the matter and resolving it.
5. Office of the Director & Audit, Scientific Department, AGCR Bldg., 3rd Floor, IP Estate, New Delhi -110002.
6. Office of Account General, Delhi, New Delhi.
7. FIST-Secretariat.
10. Sanction Folder.

Pratishtha T. Pandey
Scientist 'E'
Email: pratishtha.tp@nic.in
Subject: FIST Program- 2014
Reference: SR/FST/ETI-381/2014 dated 21st November

10th February, 2015

Dear Dr. Mukhopadhyay,

Thank you for supporting the proposal submitted by the Department of Biochemical Engineering and Biotechnology, IIT Delhi under FIST Program Level 1. As desired enclosed please find the budgetary quote for (i) Flow cytometer, (ii) LC-MS and (iii) refurbishing of existing fermenters.

These budgetary quotes are subject to minor changes. As per Government of India Norms IIT Delhi will be purchasing these equipment by open Tender process through e-procurement portal.

Based on the budgetary quotes the approximate cost is:

Flow Cytometer (with only 3 lasers) 90-100 Lakh
LC/MS System Q TOF mass Spectrometer 160-180 Lakh
Refurbishing of existing fermenters 25 Lakh

Refurbishing of existing fermenters: The list has been prioritized as 300 L Bioreactor: Upgradation of circulation pump motor 3 phase, 380 volts (140° C), motor drive card with feedback control, sensors and control systems for pH, DO, antifoam and temperature Steam Generator and Chiller circulator for 300 Liter reactor, steam traps, piping with insulation for steam and chilled water (Rs. 8 lakh + Rs 10 lakh) 14 L Bioreactor: Controller and sensors for pH, DO, temperature and Antifoam Stirrer motor upgrade Rs. 7 lakh

A FIST project implementation group consisting of the following members was constituted to follow up the progress and project implementation for the next five years,

Prof. Prashant Mishra (Head, Coordinator), Prof. Saroj Mishra, Prof. Atul Narang, Dr. Preeti Srivastava & Dr. Z.A. Shaikh.

Kindly let me know if any additional information is required for the release of fund.

With best regards,

Prashant Mishra

To,

Dr. A. Mukhopadhyay
Head INSPIRE & FIST Division (DST)
Annexure 4

FIST Grant
2 messages

Zia Shaikh <zia@iitd.ac.in>
To: IITD Prashant Mishra <pmishra@dbeb.iitd.ac.in>, saroj mishra <saroj98@hotmail.com>, Atul Narang <narang.at@gmail.com>, Preeti Srivastava <preetisrivastava@hotmail.com>

Dear All,
The quotes for LC-MS/MS obtained from different vendors indicate that the total budget required is about 335k USD. If the available budget in FIST doesn't allow to buy LC, we need assurance from the dept to get an appropriate LC. Otherwise we won't be able provide any utilisation report to DST and none should be blamed.

Regards,
Zia
sent from my Xperia

Atul Narang <anarang@dbeb.iitd.ac.in>
To: Zia Shaikh <zia@iitd.ac.in>
Cc: IITD Prashant Mishra <pmishra@dbeb.iitd.ac.in>, saroj mishra <saroj98@hotmail.com>, Preeti Srivastava <preetisrivastava@hotmail.com>

I agree. We must ensure that all the equipment is _usable_ upon delivery. To achieve this, we must either seek institutional funds to buy the LC, or we should scale down the features in the equipment so that they cost less. It will not look good to buy the MS/MS and let it gather dust until someone comes secures a grant for the LC part of it.

Atul

[Quoted text hidden]
The Department of Biochemical Engineering and Biotechnology, IIT Delhi, seeks applications for the position of **Assistant Professor**. The department offers an outstanding environment for conducting research at the interface of engineering and biology.

The department seeks candidates with an exceptional academic and research background in all areas. However, we are particularly interested in bioseparations, metabolic engineering, and mammalian cell technology. All candidates must possess a PhD in Chemical Engineering.

The candidate should have a strong interest in teaching courses and mentoring students. The candidate will be expected to develop an independent research program to strengthen and complement the departmental research activities.

The department will provide ample lab space along with a competitive seed grant and manpower as start up support.

For further questions, please contact the Head of the Department at [hoddeb@iitd.ac.in](mailto:hoddeb@iitd.ac.in)

All interested candidates may apply to the IIT Delhi online portal, [www.iitd.ac.in/content/faculty-positions](http://www.iitd.ac.in/content/faculty-positions)
The Department of Biochemical Engineering and Biotechnology, IIT Delhi, India seeks applications for the position of Assistant Professor. The department offers an outstanding environment for conducting research at the interface of engineering and biology.

The department seeks candidates with exceptional academic qualifications, and pursuing research in the areas of biochemical and biomolecular engineering. The candidate should have a strong interest in teaching courses and mentoring students.

The candidate will be expected to develop an independent research program to strengthen and complement the departmental research activities. The department will provide ample lab space along with a competitive seed grant and manpower as start up support.

Non-Indian nationals are also encouraged to apply.

