

Indian Institutes- Suggestive Operating Procedure (SOP)

- To Prepare the activities (Phd, Master, visits by faculty, short term course/workshop) planned
- To Prepare the estimates
- To Send the request for money transfer
- To Send the financial expenditure and actives undertaken every two months
- In case delays in the receipts, please evolve some internal mechanism for borrowing some money so that visitors (faculty, students) don't suffer on account of non-receipt of fund in time
- In case of Indian Faculty travel to ACE prior approval of DST is required. PI sends the details about 3-4 weeks in advance to IIT Roorkee Prof Arun Kumar, National project coordinator for sending the request to DST.
- Each thematic group area coordinator will Discuss with colleagues in the respective institute about the details of this initiative Scan the details of respective ACEs including the details of their faculty, PG and Research programmes
- Plan the possible areas of work as per ways to facilitate the activities under the programme
- Prepare the list of the willing faculty and departments
- Interact with other institutes (9 other than theirs) within this programme for similar possibilities either through the other subject area coordinator or directly.
- One workshop or short term training programme shall be held in a year for each thematic area on rotation basis among the thematic area institution
- All Invitation letters are to be issued by the respective institute coordination along with a copy to Indian High Commission/ embassy in respective country and vice versa requesting to grant the visa
- Respective institution shall make arrangements for the hosting the persons from ACEs including their pickup from Airport and providing necessary support for their fruitful stay. all thematic coordinators shall inform the DST through national coordinator the progress and the activities being taken up under the programme.
- Accommodation to the ACEs students, Scholars and faculty/specialist shall be provided by the hosting institution in their respective hostels/guest houses as per the status.
- The travel cost including VISA and insurance of personal from ACEs shall be met by themselves under world bank funding
- The hotel and local transportation in Africa shall be provided by ACEs to Indian Faculty.