

**PROCEEDINGS OF THE DIRECTOR OF ACADEMICS AND RESEARCH
KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
Pookode, Wayanad – 673576**

(Abstract)

KVASU- DAR- Research –Guidelines for conducting Research Internship of international students- Approved- Orders issued.

DIRECTORATE OF ACADEMICS AND RESEARCH

No. KVASU/DAR/R3-30226/2023(5)

Dated, Pookode, 11/07/2024

Read: 1) Minutes of the 35th Academic Council meeting held on 19/04/2023.
2) This office order of even number dtd. 10/06/2023.
3) Email dtd. 11/01/2024 of Dr. Anilkumar K., Chairman of the committee.
4) Minutes of the 38th Academic Council meeting held on 19.06.2024.
(38.D.2)

ORDER

As per reference (2) above, a committee was constituted to formulate guidelines and to fix the fee for Research Internship for the international students in the university based on the decision taken in the 35th Academic Council meeting and it was directed to submit draft of guidelines to this office to submit the same in the upcoming Academic council meeting as an agenda.

As per reference (3) above, Dr. Anilkumar K., Professor, Chairman of the committee has furnished the draft of the guidelines formulated (appended as **Annexure**) and the same was presented and discussed in the 38th Academic Council meeting of the University and the council has approved the draft guidelines and suggested certain modifications vide ref (4) above.

In these circumstances, the guidelines formulated by the committee for conducting Research Internship of international students in the university is hereby approved and is enclosed as **Annexure** after incorporating modifications suggested by the Academic Council.

//By the order of Academic Council//

**Prof. (Dr.) C. Latha
DIRECTOR (ACADEMICS & RESEARCH)**

To :1) All the Deans/ Special Officers/ Head of stations of KVASU.
2) All faculty (through Deans/ Special Officers/ Head of stations)

Copy To: PS to VC/ PA to Registrar

Approved By Prof. (Dr.) C. Latha (DIRECTOR (ACADEMICS & RESEARCH)) on 11/07/2024 02:37 PM

(The document is digitally approved and does not require any Seal or Signature in original)

Guidelines for internships/collaborative research/trainings for international students at Kerala Veterinary and Animal Sciences University

As per the University order No. KVASU/DAR/R3-30226/2023(1), dated 10/06/2023, a committee with the following members has been constituted for the formulation of guidelines and fixation of fees for research internships for international students in Kerala Veterinary and Animal Sciences University.

1. Dr. Anilkumar K., Professor (Faculty Research Coordination), Faculty of Veterinary & Animal Sciences – **Chairman**
2. Dr. K. M. Lucy, Professor, Department of Veterinary Anatomy, CVAS Mannuthy – **Member**
3. Dr. Radhika G., Professor, Department of Animal Genetics & Breeding, CVAS Mannuthy – **Member**
4. Dr. A. K. Beena, Professor and Head, Department of Dairy Microbiology, VKIDFT, Mannuthy – **Member**
5. Dr. Ajith Y., Assistant Professor, Department of Veterinary Clinical Medicine, Ethics & Jurisprudence, CVAS Mannuthy – **Member**

Background

The National Education Policy 2020, Government of India envisages the internationalization of higher education in India by encouraging greater mobility of students and promoting India as a global study destination. The University Grants Commission released the guidelines for the internationalisation of Higher Education in July 2021 in line with NEP, 2020. It encourages the higher educational institutions in India to develop internationally relevant curricula and internships with faculty in science subjects and foster meaningful opportunities for social engagement, quality residential facilities and on-campus support at par with global quality standards, to attract a greater number of international students.

The Kerala Veterinary and Animal Sciences University (*hereafter mentioned as 'University'*) was established for the purpose of ensuring proper and systematic instruction, teaching, training, research and extension for the development of Veterinary and Animal Sciences in the state of Kerala. The University is committed to increasing its global outreach by putting concerted efforts to enhance the development of research and innovation capabilities thereby improving institutional ranking globally. With the vision of increased internationalisation of teaching and research, the University has formulated these '*Guidelines for internships/collaborative research/trainings for international students at Kerala Veterinary and Animal Sciences University, 2024*' within the framework of NEP, 2020. The internships for the international students can be on research activities, laboratory techniques, farm exposures or clinical skill development. Hence the committee recommends these guidelines considering all these different aspects.

