



**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**  
**Maharaja Fatehsinghrao Gaekwad Road**  
**Fatehgunj, Vadodara – 390 002, Gujarat, INDIA**

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No.GCU-4/SADF-Visi.Fel.-Prof./22-23/ 92

Date: 24 MAY 2022

To,  
All the Deans of the Faculties (Except Faculty of Medicine),  
All the Principals of the Colleges,  
The Maharaja Sayajirao University of Baroda,  
Vadodara.

Sub: Financial Assistance for inviting Visiting Professors / Fellows under "Staff Academic Development Fund" of University as per S.R. No. 14 dated 10<sup>th</sup> May, 2022.

Sir / Madam,

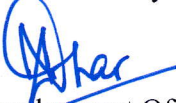
Please find enclosed herewith a copy of guidelines for inviting Visiting Professor / Fellow under "Staff Academic Development Fund" for the year 2022-23 (i.e. upto 31<sup>st</sup> March 2023), alongwith the Performa of Application Form. A copy of Performa of Statement of Expenditure is also enclosed, which may be submitted in duplicate with the signature of the Chief Accounts Officer. after the visit of the Professor / Fellow.

You are requested to circulate the same to all the departments under your faculty / college for wider participation.

It may please be noted that, the proposal for inviting visiting professor / fellow must be as per the guidelines and duly completed in all respects.

**Incomplete application / proposal will not be entertained. The Statement of Expenditure for the invited Visiting Fellow/Professor during previous year/s, must be submitted in prescribed performa (enclosed), duly certified by Chief Accounts Officer, before inviting new expert for current year.**

Yours Sincerely

  
Development Officer

- Encl.: 1. University Guidelines for Inviting Visiting Professor / Fellow  
2. Application Form  
3. Performa of Statement of Expenditure

Copy to : - Section Accounts / Audit

**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA  
VADODARA**

Performa for Inviting Visiting Professor / Fellow

- ♦ Name of the Professor / Fellow : \_\_\_\_\_
- ♦ Designation - Present : \_\_\_\_\_  
- Past : \_\_\_\_\_
- ♦ Qualification : \_\_\_\_\_
- ♦ Birth Date / Age (below 70 yrs only) : \_\_\_\_\_ / \_\_\_\_\_ Years
- ♦ Complete Bio-data(use separate sheet) : \_\_\_\_\_
- ♦ Address (a) Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(b) Residence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ♦ The description of Work Plan (i.e. No. of Lecturers, Topics, etc.) : \_\_\_\_\_
- ♦ Duration : \_\_\_\_\_
- ♦ Travel from : \_\_\_\_\_
- ♦ Expected Expenditure : \_\_\_\_\_
  - (a) Honorarium : \_\_\_\_\_
  - (b) Travel Expenses : \_\_\_\_\_
  - (c) Mode of Journey : \_\_\_\_\_
- ♦ Details of previous proposal sanctioned : \_\_\_\_\_
  - Year in which last permitted : \_\_\_\_\_
  - Amount utilized : \_\_\_\_\_
- ♦ Previous accounts submitted or not ? : \_\_\_\_\_  
(If not, then this proposal will not be entertained.)

Dean

Head



## GUIDELINES FOR INVITING VISITING PROFESSORS / VISITING FELLOWS

### 11. APPOINTMENT OF Visiting Professors / Fellows :

#### 11.2 Visiting Professor :-

- 11.2.1 A Visiting Professor should be an eminent scholar in his / her field. Generally a person who has held or is holding the post of Professor or a person, who has achieved distinction outside the university sector, should be considered for appointment of Visiting Professor.
- 11.2.2 The maximum tenure of appointment of Visiting Professor is Two years and the minimum not less than three months. The University may appoint a person up to the age of 70 years as a Visiting Professor.
- 11.2.3 A Professor should not be appointed as a Visiting Professor in the same university in which he / she holds a post immediately before or after superannuation.
- 11.2.4 If a superannuated person is appointed as a Visiting Professor, the honorarium payable should not exceed Rs. 15,000/- p.m. excluding any superannuation benefits.
- 11.2.5 A person appointed as Visiting Professor from outside the country may be paid an honorarium of upto Rs. 20,000/- p.m.
- 11.2.6 In case a person, already serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance if any) as per the rates of the parent university. The receiving university would also contribute towards pensionary benefits or CPF / GPF as per usual rules.
- 11.2.7 It is excepted that when a serving person is appointed as Visiting Professor the parent university would give him / her duty leave without pay.
- 11.2.8 If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professors appointed may be paid travel expenses within India in accordance with the rules of the university.
- 11.2.9 Guest House accommodation is expected to be provided free of charge by the host university but food charges would be paid for by the Visiting Professor.

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11.3 Visiting Fellow :-

- 11.3.1 A Visiting Fellow should be a scholar of eminence in his / her subject. Superannuated persons upto the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum upto three months.
- 11.3.2 The Visiting Fellow may be paid daily allowance not exceeding Rs. 600/- per day for visits upto one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
- 11.3.3 Travel expenses be met in accordance with the rules of the university.
- 11.3.4 It is expected that the parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
- 11.3.5 The Host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge but the food charges would be paid by the Visiting Fellow.
- 11.3.6 The same person may not be invited as Visiting Fellow more than once in a year in the same University but the period of three months can be split up as desired by the University within the period of one year.





YEAR-WISE STATEMENT OF ACCOUNTS FOR THE GRANT  
SANCTIONED TO THE M. S. UNIVERSITY OF BARODA, VADODARA  
VISITING FELLOW / VISITING PROFESSOR FOR THE YEAR \_\_\_\_\_  
UNDER "STAFF ACADEMIC DEVELOPMENT FUND"

Sr. No.	Name & Designation of the Visiting Fellow / Visiting Professor	Date of Birth	Duration of the visit with dates	Amount paid as honorarium	Amount paid for Travel & DA	Total

2. Brief report of the benefits accrued to the University in respect of each Visiting Professor(s) / Fellow(s) is enclosed.
3. Certified that expenditure of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) under the Scheme of Visiting Professors / Visiting Fellows had been incurred against the allocation for the year \_\_\_\_\_ as per details given above which is in accordance with the guidelines limit laid down by the Commission. All the terms and conditions of the grant have been fulfilled.
4. If as a result of check or audit objection some irregularity is noticed at a later stage, action will be taken to refund or adjust or regularize the objected amount.

Head

Dean

Signature of the Finance Officer

Signature of the Registrar

Date :

Seal of the University