Guidelines for Submitting Academic Collaboration Proposals to KSHEC by HEIs

1. **General Instructions**
- Proposals must be submitted by the requesting Higher Educational Institution (HEI) in the prescribed format (Word document) along with a covering letter on the institution's official letterhead.
- The proposal must be duly attested and forwarded by the Principal/Head of the institution.
- KSHEC offers only non-funded academic collaboration.
- However, the KSHEC logo may be used in the programme brochure and certificate of participation, with prior approval.

2. **Programme and Institutional Details**
- Clearly mention the:
  - Name of the requesting institution
  - Full Address of the requesting institution
  - Organizing Department/Division
  - Title of the Seminar/Conference/Workshop
  - Broad Academic Discipline (Disciplinary/Interdisciplinary/Multidisciplinary)
  - Start and End Dates of the Programme

3. **Coordinator Information**
- Provide complete details of the programme coordinator:
  - Name
  - Designation/Department
  - Email
  - Contact Number

4. **Collaboration Details**
- Indicate the mode of collaboration (tick all applicable):
  - Research Collaboration
  - Academic Exchange
  - Faculty Exchange
  - Student Exchange
  - Joint Seminar/Conference
  - Joint Publication
  - Others (Specify)

5. **Type of Collaboration**
  - National
  - International

6. **Mode of interaction**:
  - Offline (In Person)
  - Online
  - Hybrid

7. **Purpose and Scope**
- Clearly state the objectives of the collaboration (not more than five sentences).
- Highlight the key focus areas of the programme.

8. Collaborating Institutions
- Mention the number of collaborating institutions(national/international) if any and relevant details.

---

9. Existing Agreements
- Mention if any MoU exists with the collaborating institution(s).
- Attach copies of such MoUs/Agreements, if applicable.

---

10. Clearance Requirement for Foreign-Funded International Events
If the proposed international conference, seminar, workshop, or training program involves foreign funding or sponsorship, the organizing institution must obtain prior clearance from the Ministry of External Affairs (MEA), Government of India. This is a mandatory requirement in accordance with national regulations governing foreign collaboration and funding in academic and public events.

---

11. Resource Person Details
Provide the following for each resource person:
- Name, Affiliation, Country, Mode of Attendance (Online/Offline)
- International Resource Person (Offline): If any resource person from outside India is participating offline, a No Objection Certificate (NOC) from the Ministry of External Affairs (MEA) must be included with the proposal.
- Security Clearance: If any participant is from Afghanistan, Pakistan, Iraq, Sudan, is a foreigner of Pakistani origin, or is a Stateless person (PRC Category), security clearance from the Ministry of Home Affairs (MHA) must be obtained.

---

12. Target Audience
- Define the intended participants (e.g., faculty, students, researchers, professionals, etc.).

---

13. Certificates and KSHEC Approval
- On approval of the academic collaboration proposal, a format of the Certificate of Participation to be issued must first be submitted to KSHEC for review and approval.
- Upon approval, the institution may proceed with printing.
- After the programme, the final list of participants must be submitted to KSHEC, duly signed by the Principal.
- Only after verification the certificates of participation will be given by KSHEC.

---

14. Supporting Documents (To be Attached)
- Programme Proposal Document
- Brief Profiles of Key Participants *(max three sentences each)*
- MoUs/Agreements *(if applicable)*
- Permission from:
  - Ministry of External Affairs (for foreign resource persons if offline)
  - Ministry of Home Affairs (if required)

---

15. Authorization and Submission
- The proposal must be signed by the Principal of the institution.
- Ensure the following are included at the bottom of the form:
  - Name of the Principal

- o Signature
- o Place and Date

---

16. Additional Information

- Any other relevant details or special requirements should be included in the "Additional Information" section.

---

17. The hard copy/soft copy may be mailed to:

The Member Secretary,
Kerala State Higher Education Council,
S & T Museum Campus,
Vikas Bhavan, P.O.
Thiruvananthapuram-695033
Email:mskshec@gmail.com