Objectives

1. To enhance the professional competency of the international interns by gaining first-hand experience through working in a department/ centre/ station/ laboratory/ farm/

hospital of the University to build research/ laboratory/ farming/ clinical capabilities through improved skill and aptitude.

2. To foster international competencies in our faculty and students with strong decision-making skills and teamwork, shaping them as global citizens with deep-rooted pride in being Indian.
3. To develop global partnerships in academia-academia vis-à-vis industry-academia by devising collaborative internships to promote active linkages between the University, industry and foreign institutions, thereby improving the University's universal reputation and rankings.

Research internship programme framework

- These guidelines are applicable for the conduct of research internships/collaborative research/ trainings for up to one year duration for international students at Kerala Veterinary and Animal Sciences University.
- Any regular faculty not below the rank of Assistant Professor (with PhD) can host a motivated and well-qualified foreign student undergoing Undergraduate/ Postgraduate/ Doctoral studies in a foreign University/ Research institute/ lab, as a research intern under him/her in assisting research or lab work. The faculty will act as the 'advisor' of the 'foreign research intern' in all matters related to the international internship programme.
- The proposals for short-term (up to 12 weeks) or long-term (3-12 months) research internship programmes in science, technology and engineering subjects may be submitted along with all necessary documents through proper channel by the advisor for approval from the University. The internship programme can be proposed either self-funded or external agency funded or industry-sponsored or as a fellowship of international associations/societies/ academies. Proposing research internships along with already running externally funded projects is highly encouraged. Funding may also be sought from international funding agencies like FAO, UN, CEFIPRA, DAAD, DFG, British Council, USIEF, Wellcome Trust, EMBO etc.
- An international scholar interested in undertaking research internships/collaborative research/ trainings for up to one year duration in Kerala Veterinary and Animal Sciences University shall identify a faculty, who currently works on the related areas of interest of the student, as his/her advisor. A robust internship schedule shall be tailor-made after discussions between the foreign student intern and the advisor by ensuring adequate opportunities for skill development. It may include research activities based on more practically relevant problem-based learning, meaningful opportunities for cultural and global integration, social engagement etc.
- The foreign research intern must have a valid passport of the country of origin and have to secure an Indian student visa for undertaking the internship programme in India. The advisor may give an invitation letter stating the purpose of the visit and the period of the internship programme with details on funding upon receipt of the approval from the University.
- The foreign research intern must secure accommodation in a FRRO approved guest house or hotel well in advance. The University guest houses may be booked based on the availability by paying the guest house charges, as applicable from time to time. The subsidized charges for the University students are not applicable for foreign students.

The guest house in charge must ensure the e-FRRO registration arrival/departure (C-form) on time. The room rent shall be paid in Indian rupees at the guest house and a receipt in this regard may be issued.

- Payment of a base internship fee equivalent to USD 500 for a period of up to six weeks and at the rate of USD 50 per week for the additional period will be applicable for research internships conducted in any department/ centre/ station/ laboratory/ farm/ hospital of the University. The advisors may propose changes in the amount than the base fee mentioned above as internship fees based on the requirements and demands of the proposal and the Director of Academics and Research shall be competent to approve such proposals with justifiable reasons. The Board of Management of the University shall waive off the internship fees in deserving cases. The rates are subject to revision from time to time.
- The University internship fees shall be remitted by the intern directly to the University. The Finance Officer of the University may provide necessary guidance to the foreign student in matters related to the payment of internship fees considering the applicable rules and regulations with regard to foreign currency exchange and conversion rates in India. An acknowledgement letter shall be issued to the foreign student on confirmation of the payment. The accounts of the financial transactions with respect to this international relations account may be maintained by the Finance Officer of the University as per the rules and regulations of the Government of India, as amended from time to time.
- The actual cost of chemicals/reagents/other consumables shall be paid by the intern in addition to the internship fees.
- On receipt of the internship fees, the Finance Officer shall deduct the 25% overhead charges and the remaining 75% of the amount may be deposited to the account of the Head of department/ centre/ station/ laboratory/ farm in which the internship training programme is being conducted for Unit development/contingency expenses. This will encourage departments to offer more internship programmes and help to maintain the academic/research environment/infrastructure at par with the global standards. Necessary Administrative, technical and financial sanctions in this regard may be issued by the competent authorities of the University in each case.
- The University and the external agencies who have provided funding/facilities shall be duly acknowledged in the publications arising out of the research internship programme and the advisor shall act as the corresponding author. International guidelines with respect to authorship and publication ethics shall be followed.
- An Undergraduate/Postgraduate/Doctoral student from the department/station may be assigned as the student mentor for the intern in order to facilitate networking of the foreign student with fellow University students, help to adapt to the new cultural environment, integrate into the academic and social activities of the campuses.
- The advisor shall submit reports with regard to the internship, as and when required, to the University. Any key events in the internship schedule may be reported to the University authorities without fail.
- All rules and regulations of the country and the University for International students, as amended from time to time, shall be applicable to the interns during the Internship period.

Clinical/Farm internships training for international students at Kerala Veterinary and Animal Sciences University

- Being a reputed institution in clinical veterinary sciences, the educational capabilities of the University can be well utilized by offering different short-term (up to 12 weeks) or long-term (3-12 months) clinical internship training programmes for international students doing final semesters of DVM (degrees equivalent to BVSc & AH) or higher courses after completing DVM degree.
- Internship programmes can be designed in different specialities of clinical veterinary sciences in consultation with respective clinical departments.

Role of University as Internship providing organisation

- The coordination of all matters related to foreign students coming to the University shall be facilitated by the International Students Office (Office for International Affairs) located in the Directorate of Academics and Research under the guidance of an officer not below the rank of Professor and having separate budgetary provisions. The officer-in-charge shall be supported by the concerned section in the Office of the Director of Academics and Research in all matters related to international internships. The officer on special duty for National and International collaboration of KVASU shall be the Officer-in-Charge for “International Affairs”.
- The Office for International Affairs acts as a single point contact providing administrative/regulatory/liaison support to the foreign student intern, host faculty offering internships, sponsoring agencies, industry partners and academic institutions.
- All formalities with the Ministry of Education (MoE), Ministry of External Affairs, Government of India, local Government bodies etc. regarding admission/ study of foreign students in India including registration with the Foreign Regional Registration Office (FRRO/e-FRRO) by generating S-form on admitting the foreign student shall be ensured. Necessary guidance and administrative assistance in getting the visa and other necessary formalities shall be provided from arrival to departure of the foreign student intern.
- A separate webpage with contact details of the officer-in-charge shall be maintained on the official website of the University for ‘Office for International Affairs’ and regular updates shall be provided regarding the activities undertaken. International institutional branding shall be done using social media pages to attract more foreign students to undertake the internship programmes offered by the University. Ensure adequate networking opportunities for the alumni of the internship programmes in the University. A portal of students may be maintained to provide regular updates and adequate record management.
- The official webpage of all faculty in the University shall be regularly updated regarding the area of research, recent research activities and publications, so that prospective foreign students can assess the information and may contact the faculty confirming the student’s area of interest.
- The Office for International Affairs shall maintain and disseminate all information related to the programmes conducted by the University. It also ensures the effective implementation of the approved internship programmes by monitoring the feedback from foreign students.

- The University shall ensure global quality standards in the curriculum design and development of quality residential facilities (hostels, guest houses with cooking facilities, family quarters), student amenities (clean and green campus initiatives, indoor playgrounds, gymnasiums, swimming pools, food courts), and on-campus support (language classes, medical aid including psychological aid).
- Any grievances with regard to the internship programme shall be handled by the Office for International Affairs and appropriate remedial measures/actions shall be taken.