

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP / Reg. Off / Policies / 15 / 2024-25

23rd June 2025

Policy on Engagement of International Faculty as Visiting Professors for Short-Term Teaching / Research / Other Assignments subject to a maximum of 90 Days

Preface

This policy outlines the framework and procedures for engaging International Faculty - in both Offline & Online mode as International Visiting Professors for short-term Academic / Research Assignments / Training / Consultancy / Conferences / Workshops / or other academic activities etc at SRM University AP. The objective is to enhance academic excellence, promote cross-cultural exchange and foster international collaboration.

1. Applicability

This policy applies to all Schools / Departments and Centres of SRM AP seeking to host International Visiting Professors for academic, research, and/ or any other professional engagement on a short-term basis for a period not exceeding 90 days. This policy will not apply to faculty from partner Overseas Universities or faculty coming on Faculty Exchange Programs unless explicitly agreed upon. This policy will supersede part portions of the Circular dated 22nd July 2022 which details on the engagement of Foreign Faculty.

2. Definitions

- **Visiting Professor:** A distinguished academic or professional from an international institution outside of India invited to undertake short term teaching, research, training, consulting, or other academic activities at SRM AP for a short-term period. He / She must be currently affiliated with or recently retired from a recognized international academic or research institution or an organisation of repute. He / She must be a Foreign National.
- **Short Term Period:** Period not exceeding 90 days
- **Host Department:** The department / centres which is inviting the faculty / professional.

3. Period of Engagement

For **Off-Line mode**, the engagement period shall be up to 90 days only depending on the nature of the assignment and mutual agreement. For any engagement above 90

days the Visiting Professor will be covered under the SRM AP Policy on Employment of Full-time International Faculty on Regular rolls.

For **Online mode**, the maximum number of classes / lab sessions a Visiting Professor can take will be 30 hours per semester. Exceptions need to be approved jointly by Pro VC and VC.

4. Minimum Qualification requirements:

The Visiting Professor must:

- Hold a Ph.D. degree in a relevant field.
- Be currently affiliated with or recently retired from a recognized international academic or research institution or an organisation of repute
- Have demonstrated excellence in teaching, research, or professional practice.

5. Engagement Process

a. Proposal Submission:

- The host department must submit a formal proposal including:
 - Justification and objectives
 - Duration and expected outcomes
 - CV of the proposed Visiting Professor
 - Budget details (honorarium, travel, accommodation, etc.)

b. Approval:

- The proposal must be routed through the respective HOD / Dean / Director.
- Final approval is granted by the Vice Chancellor / Pro VC.

c. Offer Letter & MoU:

- Upon approval, a formal Offer Letter and/or Memorandum of Understanding (MoU) shall be issued outlining the terms of engagement.

6. Expected outcomes of the visit

Though a separate and detailed document will be made on the expected outcomes for each visit and signed off by the Visiting Professor / Department Head / Respective Dean / Pro VC / VC, these Visiting Professor's are also encouraged to:

- Deliver lectures, seminars, or workshops.
- Participate in collaborative research.
- Mentor the students
- Engage in curriculum development / review.
- Support SRM AP institutional development and internationalization efforts.



Importantly, these Visiting Professors must allow and permit SRM AP to freely use their name, photo and their institution name to be published in our website.

7. Honorarium and other terms of engagement:

a) Cadre and honorarium bands will be as follows:

(All figures are in USD per day and will be paid in INR. For online assignment the rate will be on Per hour basis. In addition, the Visiting Professor coming in person will be eligible for other perquisites as per ensuing Clause 8)

Cadre	Minimum Qualification & Experience	Honorarium per day for first 45 days (IN PERSON VISIT)	Honorarium per day after 45 days (IN PERSON VISIT)	Honorarium for Online Teaching/ Other online professional Engagement (per hour)
Associate Professor	PhD, 5y - 9y11m post Phd Exp	For Compensation details, please reach out to Directorate of HRD		
Professor	PhD, > 10 yrs post Phd Exp			

For any Visiting Professor from the top 100 QS ranked institutes the Honorarium will be 20% in addition to the rate given above. Otherwise, any change in the rate of honorarium must have prior approval from both Pro VC and VC.

- b) The above are only general guidelines for fixation of honorarium subject to the max bandwidth proposed.
- c) For Online mode Visiting Professor, payment will be made in USD. The USD rate at the time of reporting for the assignment will be considered and will be valid during the entire period. No fluctuation in rate will be reckoned.
- d) Taxes, if any will apply and to be borne by the Visiting Faculty

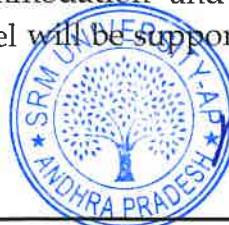
8. Other perquisites:

a) **Round Trip Air Ticket from home country to India:**

- I. Assistant & Associate Professors: Economy class
- II. Professors: Economy class

b) **Boarding, Lodging and Local Transport:**

Fully furnished single-bedroom accommodation and full board will be provided by the University. Local Travel will be supported by SRM AP on a pool car basis.



c) Medical Insurance:

Comprehensive Medical Insurance for hospital inpatient treatment will be provided by SRM AP for the stay period. The services of the in-house medical center can be used for outpatient treatments. In addition, Term Life Insurance will be provided by SRM AP (For more information, please reach out to the Directorate of HRD).

d) Work Hours:

Though the Normal Workhours are from 9.am to 5.45 pm Monday to Friday, visiting faculty must be present in the University for a minimum of 4 hours per day. Based on specific approval from the respective Dean, Visiting Faculty may come at alternate times. For online mode the Visiting Faculty cannot exceed two hours of work per day.

e) Office Space:

A minimum of 7ft X 7ft office space along with basic electronic devices, Wi-Fi facility and access to all e-databases will be provided by SRM AP.

9. Compliance:

- SRM AP shall assist with visa facilitation and bear costs towards the same.
- Visiting Professors must comply with immigration laws, institutional policies, and local regulations of the Government of India and the State Authorities.
- All engagements are subject to legal clearances where required.

10. Reporting

- Host departments / centers must submit a brief report upon completion of the engagement, detailing activities, outcomes, and recommendations to the Dean who will then forward it to the VC / Pro VC.
- Visiting Professors must be requested to provide feedback on their experience along with a detailed report on their engagement to the Dean and the VC / Pro VC.

The Management reserves the right to alter, modify or rescind the policy at any time at its own discretion.




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