

No.GCU/UGC-Visiting Fel.-Prof./4/

Date:

To,
All the Deans of the Faculties,
All the Principals of the Colleges,
The M. S. University of Baroda,
Vadodara.

Sub: Proposal for inviting Visiting Professors / Fellows under UGC-
Unassigned Grant for the year 2009-2010 during XIth Plan
period.

Sir / Madam,

I am enclosing herewith a copy of guidelines for inviting Visiting Professor /
Fellow under UGC-Unassigned Grant for the year 2009-10 (i.e. upto
31st March 2010), alongwith the proforma of application form and a copy of
proforma of Statement of Expenditure, 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.

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.

Yours faithfully,

Development Officer
For Registrar

Encl.: 1. Guidelines
2. Application Form
3. Proforma of Statement of Expenditure

Copy to : - Section ADE / A / Audit
- Circulation File

**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
VADODARA**

Proforma for Inviting Visiting Professor / Fellow
Under UGC – Unassigned Grant

- ◆ Name of the Professor / Fellow :
- ◆ Designation - Present :
- Past :
- ◆ Qualification :
- ◆ Birth Date / Age (below 65 yrs only) :
- ◆ Complete Bio-data(use separate sheet):
- ◆ Address (a) Office :
- (b) Residence :
- ◆ The description of Work Plan (i.e. No. of Lecturers, Topics, etc.) :
- ◆ Duration :
- ◆ Expected Expenditure :
- (a) Honorarium :
- (b) Travel Expenses :
- (c) Mode of Journey :
- ◆ Details of previous proposal sanctioned :-
 - Year :
 - Amount Sanctioned :
 - Amount utilized :
- ◆ Previous accounts submitted or not ? :

Dean

Head

UNIVERSITY GRANTS COMMISSION, NEW DELHI

GUIDELINES FOR SCHEME OF VISITING PROFESSORS / VISITING FELLOWS IN UNIVERSITIES DURING XIth PLAN (2007-2012)

4. APPOINTMENT OF Visiting Professors / Fellows :

a. Visiting Professor :-

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.
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.
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.
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.
5. A person appointed as Visiting Professor from outside the country may be paid an honorarium of upto Rs. 20,000/- p.m.

Cont....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.
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.
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.
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.

b. Visiting Fellow :-

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.
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.

3. Travel expenses be met in accordance with the rules of the university.
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.
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.
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.

MONITORING and EVALUATION :

Every year the University must send the Utilization Certificate, the Expenditure Statement and the Progress Report for Physical Performance in the prescribed proforma enclosed as Annexure-VIII.



UNIVERSITY GRANTS COMMISSION

YEAR-WISE STATEMENT OF ACCOUNTS FOR THE GRANT
SANCTIONED TO THE UNIVERSITY VISITING FELLOW /
VISITING PROFESSOR FOR THE YEAR _____

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 XIth Plan Period 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