For further questions, please contact the Head of the Department at hoddeb@iitd.ac.in. All interested candidates may apply to the IIT Delhi online portal, https://recruit.iitd.ac.in/recap/index.php.
The Department of Biochemical Engineering and Biotechnology, IIT Delhi, seeks applications for the position of Assistant Professor. The department offers an outstanding environment for conducting research at the interface of engineering and biology.

The department seeks candidates with an exceptional academic and research background in all areas. All candidates must possess a UG degree in Chemical or Biochemical Engineering.

The candidate should have a strong interest in teaching courses and mentoring students. The candidate will be expected to develop an independent research program to strengthen and complement the departmental research activities.

The department will provide ample lab space along with a competitive seed grant and manpower as start up support.

Non-Indian nationals are also encouraged to apply.

For further questions, please contact the Head of the Department at hoddbeb@iitd.ac.in. All interested candidates may apply to the IIT Delhi online portal, https://recruit.iitd.ac.in/recap/index.php.
Annexure 8

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Dear Atul,

The MoU looks in order except for small things which have been pointed out by AR, AAIP. However, these points are not too drastic & we can agree, but just wanted you to agree.

You can give them the go ahead, if the signing authority will be HOD or Dean or Director from our side & we will appoint a Co-ordinator for the MoU. If you so wish you can name him/her to the MoU.

Sincerely,

[Signature]

(Dean, AAIP)

22/12/2016
MEMORANDUM OF UNDERSTANDING

In order to promote cooperation between Technical University of Denmark and Indian Institute of Technology Delhi (hereby referred to as "Institutions"), the Institutions will encourage direct contact between themselves.

The following general forms of co-operation will be pursued:

- Visits by and exchange of PhD students and other scientists for research. It will also encompass exchange of graduate and undergraduate students for study and research. Details for exchange are laid down in Annexure 1.

- Exchange of information including but not limited to, exchange of library materials and research publications.

- Joint research activities.

This Memorandum is not intended to create binding or legal obligations on either party. Both parties understand that all financial arrangements will have to be negotiated and will depend on the availability of funds. (Details in annexure 2)

The agreement will be valid till December 2019. It may be terminated at any time by mutual consent or by six (6) months’ notice in writing by either party.

Should on-going collaborative activities be affected by termination, the parties undertake to resolve any issue amicably by mutual agreement.
Annexure 1

The Henning Holck – Larsen Foundation and Novozymes are sponsoring an exchange program between Technical University of Denmark and Indian Institute of Technology Delhi.

Field

The Scientists must work in the field of biotechnology, which for the purpose of this Agreement shall mean "the study of advanced technological application that uses biological systems, living organisms, or derivatives thereof, to make or modify products or processes for industrial or scientific use, excluding technology which is exclusively or mainly for pharmaceutical applications."

1. It is desired by both institutions that there will be an equal flow of scientists/students in both directions.

2. The Program shall focus primarily on exchange of PhD Students, post docs and senior scientists. However, it will also encompass exchange of Master and Bachelor Students.

3. Time frame for exchange

- Exchange of PhD students, post doc and master students – Time frame 3 to 12 months.
- Exchange of senior scientists – Time frame 1 to 6 months
- Internship opportunities for bachelor students – Time frame 4-6 weeks
Indian Institute of Technology Delhi

Name

Designation

Date:

Technical University of Denmark

Name

Designation

Date:

Martin P. Bendsøe
Senior Vice President and
Dean of Graduate Studies and
International Affairs
Annexure 2

The Technical University of Denmark has received funds from Novozymes and the Holck – Larsen Foundation to set up the students/scientists exchange program between India and Denmark. As such Indian and Danish students/ scientists can apply for grants as follows:

1. **Financial grants for students/ scientists from Indian Institute of Technology Delhi coming to Technical University of Denmark as part of this exchange program:**
   - Master students will receive a monthly grant of approx. 6,500 DKK.
   - PhD's will receive a monthly grant of approx. 10,000 DKK.
   - Senior Scientists will receive a monthly grant of approx. 12,000 DKK.

   **Travel grant**

   Besides, students/ scientists from Indian Institute of Technology Delhi exchanging to Denmark will also receive a travel grant to cover their travel expenses.

2. **Financial grants for students/ scientists from Technical University of Denmark going to the Indian Institute of Technology Delhi as part of this exchange program:**
   - Master students will receive a monthly grant of approx. 3,000 DKK
   - PhD students, post doc.'s and senior scientists from Technical University of Denmark – grant will be assessed on an individual basis.

   **Travel grant**

   A travel grant will also be given to Danish students/ scientists exchanging to India to cover travel expenses.
AGREEMENT BETWEEN

Indian Institute of Technology Delhi

and

Technical University of Denmark

This agreement is made and entered into between Indian Institute of Technology Delhi (hereinafter referred to as IITD) and Technical University of Denmark (hereinafter referred to as DTU).

PURPOSE

The Purpose of this Agreement is to establish and carry on a student exchange programme (undergraduate/graduate) between IITD and DTU.

DEFINITIONS

In this agreement, unless the context implies otherwise, “Exchange” means a one-for-one exchange of students from each university. “Exchange students” refer to students participating in the exchange implemented herein. “Home institution” means the university at which the student intends to graduate; and “host institution” refers to the university that has agreed to receive the exchange students from the home institution.

NUMBERS

DTU will send 2 exchange students (undergraduate/graduate) to IITD in each academic year and IITD will send 2 exchange student (undergraduate/graduate) to DTU in the same period, unless this number is varied by mutual agreement.

Every effort will be made to maintain an evenly balanced exchange from year to year between IITD and DTU. Both institutions agree that over the period of this Agreement, an equal number of student-semesters will be undertaken in each direction.

SELECTION OF PARTICIPANTS

The home department will screen applicants from its university for the exchange. By (month, date) each institution will send to one another the applications for the selected students. The host department will reserve the right of making final judgements on the admissibility of each student nominated for the exchange. The following guidelines apply to all exchange students:

- The exchange students must satisfy the language proficiency for admission or take appropriate language instruction prior to the beginning of their academic program, as determined by the regulation of the host institution;
- The exchange students may apply to any academic programme offered at the host institution, as full-time, non-degree undergraduate student or non-degree graduate student at a level determined by the host institution. The host institution reserves the right to exclude students from restricted
enrolment programmes. Any academic credit earned at the host institution may be transferred to the home institution in accordance with procedures determined by the latter;

- The exchange students must have completed at least two years of study at the home institution before the exchange year. Especially, an exchange student who applies to study at the graduate level must be in the final year of an bachelor's degree study (or equivalent) before the exchange period (all degree requirements must be completed before the exchange period).
- Neither university will be expected to take any action that would be contrary to its established academic regulations and practice. The exchange students must abide by all the rules and regulations of the host institution and these should be made clear to them.

RESPONSIBILITIES OF IITD

- IITD agrees to accept students selected and nominated by DTU and who meet IITD admission requirements in effect for foreign applicants for regular enrolment or for non-degree status, to enrol them as full-time, non-degree undergraduate students; or full-time, non-degree graduate students for one or two regular semesters of the academic year (roughly September 1 to July 1), and to provide them with tuition and service fee waivers;
- IITD will provide the necessary documents for residence permit to DTU students;
- IITD will provide DTU with current catalogues and other information about IITD and its study programmes;
- IITD will provide the appropriate counselling and other assistance to DTU exchange students, assist DTU exchange students in locating rooms in student dormitories for the period of their study at IITD, and assist them in securing such rooms to the fullest extent possible;
- At the end of each academic term, IITD will send to DTU an official transcript of credits for each DTU exchange student studying at IITD.

RESPONSIBILITIES OF DTU

- DTU agrees to accept students selected and nominated by IITD who meet DTU admission requirements in effect for foreign applicants for regular enrolment or for non-degree status, to enrol them as full-time, non-degree undergraduate students or full-time, non-degree graduate students, for one or two regular semesters of the academic year (roughly September 1 to July 1), and to provide them with tuition and service fee waivers;
- When receiving DTU's Exchange application form DTU will provide the students with an official acceptance letter as well as documentation necessary obtaining the residence permit;
- DTU will provide IITD with current catalogues and other information about DTU and its study programmes;
- DTU will provide the appropriate counselling and other assistance to IITD exchange students, assist IITD exchange students in finding appropriate housing in residence halls, apartments or private homes for the period of their study at DTU, and assist them in securing such rooms to the fullest extent possible;
- At the end of each academic term, DTU will send to IITD an official transcript of credits for each IITD exchange student studying at DTU.
FINANCE AND SERVICE
All exchange students must register and pay tuition and other required fees at the home institution. Each host institution will provide tuition and service fee waivers for the exchange students. The participating students will be responsible for the following:
- Room and board expenses;
- Transportation to and from the host institution;
- Textbooks, clothing and personal expenses;
- Passport and visa costs;
- Health Insurance, Repatriation and Liability;
- All other debts incurred during the course of the year.

CONTACT PERSONS AND ADMINISTRATIVE RESPONSIBILITY:
At DTU: Morten Overgaard, Director of International Affairs
International Affairs
DTU
Anker Engelundsvej 1, Bldg. 101A
DK-2800 Kgs. Lyngby

At IITD: Name of department and contact person

RENEWAL, TERMINATION AND AMENDMENT
This agreement shall remain in force as stated till December 2019, with the understanding that it may be terminated by either party giving six-month's written notice to the other party. Students on exchange will be allowed to finalise their stay according to the period initially agreed on. The agreement may be extended by mutual consent of the two parties.

This agreement may be amended by the exchange of letters between the two institutions. Such amendments, once approved by both institutions, will become part of this agreement.

IN WITNESS WHEREOF, the parties hereto have offered their signatures:

For IITD
xxx

For Technical University of Denmark:

Martin P. Bendsoe
Senior Vice President and Dean of Graduate Studies and International Affairs

Place/date: