



# GUIDELINES *for* TRAINING *and* CONFERENCE

(Revised by 2nd NSC)





# GUIDELINES *for* TRAINING *and* CONFERENCE

(Revised by 2nd NSC)

**National Agricultural Higher Education Project (NAHEP)**

Krishi Anusandhan Bhawan-II, Pusa Campus, New Delhi-110012, India





# GUIDELINES FOR INTERNATIONAL FACULTY / STUDENT EXCHANGE PROGRAM

Revised by 2<sup>nd</sup> NSC on 21<sup>ST</sup> Oct, 2019



## Introduction

National Agricultural Higher Education Project (NAHEP) is a World Bank aided project, where Government of India (ICAR) and World Bank bear expenditure of this project on 50-50 basis. The upliftment of faculty and students of our Agricultural Universities in India is one of the main objectives of this project. The faculty and student upliftment programmes through overseas visit to the Agricultural Universities of global repute is the one of the major activity in this project and similarly, faculties of international repute who excel in their niche areas are invited for interaction with the students of our Agricultural Universities (AUs) in the country. The purpose behind this two-way visit is to bring the scientific and technological advancements happening in various parts of the world to our doorstep for the technical and scientific advancement of our students and faculty.

In order to organize such two-way interactive visits of our faculty and students, the need for evolution of guidelines for foreign training of faculty and students was felt, and hence, designed below under various heads.

## Components of the Project :

There are three Components under this project which are given below:

1. **Component 1:** Support to Agricultural Universities
2. **Component 2:** Investment in ICAR for leadership in Agricultural Higher Education
3. **Component 3:** Project Management and Learning

In this project total worth Rs. 1100 crores, the share of Component 1 is major and it amounts to 89% of the project outlay. Similarly, Component 2 has a share of 6% and Component 3 has a share of 5%.

The Component 1, which is the major component is further sub-divided into 3 sub-components:

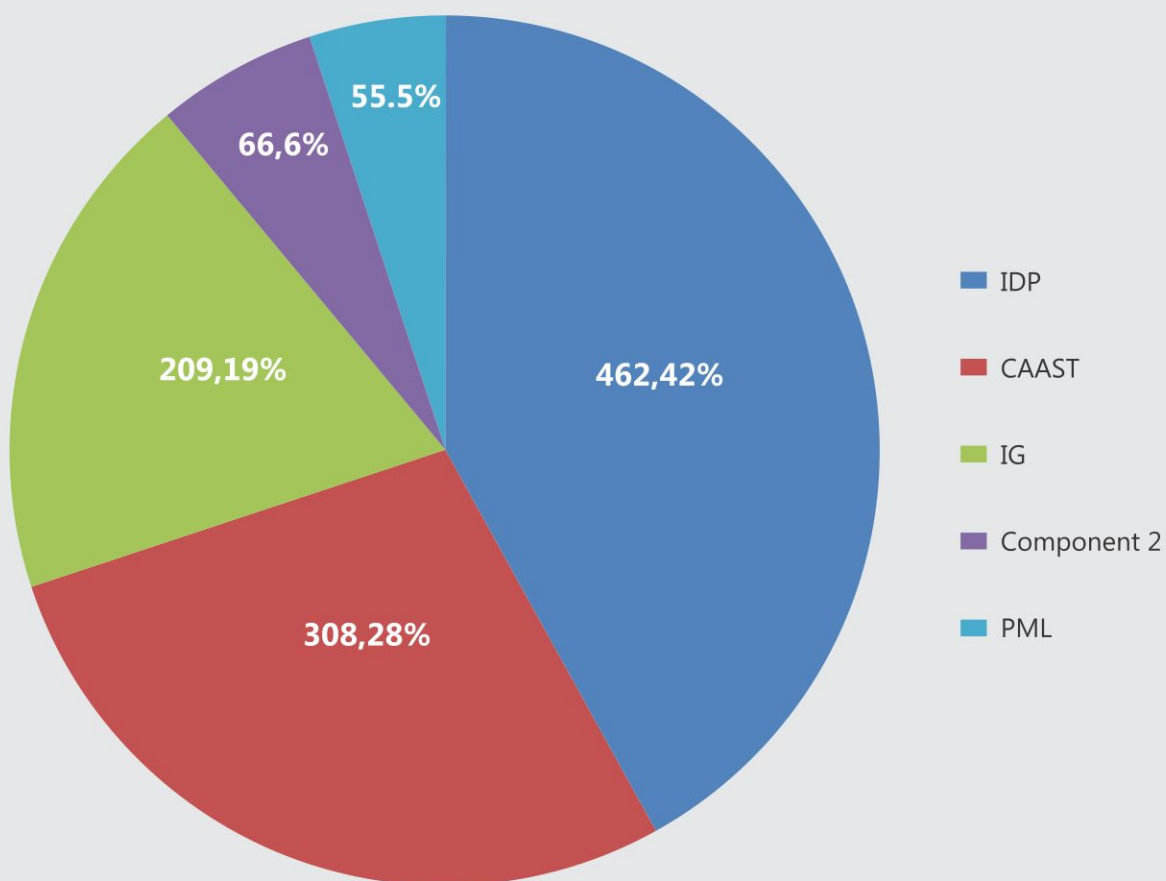
1. Sub-component 1A: Institution Development Plan (IDP) – 47%
2. Sub-component 1B: Centre of Advanced Agricultural Science and Technology (CAAST) – 31%
3. Sub-component 1C: Innovation Grant (IG) – 22%

Each sub-component of Component 1 has

element of Overseas Training Programme for faculty and students.

Under Sub-component of 1A, there is a provision for deputing under-graduate students for overseas visit apart from deputing faculty members for overseas visit to enhance their technical knowhow. Similarly, under Sub-component 1B, there is a provision for deputing post-graduate students and faculty members for overseas visit. After deliberation of Second National Steering Committee (NSC) Meeting, the Sub-component 1C, universities granted (primarily non-accredited Universities), are also allowed to send their students and faculty for overseas training for upliftment of their capacity.

**Sub-components of NAHEP (in crores)**





## Faculty for International Training



### (A) Eligibility of Faculties

- (i) International training under Component – 1 of NAHEP is not meant for RMPs.
- (ii) The faculty identified should be at least left with 2 years of service before his superannuation as revised by 2<sup>nd</sup> NSC.
- (iii) The programme should be limited to only the faculty members of the participating University / Deemed University and not to those belonging to other institutes but included in the faculty of the participating University / Deemed University.
- (iv) The beneficiaries should be from the accredited programmes of the accredited colleges. **However, non-accredited Universities where IG sub-component is awarded are also eligible for faculty international training program up to the extent of their respective budget availability under this head of account (considered at 2<sup>nd</sup> NSC).**
- (v) The faculty identified for HRD under faculty development programme of NAHEP should not have been benefited under the HRD / capacity programme of NAIP in any form.
- (vi) Sixty per cent of the slots under IDP should be reserved for faculty below 40 years of age and the training programme should not be less than three months duration.
- (vii) Twenty five per cent of the slots under IDP should be reserved for faculty above 40 years of age and below 50 years of age and the training programme should be not more than three months duration.
- (viii) Fifteen per cent of the slots under IDP for faculty above 50 and below 58 years of age and the training period should not be more than two weeks duration in leadership / skill development/management.
- (ix) The faculty representation in the international training should be wide and inclusive academically (including basic sciences,



humanities and languages) and socially (as committed in the Equity Action Plan to the World Bank).

- (x) The faculty identified for training up to 50 years of age categories should have at least two publications in the area identified for training in reputed peer reviewed journals (not less than a NAAS rating of 7.0) and not less than 10 citations.
- (xi) Regarding relaxation in existing guidelines of 2 papers of NAAS Rating of 7.0 with 10 Citations for faculty members to visit overseas, the Second NSC suggested following relaxations in case of non-availability of faculty members with the existing parameters to utilize the budget:
  - (a) 2 Papers of NAAS Rating more than 6.0 with 10 Citations.
  - (b) 1 Paper of NAAS Rating more than 6.0 with 20 Citations.

For seeking relaxation, the concerned AU through its PI, has to certify that no faculty member is available with the eligibility of existing guideline

The training should be within the priority areas identified by the ICAR / AU.



## **(B) Entitlement for per diem and other expenditures for faculty visiting overseas**

### **For long duration (more than one month):**

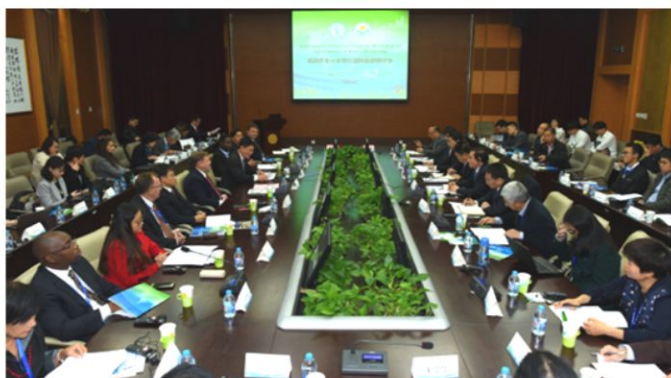
While addressing the issue of paying all faculty members of AUs visiting abroad, the DoPT Training Circular dated 9<sup>th</sup> January, 2019 (Annexure-1) has to be scrupulously followed for long visits (over a month, country specific), the Committee accepted the proposal, and also suggested that provision of air travel, exclusively in Air India, must be replaced with the latest GoI guidelines, especially for some routes where AI flights do not operate.

### **For short duration (maximum 1 week):**

While addressing the issue of paying all faculty members of AUs visiting abroad, the MEA Circular dated 21<sup>st</sup> September, 2010 has to be scrupulously followed for short visits (less than a month, country specific), the Committee accepted the proposal, and also suggested that provision of air travel, exclusively in Air India, must be replaced with the latest GoI guidelines, especially for some routes where AI flights do not operate.

In case of visit (long or short) to countries other than the US, the latest GoI standard table for per diem, depending on international destination may be availed. The travel insurance and Visa fee will be paid as per actual and no bench fee is admissible. However, in isolated deserving cases, bench fee may be considered only after approval of PIU.

## 1. Faculty/ students participation in International Conferences/ Symposia



Those of the AUs who have provision for participation of faculty in international conference/symposia/workshop/seminar, etc. are advised to use the provision sparingly and judiciously.

### A. Eligibility Criteria

The participants will be selected on the following basis:

- i. Title of Conference/ Symposia / Workshop / Meetings / Seminars etc., and its relation to functions of the NAHEP.
- ii. The role of the participant (as Chairman, rapporteur, invited key note speaker, author of contributory papers or oral presentation)
- iii. The importance of his/her contribution to the subject of the Conference/Symposia/ Workshop/ meetings/Seminars, if attended in the past etc.
- iv. Whether the paper has been accepted for oral presentation. If so, a copy of abstract may be attached.
- v. Country/Countries to be visited.
- vi. Period/duration of the Visits (per country) including/excluding journey time to & fro.
- vii. Total estimated expenditure in Indian Currency including, local travelling cost, to & fro air fare by economy class, registration fee, daily allowance/hotel accommodation as eligible according to the norms of the AU / ICAR as applicable.
- viii. Availability of funds under the NAHEP.
- ix. Details of visits abroad during the last three

years with full particulars of the organization agency including whether the organization is part of the Govt. or it is a private. Source of Funds/Grants received during the programme and whether Tour Report submitted/not submitted.

- x. Likely benefits to India on the proposed visit.

The Vice-chancellor of the AU will ensure and satisfy her/himself with the statements given by the participant with regard to the above points.

All instructions issued by the Government of India, from time to time and applicable at the time of visit will be followed strictly.

### B. Financial Assistance

- Financial assistance for faculty members for presenting a research paper (oral) or chairing a session or delivering a keynote address in an international scientific event (conference / seminar / symposium / workshop, etc.). Further, the registration fee may also be provided for attending the international scientific event.
- Where full hospitality is provided abroad by the hosts, only 25% per diem is payable.
- The visa fees, medical insurance and other incidental charges will be payable as per actual.
- Travel allowance: to and fro air fare in economy class (Air India only) from the nearest airport to the place of work in India to the overseas host institution by the shortest route (as per actuals). That leg of the journey not serviced by Air India may be performed by the alliance partners or the cheapest airline where neither is available.

#### For short duration (maximum 1 week):

While addressing the issue of paying all faculty members of AUs visiting abroad, the MEA Circular dated 21<sup>st</sup> September, 2010 has to be scrupulously followed for short visits (less than a month, country specific), the Committee accepted the proposal, and also suggested that provision of air travel, exclusively in Air India, must be replaced with the latest GoI guidelines, especially for some routes where AI flights do not operate.



## 2. Student Development Programmes:



Eligibility Guidelines on identification of beneficiaries under Students Development Programmes are given hereunder:

### A. Scope of Training

1. The training is limited to the under graduates in case of the IDP and post-graduates in case of CAAST.
2. As far as students international programme is concerned, the preference should be given to dual degree/twinning arrangement/ sandwich programmes if can be accommodated within the degree programme. However, other courses deemed relevant for the students may be considered by the participating AU.
3. The students on completion of the overseas training will make a presentation related to their training in the AU they belong to and submit a report with comments of the Vice Chancellor to the PIU in the prescribed format. The benefit of international training is a onetime benefit and is restricted to only the faculty members and students of the accredited programme of the accredited constituent colleges of the AU selected under the NAHEP.
4. The focus of proposed areas of work need to be basic and applied sciences relevant to different branches of agricultural sciences besides humanities and languages in the case of faculty training and core agricultural sciences in case of students training. Preferential consideration may be given to multi/trans disciplinary courses.

5. Host institute should be internationally recognized academic/ research institution for right type of expertise and excellence in the field of agriculture and should be willing to accept and extend necessary support to candidate for the proposed research work.

### B. Identification of students for Development Programme:

The identification and selection of the beneficiaries under the programme has to be merit based and transparent as per the guidelines circulated. The selection should be inclusive as much as possible in all respects – social, gender, discipline, etc. The Coordinator, social safeguards responsible for the Equity Action Plan under the project may be co-opted as a member/invitee in the selection committee. The selection committee may be as follows:

- i. Vice Chancellor – Chairman
- ii. Dean/Joint Director (Academics)/ Director Research
- iii. Principal Investigator
- iv. Comptroller/Finance Officer of the AU
- v. Registrar of the AU
- vi. Coordinator, Social Safeguards as member/invitee
- vii. Outside expert nominated by VC
7. Financial scrutiny related to incurring expenditures on international training should be done at the AU level.
8. The onus of identification and responsibility of selection of candidates as per the guidelines rest with the AU only.
9. The certified worksheet containing details on gender and social status, scores of all the applicants under different parameters should be made available to the Project Implementation Unit (PIU) of the NAHEP along with a one page profile of the short listed candidates regarding their academic and other achievements considered for selection and a

- scanned passport size photograph printed on the right top corner of the page for record
  10. The candidate should not deviate from the proposed subject and not change the place of work.
  11. A one-time to-and-fro travel grant will be paid in advance by the AU to the responsible faculty / student guide. The final bills need to be submitted on return of the trainee along with copy of vouchers of air travel and original boarding pass to the AU.
  12. The candidate will be entitled for air travel in economy class from the nearest airport to his/her present place of work in India and to the nearest airport to the place of the overseas host institution by the shortest route.
  13. For domestic and international air travel the AU/ GoI (in case of CAUs)/ICAR (in case of DUs) guidelines shall be applicable.
  14. The trainee will devote whole time on the chosen area of training during the tenure and will not seek gainful employment elsewhere. He/she shall not accept any financial assistance from any other source.
  15. A service bond may be invoked for violation of any of the terms and conditions mentioned above. In addition, the service bond may also be invoked in the event of any of the following:
    - i. candidate does not return to India, after training as normally expected;
    - ii. takes up a job abroad on completion of the training;
    - iii. candidate fails to complete the training period;
    - iv. candidate fails to serve his/her parent institution on return after her/his training for a minimum period of three years; any other condition prescribed by the NAHEP from time to time.
  16. In the event of the service bond being invoked, the candidate will be liable to pay back the total expenditure incurred by the NAHEP in deputing the candidate for the international training along with interest on the said amount compounded annually from the date of availing of the grant, at prevailing government rates.
  17. It shall be the responsibility of the concerned AU to which the candidate belongs, to recover the bond money from the Candidate and remit the same to the NAHEP.
  18. In the event of any question, dispute or difference whatsoever arising between the candidate, his/her employer in India and NAHEP out of or relating to award of NAHEP overseas training, the same shall be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, wherever necessary, be accordingly determined by the appropriate courts in India.
  19. The trainee shall submit a completion and deputation report through AUs to the ND, NAHEP within a month of joining in duty after completion of the training in the overseas in the prescribed format (to be sent by the PIU, NAHEP).
  20. The trainee will be required to make a presentation in the parent institute on joining back in duty and also in the PIU, NAHEP if required to.
  21. Medical insurance expenses will be governed by the AU/ICAR rules, as applicable.
  22. In all the publications made during the training, NAHEP shall be acknowledged prominently for the support through the award of the international training as "the work was executed / carried out under the financial assistance for the international training provided by the Indian Council of Agricultural Research through the National Agricultural Higher Education Project".
- Candidate is entitled for the training only for the duration it is sanctioned for and no application to extend the period of training shall be entertained.
- C. Eligibility Criteria of students for International Training**
1. As per the initial guidelines, only students of UG for IDP and students of PG for CAAST are considered for overseas internship program, who fulfil the criteria of prescribed CGPA Grading of 7.5.



2. While addressing the issue of relaxation of the CGPA grading from 7.5 to 7, NSC suggested that it should not be done as a blanket relaxation, but first of all, the concerned AU should locate the student of SC / ST as per prescribed norm of CGPA Grading 7.5, failing which, **the concerned AU must, after certifying that for maintaining social equity as per laid down Social Equity Plan, no SC / ST candidate is available with the prescribed norm of 7.5 CGPA Grading may send their proposal to PIU for approval for relaxation of such students who have CGPA Grading of 7 which may be considered.**



#### **D. Entitlements of fixed scholarship to the students visiting abroad**

1. The visiting students are entitled for air-fare in economy class by Air India up to the place of destination of training or hub point near the training destination.
2. The incidental charges of Visa fee and insurance are also payable to the visiting student as per actual.
3. Host Institute / University must be paid directly for all incidental charges of boarding, lodging, transportation, etc., for visit of students for abroad.
4. While addressing the issue of students' visit within the country, the host Institute / University within the country should be directly paid for meeting all incidental expenditure regarding boarding, lodging transportation, etc.
5. In any case, for domestic as well as international training, students are required to pay scholarship individually due to denial of host

University for meeting boarding, lodging and transportation, etc., then the proposal should come to PIU for approval of student fixed scholarship at the rate of 50% of per diem rate of officials given below:

50% of the amount prescribed in the DoPT Training Circular dated 9<sup>th</sup> January, 2019 for long visits (over a month, country specific) (Annexure-1) to a maximum ceiling of USD 1,500 per month may be given to the student as fixed scholarship rate as per country specified in the circular. Roughly, it comes to US\$ 50 per day as a ceiling. This prescribed rate may be scrupulously followed for all student training programmes / exposure visit / international internships.

6. The new rates will replace all rates given in the initial guidelines for students' visits. **The payment of boarding and lodging was agreed by the Committee for those cases where the host University doesn't have boarding and lodging facility, and such cases must be individually approved by PIU on case to case basis.**
7. While addressing the issue of bench fee charged by different Universities, the Committee suggested that all AUs should enter into an MOU with foreign Universities for sending student and faculty members for training, etc., in which they must emphasize for waiver of bench fee and in NAHEP training programmes for student and faculty members, no bench fee is admissible to be paid without the verification and scrutiny of PIU.

The payment of bench fee is acceptable only in deserving cases after the necessary verification and scrutiny by PIU.

Fees for getting J1 Visa to USA for two or more months training may be as decided by the US consulate from time to time.

SEVIS fees for J1 Visa may be the actuals incurred by the student for the purpose.

The programme expenses may include airport transfers in India and abroad and limited local visits abroad if related to the programme.



### 3. Guidelines for visiting faculty / students from abroad

The project proposes to enable productive academic international cooperation, faculty international training, students' international internships/exposure through twinning, dual/joint degrees, sandwich, guest faculty, industry internship, etc. by supporting the following critical components.



- Visits and long-term stay of top international faculty / researchers in Indian AUs to pursue teaching;
- Visits by Indian students and faculty for training and experimentation in premier laboratories worldwide;
- Development of niche courses, world-class books and monographs, translatable patents, demonstrable technologies or action research outcomes and product;
- Creation of next generation manpower trained in sophisticated instrumentation imbibing of best practices from top international academicians and researchers;
- Consolidation of Bilateral cooperation through academic and research partnerships in India; and
- Publication, Dissemination and Visibility

#### A. Visiting Professorships:



1. Accomplished professors and researchers of International fraternity and overseas Indians be invited to varying period of time in specific areas such as artificial & machine learning, cognitive science, education technology and management, innovation and incubation, functional genomics in plants and animals, bioinformatics, nanotechnology, conservation agriculture, precision farming, secondary agriculture, diagnostics and vaccines, climate change and management in agriculture, novel methods of food processing and packaging, food safety and quality assurance, etc., that can potentially bring about a major impact cutting across disciplines and domains.
2. The partner Foreign Institution shall be of institutions of reputation having contribution in the relevant area.
3. The university may appoint a person up to the age of 70 years as a Visiting Professor.
4. A Visiting Professor should be an expert in his/her field as reflected by publications (research articles/books/bulletins/etc.). Only a person who has held or is holding the post of Professor/Associate Professor or a person, who has achieved distinction outside the university sector, evident for displaying functional and soft skills, innovativeness and creativity should be considered for appointment as Visiting Professor.

5. An overseas/international visiting professor should be contracted for a period as per the need of the project decided by the participating universities.
6. An International Visiting Professor may be paid as per the rates specified for the overseas visiting faculty in the accompanying table.
7. AUs may explore the possibilities of expert pool of Distinguished International Faculty identified by other GoI agencies under different programmes.
8. The proposing AU will ensure that the international faculty can communicate in English that is clearly the appropriate medium of instruction for the said course.
9. The courses offered by a host institution may be made available for other Institutions. Typically many such courses may offer not only participation certificates but also allow participants to acquire credits. The Host Institution will allow for transfer of credits if required by institutions of participating institutions. Credit sharing if any, shall be limited to pilot courses under the NAHEP.
10. Each course offered by the international visiting professors will be displayed in the portal to be developed under Component II of the NAHEP. It will be the responsibility of the host AU to arrange for the conduct of the courses by calling for participation, registration, selection of participants, collection and disbursement of funds, contact and arrangements for national and international experts, arrangements for classes, accommodation, provision of certificates, conduct of examinations if any, credit transfer issues, etc.
11. It is expected that each such course will be transmitted on-line and/or video recorded for creation of content and archival / maintenance of repository/library, submission to the PIU, NAHEP, for others to view later through the local and national ICAR portal. Each host institution will maintain its local portal which will be connected to the main ICAR portal. All permissions for the same will be taken by the host Institution.
12. The minimum tenure of appointment of a National Visiting Professor is one month and the maximum period will be decided by the University as per approved program but not more than two semesters in different spells.
13. Achieving faculty diversity not possible in normal recruitment process in the SAUs due to domicile requirement and meeting shortages in emerging fields and cutting edges of science are the main objectives of providing for visiting professorships. Professor identified for the National Visiting Professorship should not be serving in the same AU. However, retired professor from the same or other AUs may be considered.
14. The remuneration for the National Visiting Professor will be at the rate of Rs.4000 per hour with a maximum of two lectures per day.
15. In case of International Visiting Professor, the AU may meet the cost of international air travel from the project.
16. Visiting Professors engaged, if have to undertake official approved tours within India in connection with their assignment, may be paid travel expenses within India in accordance with the rules of the AU.
17. Guest House accommodation is expected to be provided free of charge by the host university, but food charges would be paid by the Visiting Professor.



## 4. The Proposed Allowances / Entitlements of International Visiting Professorship



### For faculty from top 50 QS ranking Universities:

- A lump-sum amount of up to US\$ 8000 for 12 to 14 hours of contact and up to US\$ 12000 for 20 to 28 hours of contact can be paid to the foreign experts covering their travel and honorarium.
- For a visit of foreign faculty of 15 days and less than a month, payment will be made up to US\$12,000/- including honorarium, travel, stay, etc.
- For a visit of foreign faculty ranging from 1 to 4 month, payment will be made up to as US\$15,000/- for the first month and US\$ 10,000/-thereafter including honorarium, travel, stay, etc.

### For faculty from other foreign universities:

- **At the level of Professor:** Consolidated monthly remuneration including HRA will be fixed at approximately equivalent to US\$ 2300-3000 per month.
- **At the level of Associate Professor:** Consolidated monthly remuneration including HRA will be fixed at approximately equivalent to US\$ 2000-2900 per month.
- **At the level of Assistant Professor:** Consolidated monthly remuneration including HRA will be fixed approximately equivalent to US\$ 1200-1900 per month.

In addition, the Institute will extend the following benefits:

- Full support for To and Fro Air Travel in economy class
- Rent free accommodation
- Office Space with computer, telephone and internet
- Free medical facility (OPD) at the Institute Hospital/ Option to avail Indian Medical Insurance cover
- Medical benefit (for self and dependent) up to Rs.1.00 lakh per annum
- Institute transport facility in lieu of travel allowance
- An allowance up to INR 50,000/- for purchasing stationery, books, minor computer peripherals, and expenses for attending conference in India.
- Duration of the visit can be decided mutually between the host institute and visiting faculty.
- Local hospitality will be arranged by the Host Institution.

### For long duration (more than one month):

- Travel allowance: to and fro air fare in economy class (Air India only) from the nearest airport to the place of work in India to the overseas host institution by the shortest route (as per actuals). That leg of the journey not serviced by Air India may be performed by the alliance partners or the cheapest airline where neither is available.

- Bench fees, if any.

**For short duration (max 1 week):**

- The faculty trainee would be entitled for an allowance of US \$ 1500 or US \$ 100 per day during period of stay
- Preparatory allowance of INR (Rs) 25,000/- to cover visa fees, medical insurance and other incidental charges
- Travel allowance: to and fro air fare in economy class (Air India only) from the nearest airport to the place of work in India to the overseas host institution by the shortest route (as per actuals). That leg of the journey not serviced by Air India may be performed by the alliance partners or the cheapest airline where neither is available.
- In case of visit (long or short) to countries other than the US, the latest GoI standard table for per diem, depending on international destination may be availed.

**The proposed allowances / entitlements of National Visiting Professorship**

- Rs.4000/- per lecture of one hour subject a

maximum two lectures per day for the duration as agreed.

- The faculty trainees coming from overseas would be entitled for a monthly allowance of US \$2400 or up to US \$ 80 per day during period of stay.
- Preparatory allowance of INR (Rs.) 25,000/- to cover visa fees, medical insurance and other incidental charges

**Guest Faculty**

- Rs.4000/- per lecture for Professors / Associate Professor rank and Rs.3000/- per lecture for Assistant Professor Rank subject to a maximum of 10 lectures per month
- Rs.5000/- per lecture for industry leaders/MNC executives
- Agri-preneurs will be paid an honorarium of Rs. 4000/- (Four Thousand only) per day not exceeding 15 days in a calendar year and TA limited to IIAC train fare.



## 5. Skill development and Entrepreneurial Courses/training:



- The soft skills intended to be imparted are of non-academic higher order such as personality/leadership development, communications and language skills, ICT competency etc. to be identified through interaction with students and should be demand driven as a felt need of the students revealed in the interactions meant for identifying the needs.
- These skills are to be imparted by specialists and experts from outside and not by the regular or retired faculty of the AU.
- Those of the AUs which have provision for hiring the experts as consultants may proceed procuring the contract as per the WB guidelines.
- Those who have not planned for consultants for skill and entrepreneurial development may procure the services of skill development/HRD agencies following the procurement process prescribed by the WB.
- Individual HRD experts may be called as guest faculty.
- Guest faculty may also be sourced from the executives/experts from industry/MNCs who volunteer to participate in the curriculum design

and evaluation of the pilot courses on skill development.

- A guest faculty of Professor/Associate Professor grade may be paid Rs.4,000/- and that of an Assistant Professor grade, Rs.3,000/- per lecture subject to a maximum of not more than 10 lectures per month. Guest faculty from industry/MNC be paid an honorarium of Rs.5,000/- per lecture.
- The guest faculty may be provided TA as per their eligibility and entitlement indicated in the table on production of necessary original vouchers.
- Agri-preneurs on Faculty:
  - I The successful workers in private sectors like agri-preneurs, representative from FPO/Producer Companies, etc. with a proven record identified by the AUs shall be invited on need basis to deliver lectures or to have interface with the students for capacity building in specific areas.
  - ii. Every Agri-preneur may visit the AUs for a maximum period of 15 days in a calendar year, preferably in three spells for specific purpose to deliver lectures or interface with the students and faculty.
  - iii. Every agri-preneur will be provided travelling allowance as per AU rules.
  - iv. During each visit the Agri-preneurs will be paid an honorarium of Rs. 4000/- (Four Thousand only) per day.

The AUs will provide a suitable room in the campus where the Agri-preneurs can be provided with seating and other facilities (computer internet facilities etc.) which will enable his/her work. He/she may also be allowed to use the facilities of university library.







International Relations Section  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**DEPARTMENT OF AGRICULTURAL RESEARCH & EDUCATION**  
**Room No. 426, Krishi Bhavan, New Delhi-110001**

**PERFORMA FOR FACULTY FOREIGN DEPUTATION REPORT UNDER NAHEP**

BASIC INFORMATION		
1	Name of the Scientist/Officer	
2	Name of the AU/ICAR Institute	
3	Designation	
4	Pay Level	
INFORMATION ON THE VISIT		
5	Period of Deputation	
6	Purpose of the visit	
7	Country visited	
8	Institution visited/Title of the event	
9	Title of the paper, if the visit is for seminar/conference, etc.	
10	Mode of presentation (oral/poster)	
11	Type of presentation (Invited Lead lecture/key note/ special addresses etc.	
12*	Funded/Sponsored by	
13	A brief account on the visit and advantages thereof (150 words )	
14	Detailed report (2000 words) may be enclosed as <b>Annexure-I</b>	
OUTCOME OF THE VISIT		
15	Linkages developed through the visit	
16	New R&D collaboration, if any	
17	New techniques/knowledge learnt/acquired	
18	Papers published, if any	
19	Practical utility of the visit's outcome	
20	Suggested follow-up action	
21	Date of Seminar on the visit in the Institute/SMD?	
*OUTCOME OF THE PREVIOUS FOREIGN VISIT(S) IN THE LAST THREE YEARS, as applicable		
22	Name of the Institute and Country	
23	Duration	
24	Brief Outcome (150 words only for each visit) may be enclosed as <b>Annexure II</b>	

- Applicable for only DU/CAU. The PI should ensure that the foreign visit by a candidate is only a onetime benefit under NAHEP.

**Date:**

**Place:**

(Candidate Signature)

**Comments on the visit by  
Forwarding Authority**

(Signature of the VC/Director)





## ACADEMIC DEVELOPMENT PROGRAMME

### Name of the Academic Development

Programme participated \_\_\_\_\_

From Date of Programme \_\_\_\_\_

To Date of Programme \_\_\_\_\_

Name \_\_\_\_\_

ID.No. \_\_\_\_\_

### Report

#### a) Distribution of different learning activities of the programme

	Name of the Activity	Details	Mode of Conduct (Hands On / Lecture / Interaction / Seminar / Any other/Approximate hours spent)
1			
2			
3			
4			
5			

**b) Details of Study materials provided**

<b>S.No.</b>	<b>Name of Material</b>	<b>Details</b>	<b>Utility</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			

**c) Outcomes of the programme**

<b>S.No.</b>	<b>Outcome</b>	<b>Details</b>

**d) Utility of the programme**

**e) Logical arrangement of the programme**

**f) Scope for further development**

**g) How you will utilize the Programme**

I. For the betterment of your career

ii. For the betterment of the institution

**h) How you will motivate your juniors for NAHEP**

**Explain every activity as mentioned in 5a**



# General Feedback

On duration



Logistics provided



Support provided by NAHEP once at MVC



Arrangements at WSU/OSU



## Suggestions for improving the programme

## Suggestions for juniors

## Any other

## Five good photographs in high definition clearly depicting any activity

A black camera icon with a white lens and a small white plus sign in the top right corner, indicating a photo upload slot.

A black camera icon with a white lens and a small white plus sign in the top right corner, indicating a photo upload slot.

A black camera icon with a white lens and a small white plus sign in the top right corner, indicating a photo upload slot.

A black camera icon with a white lens and a small white plus sign in the top right corner, indicating a photo upload slot.

A black camera icon with a white lens and a small white plus sign in the top right corner, indicating a photo upload slot.





## National Agricultural Higher Education Project (NAHEP)

Krishi Anusandhan Bhawan-II, Pusa Campus, New Delhi-110012, India

## REVISED GUIDELINES AFTER 2<sup>nd</sup> NSC MEETING

### 1. Guidelines for Identification of Faculty for International Training at leading Universities

- International training under Component – 1 of NAHEP is primarily meant for young and middle carrier scientists/professors.
- The faculty identified should be at least left with 2 years of service before his superannuation.
- The programme should be limited to only the faculty members of the participating University / Deemed University and not to those belonging to other institutes but included in the faculty of the participating University / Deemed University.
- The beneficiaries should be from the accredited programmes of the accredited colleges. **However, non-accredited Universities where IG sub-component is awarded are also eligible for faculty international training program up to the extent of their respective budget availability under this head of account.**
- The faculty identified for HRD under faculty development programme of NAHEP should not have been benefited under the HRD / capacity programme of NAHEP in any form.
- Sixty per cent of the slots under IDP should be reserved for faculty below 40 years of age and the training programme should not be less than three months duration.
- Twenty five per cent of the slots under IDP should be reserved for faculty above 40 years of age and below 50 years of age and the training programme should be not more than three months duration.
- Fifteen per cent of the slots under IDP for faculty above 50 and below 58 years of age and the training period should not be more than two weeks duration in leadership / skill development / management.
- The faculty representation in the international training should be wide and inclusive academically (including basic sciences, humanities and languages) and socially (as committed in the Equity Action Plan to the World Bank).
- The faculty identified for training up to 50 years of age categories should have at least two publications in the area identified for training in reputed peer

reviewed journals (not less than a NAAS rating of 7.0) and not less than 10 citations.

- Regarding relaxation in existing guidelines of 2 papers of NAAS Rating of 7.0 with 10 Citations for faculty members to visit overseas, the Second NSC suggested following relaxations in case of non-availability of faculty members with the existing parameters to utilize the budget:
  - a) 2 Papers of NAAS Rating more than 6.0 with 10 Citations.
  - b) 1 Paper of NAAS Rating more than 6.0 with 20 Citations.

For seeking relaxation, the concerned AU through its PI, has to certify that no faculty member is available with the eligibility of existing guideline

The training should be within the priority areas identified by the ICAR / AU.

## **2. Guidelines on appointment, allowances and entitlements for visiting professors, *per diem* and allowances for international training, honorarium for resource persons for remedial classes, skill and entrepreneurial development programmes and guest faculty under the NAHEP**

The project proposes to enable productive academic international cooperation, faculty international training, students' international internships/exposure through twinning, dual/joint degrees, sandwich, guest faculty, industry internship, etc. by supporting the following critical components:

- Visits and long-term stay of top international faculty / researchers in Indian AUs to pursue teaching;
- Visits by Indian students and faculty for training and experimentation in premier laboratories worldwide;
- Development of niche courses, world-class books and monographs, translatable patents, demonstrable technologies or action research outcomes and product;
- Creation of next generation manpower trained in sophisticated instrumentation imbibing of best practices from top international academicians and researchers;
- Consolidation of Bilateral cooperation through academic and research partnerships in India; and
- Publication, Dissemination and Visibility

### **Visiting Professorships:**

1. Accomplished professors and researchers of International fraternity and overseas Indians be invited to varying period of time in specific areas such as artificial & machine learning, cognitive science, education technology and management, innovation and incubation, functional genomics in plants and animals, bioinformatics, nanotechnology, conservation agriculture, precision farming, secondary agriculture, diagnostics and vaccines, climate change and management in agriculture, novel methods of food processing and packaging, food safety and quality assurance, etc., that can potentially bring about a major impact cutting across disciplines and domains.
2. The partner Foreign Institution shall be of institutions of reputation having contribution in the relevant area.

3. The university may appoint a person up to the age of 70 years as a Visiting Professor.
4. A Visiting Professor should be an expert in his/ her field as reflected by publications (research articles/books/bulletins/etc.). Only a person who has held or is holding the post of Professor/Associate Professor or a person, who has achieved distinction outside the university sector, evident for displaying functional and soft skills, innovativeness and creativity should be considered for appointment as Visiting Professor.
5. An overseas/international visiting professor should be contracted for a period as per the need of the project decided by the participating universities.
6. An International Visiting Professor may be paid as per the rates specified for the overseas visiting faculty in the accompanying table.
7. AUs may explore the possibilities of expert pool of Distinguished International Faculty identified by other GoI agencies under different programmes.
8. The proposing AU will ensure that the international faculty can communicate in English that is clearly the appropriate medium of instruction for the said course.
9. The courses offered by a host institution may be made available for other Institutions. Typically many such courses may offer not only participation certificates but also allow participants to acquire credits. The Host Institution will allow for transfer of credits if required by institutions of participating institutions. Credit sharing if any, shall be limited to pilot courses under the NAHEP.
10. Each course offered by the international visiting professors will be displayed in the portal to be developed under Component II of the NAHEP. It will be the responsibility of the host AU to arrange for the conduct of the courses by calling for participation, registration, selection of participants, collection and disbursement of funds, contact and arrangements for national and international experts, arrangements for classes, accommodation, provision of certificates, conduct of examinations if any, credit transfer issues, etc.
11. It is expected that each such course will be transmitted on-line and/or video recorded for creation of content and archival / maintenance of repository/library, submission to the PIU, NAHEP, for others to view later through the local and national ICAR portal. Each host institution will maintain its local portal which will be connected to the main ICAR portal. All permissions for the same will be taken by the host Institution.
12. The minimum tenure of appointment of a National Visiting Professor is one month and the maximum period will be decided by the University as per approved program but not more than two semesters in different spells.



**358956/2019/NAHEP**

13. Achieving faculty diversity not possible in normal recruitment process in the SAUs due to domicile requirement and meeting shortages in emerging fields and cutting edges of science are the main objectives of providing for visiting professorships. Professor identified for the National Visiting Professorship should not be serving in the same AU. However, retired professor from the same or other AUs may be considered.
14. The remuneration for the National Visiting Professor will be at the rate of Rs.4000 per hour with a maximum of two lectures per day.
15. In case of International Visiting Professor, the AU may meet the cost of international air travel from the project.
16. Visiting Professors engaged, if have to undertake official approved tours within India in connection with their assignment, may be paid travel expenses within India in accordance with the rules of the AU.
17. Guest House accommodation is expected to be provided free of charge by the host university, but food charges would be paid by the Visiting Professor.

**For faculty from top 50 QS ranking Universities:**

- A lump-sum amount of up to US\$ 8000 for 12 to 14 hours of contact and up to US\$ 12000 for 20 to 28 hours of contact can be paid to the foreign experts covering their travel and honorarium.
- For a visit of foreign faculty of 15 days and less than a month, payment will be made up to US\$12,000/- including honorarium, travel, stay, etc.
- For a visit of foreign faculty ranging from 1 to 4 month, payment will be made up to as US\$15,000/- for the first month and US\$ 10,000/-thereafter including honorarium, travel, stay, etc.

**For faculty from other foreign universities:**

- **At the level of Professor:** Consolidated monthly remuneration including HRA will be fixed at approximately equivalent to US\$ 2300-3000 per month.
- **At the level of Associate Professor:** Consolidated monthly remuneration including HRA will be fixed at approximately equivalent to US\$ 2000-2900 per month.
- **At the level of Assistant Professor:** Consolidated monthly remuneration including HRA will be fixed approximately equivalent to US\$ 1200-1900 per month.

In addition, the Institute will extend the following benefits:

- Full support for To and Fro Air Travel in economy class
- Rent free accommodation
- Office Space with computer, telephone and internet
- Free medical facility (OPD) at the Institute Hospital/ Option to avail Indian Medical Insurance cover
- Medical benefit (for self and dependent) up to Rs.1.00 lakh per annum
- Institute transport facility in lieu of travel allowance
- An allowance up to INR 50,000/- for purchasing stationery, books, minor computer peripherals, and expenses for attending conference in India.
- Duration of the visit can be decided mutually between the host institute and visiting faculty.
- Local hospitality will be arranged by the Host Institution.

### **International Training for Faculty**

#### **For long duration (more than one month):**

- The faculty trainee would be entitled for a monthly allowance of US \$ 2400 or up to US \$ 80 per day during period of stay.
- Preparatory allowance of INR (Rs.) 25,000/- to cover visa fees, medical insurance and other incidental charges
- Travel allowance: to and fro air fare in economy class (Air India only) from the nearest airport to the place of work in India to the overseas host institution by the shortest route (as per actuals). That leg of the journey not serviced by Air India may be performed by the alliance partners or the cheapest airline where neither is available.
- Bench fees, if any.

#### **For short duration (max 1 week):**

- The faculty trainee would be entitled for an allowance of US \$ 1500 or US \$ 100 per day during period of stay
- Preparatory allowance of INR (Rs) 25,000/- to cover visa fees, medical insurance and other incidental charges
- Travel allowance: to and fro air fare in economy class (Air India only) from the nearest airport to the place of work in India to the overseas host institution by the shortest route (as per actuals). That leg of the journey not serviced by Air India may be performed by the alliance partners or the cheapest airline where neither is available.
- In case of visit (long or short) to countries other than the US, the latest Gol standard table for *per diem*, depending on international destination may be availed.

### **The proposed allowances / entitlements of National Visiting Professorship**

- Rs.4000/-per lecture of one hour subject a maximum two lectures per day for the duration as agreed.

#### **Attending International Conferences Symposiums**

- Financial assistance for faculty members for presenting a research paper (oral) or chairing a session or delivering a keynote address in an international scientific event (conference / seminar / symposium / workshop, etc.). Further, the registration fee may also be provided for attending the international scientific event.
- A per diem of US \$ 115 is payable. In addition, hotel expenses at actuals subject to a maximum of US \$ 135 supported by bills and receipts, is payable for attending the events.

358956/2019/NAHEP

- Where full hospitality is provided abroad by the hosts, only 25% per diem i.e. US \$ 28.75 is allowable.
- In case of visit to countries other than the US, the latest GoI standard table for *per diem*, depending on international destination may be availed.
- Preparatory allowance of INR (Rs) 25,000/- to cover visa fees, medical insurance and other incidental charges
- Travel allowance: to and fro air fare in economy class (Air India only) from the nearest airport to the place of work in India to the overseas host institution by the shortest route (as per actuals). That leg of the journey not serviced by Air India may be performed by the alliance partners or the cheapest airline where neither is available.

### **Guest Faculty**

- Rs 4000/- per lecture for Professors / Associate Professor rank and Rs.3000/- per lecture for Assistant Professor Rank subject to a maximum of 10 lectures per month
- Rs.5000/- per lecture for industry leaders/MNC executives
- Agri-preneurs will be paid an honorarium of Rs. 4000/- (Four Thousand only) per day not exceeding 15 days in a calendar year and TA limited to II AC train fare.

- As per the existing guidelines, only students of UG for IDP and students of PG for CAAST are considered for overseas internship program, who fulfil the criteria of prescribed CGPA Grading of 7.5. However, it has been observed that in many cases, students belonging to SC / ST category are not available with this prescribed CGPA Grading of 7.5 in some of the AUs. Therefore, it was proposed to relax the CGPA Grading to 7 from 7.5 for students of SC / ST. While addressing the issue, it is suggested that it should not be done as a blanket relaxation, but first of all, the concerned AU should locate the student of SC / ST as per prescribed norm of CGPA Grading 7.5, failing which, **the concerned AU must, after certifying that for maintaining social equity as per laid down Social Equity Plan, no SC / ST candidate is available with the prescribed norm of 7.5 CGPA Grading may send their proposal to PIU for approval for relaxation of such students who have CGPA Grading of 7 which may be considered.**
- To address the issue of allowing *fixed scholarship* rates to the students' visit to abroad, the Constituted Committee suggested that 50% of the amount prescribed in the DoPT Training Circular dated 9<sup>th</sup> January, 2019 for long visits (over a month, country specific) (Annexure-1) to a maximum limit of USD 1,500 per month may be given to the student as *fixed scholarship* rate as per country specified in the circular. Roughly, it comes to US\$ 50 per day as a ceiling. This prescribed rate may be scrupulously followed for all student training programmes / exposure visit / international internships. The new rates will replace all rates given in the earlier guidelines for students' visits. The payment of boarding and lodging was agreed by the Committee for those cases where the host University doesn't have boarding and lodging facility, and such cases must be individually approved by PIU on case to case basis. Host Institute / University must be paid directly for all incidental charges of boarding, lodging, transportation, etc. While addressing the issue of students' visit within the country, the host Institute / University within the country should be directly paid for meeting all incidental expenditure regarding boarding, lodging transportation, etc. For international training, students are required to pay scholarship individually, the proposal should come to PIU for approval.
- To address the issue of students' visit within the country, no *per diem* rates will be applicable and concerned AUs will pay directly to the concerned place of training / internship / exposure visit as per actuals. In case host institute denies the responsibility of boarding and lodging, then for paying individually to the visiting students, the proposal must come to PIU for approval as per ceiling of 50% daily allowances for officials within the country.

• While addressing the issue of bench fee charged by different Universities, the Committee suggested that all AUs should enter into an MOU with foreign Universities for sending student and faculty members for training, etc., in which they must emphasize for waiver of bench fee and in NAHEP training programmes for student and faculty members, no bench fee is admissible to be paid without the verification and scrutiny of PIU.

The payment of bench fee is acceptable only in deserving cases after the necessary verification and scrutiny by PIU.

Fees for getting J1 Visa to USA for two or more months training may be as decided by the US consulate from time to time.

SEVIS fees for J1 Visa may be the actuals incurred by the student for the purpose.

The programme expenses may include airport transfers in India and abroad and limited local visits abroad if related to the programme.

### **3. International Training under Faculty Development Programmes:**

#### **For long duration (more than one month):**

While addressing the issue of paying all faculty members as per DoPT Training Circular dated 9<sup>th</sup> January, 2019 (Annexure-1) for long visits (over a month, country specific), the Committee accepted the proposal, and also suggested that provision of air travel, exclusively in Air India, must be replaced with the latest GoI guidelines, especially for some routes where AI flights do not operate.

#### **For short duration (maximum 1 week):**

While addressing the issue of paying all faculty members as per MEA Circular dated 21<sup>st</sup> September, 2010 for short visits (less than a month, country specific), the Committee accepted the proposal, and also suggested that provision of air travel, exclusively in Air India, must be replaced with the latest GoI guidelines, especially for some routes where AI flights do not operate.

In case of visit (long or short) to countries other than the US, the latest GoI standard table for *per diem*, depending on international destination may be availed. The travel insurance and Visa fee will be paid as per actual and no bench fee is admissible. However, in isolated deserving cases, bench fee may be considered only after approval of PIU.

#### **4. International Training under Student Development Programmes:**

---

Guidelines on identification of beneficiaries under students development programmes have been communicated earlier.

1. The training is limited to the under graduates in case of the IDP and post-graduates in case of CAAST.
2. As far as students international programme is concerned, the preference should be given to dual degree/twinning arrangement/sandwich programmes if can be accommodated within the degree programme. However, other courses deemed relevant for the students may be considered by the participating AU.
3. The students on completion of the overseas training will make a presentation related to their training in the AU they belong to and submit a report with comments of the Vice Chancellor to the PIU in the prescribed format. The benefit of international training is a onetime benefit and is restricted to only the faculty members and students of the accredited programme of the accredited constituent colleges of the AU selected under the NAHEP.
4. The focus of proposed areas of work need to be basic and applied sciences relevant to different branches of agricultural sciences besides humanities and languages in the case of faculty training and core agricultural sciences in case of students training. Preferential consideration may be given to multi/trans disciplinary courses.
5. Host institute should be internationally recognized academic/research institution for right type of expertise and excellence in the field of agriculture and should be willing to accept and extend necessary support to candidate for the proposed research work.
6. The identification and selection of the beneficiaries under the programme has to be merit based and transparent as per the guidelines circulated. The selection should be inclusive as much as possible in all respects – social, gender, discipline, etc. The Coordinator, social safeguards responsible for the Equity Action Plan under the project may be co-opted as a member/invitee in the selection committee. The selection committee may be as follows:
  - i. Vice Chancellor – Chairman



- iii. Principal Investigator
  - iv. Comptroller/Finance Officer of the AU
  - v. Registrar of the AU
  - vi. Coordinator, Social Safeguards as member/invitee
  - vii. Outside expert nominated by VC
7. Financial scrutiny related to incurring expenditures on international training should be done at the AU level.
  8. The onus of identification and responsibility of selection of candidates as per the guidelines rest with the AU only.
  9. The certified worksheet containing details on gender and social status, scores of all the applicants under different parameters should be made available to the Project Implementation Unit (PIU) of the NAHEP along with a one page profile of the shortlisted candidates regarding their academic and other achievements considered for selection and a scanned passport size photograph printed on the right top corner of the page for record
  10. The candidate should not deviate from the proposed subject and not change the place of work.
  11. A one-time to-and-fro travel grant will be paid in advance by the AU to the responsible faculty / student guide. The final bills need to be submitted on return of the trainee along with copy of vouchers of air travel and original boarding pass to the AU.
  12. The candidate will be entitled for air travel in economy class from the nearest airport to his/her present place of work in India and to the nearest airport to the place of the overseas host institution by the shortest route.
  13. For domestic and international air travel the AU / Gol (in case of CAUs)/ICAR (in case of DUs) guidelines shall be applicable.
  14. The trainee will devote whole time on the chosen area of training during the tenure and will not seek gainful employment elsewhere. He/she shall not accept any financial assistance from any other source.

15. A service bond may be invoked for violation of any of the terms and conditions mentioned above. In addition, the service bond may also be invoked in the event of any of the following:
    - i. candidate does not return to India, after training as normally expected;
    - ii. takes up a job abroad on completion of the training;
    - iii. candidate fails to complete the training period;
    - iv. candidate fails to serve his/her parent institution on return after her/his training for a minimum period of three years; any other condition prescribed by the NAHEP from time to time.
  16. In the event of the service bond being invoked, the candidate will be liable to pay back the total expenditure incurred by the NAHEP in deputing the candidate for the international training along with interest on the said amount compounded annually from the date of availing of the grant, at prevailing government rates.
  17. It shall be the responsibility of the concerned AU to which the candidate belongs, to recover the bond money from the Candidate and remit the same to the NAHEP.
  18. In the event of any question, dispute or difference whatsoever arising between the candidate, his/her employer in India and NAHEP out of or relating to award of NAHEP overseas training, the same shall be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, wherever necessary, be accordingly determined by the appropriate courts in India.
- supervisorthe19.hostThelabcandidateatoratorytheAU. underwillsubintimationitjoiningtoND, reportNAHEPdulyimmediatelyforwardedon byjoiningthe
19. The trainee shall submit a completion and deputation report through AUs to the ND, NAHEP within a month of joining in duty after completion of the training in the overseas in the prescribed format (to be sent by the PIU, NAHEP).
  20. The trainee will be required to make a presentation in the parent institute on joining back in duty and also in the PIU, NAHEP if required to.
  21. Medical insurance expenses will be governed by the AU/ICAR rules, as applicable.
  22. In all the publications made during the training, NAHEP shall be acknowledged prominently for the support through the award of the international training as "the work was executed / carried out under the financial assistance for the international

**358956/2019/NAHEP**

training provided by the Indian Council of Agricultural Research through the National Agricultural Higher Education Project”.

Candidate is entitled for the training only for the duration it is sanctioned for and no application to extend the period of training shall be entertained.

## 5. Skill development and Entrepreneurial Courses/training:

- The soft skills intended to be imparted are of non-academic higher order such as personality/leadership development, communications and language skills, ICT competency etc. to be identified through interaction with students and should be demand driven as a felt need of the students revealed in the interactions meant for identifying the needs.
- These skills are to be imparted by specialists and experts from outside and not by the regular or retired faculty of the AU.
- Those of the AUs which have provision for hiring the experts as consultants may proceed procuring the contract as per the WB guidelines.
- Those who have not planned for consultants for skill and entrepreneurial development may procure the services of skill development/HRD agencies following the procurement process prescribed by the WB.
- Individual HRD experts may be called as guest faculty.
- Guest faculty may also be sourced from the executives/experts from industry/MNCs who volunteer to participate in the curriculum design and evaluation of the pilot courses on skill development.
- A guest faculty of Professor/Associate Professor grade may be paid Rs.4,000/- and that of an Assistant Professor grade, Rs.3,000/- per lecture subject to a maximum of not more than 10 lectures per month. Guest faculty from industry/MNC be paid an honorarium of Rs.5,000/- per lecture.
- The guest faculty may be provided TA as per their eligibility and entitlement indicated in the table on production of necessary original vouchers.
- Agri-preneurs on Faculty:
  - i. The successful workers in private sectors like agri-preneurs, representative from FPO/Producer Companies, etc. with a proven record identified by the AUs shall be invited on need basis to deliver lectures or to have interface with the students for capacity building in specific areas.
  - ii. Every Agri-preneur may visit the AUs for a maximum period of 15 days in a calendar year, preferably in three spells for specific purpose to deliver lectures or interface with the students and faculty.
  - iii. Every agri-preneur will be provided travelling allowance as per AU rules.

- iv. During each visit the Agripreneurs will be paid an honorarium of Rs. 4000/- (Four Thousand only) per day.

The AUs will provide a suitable room in the campus where the Agripreneurs can be provided with seating and other facilities (computer internet facilities etc.) which will enable his/her work. He/she may also be allowed to use the facilities of university library.

## **6. Faculty/ students participation in International Conferences/ Symposia:**

Those of the AUs who have provision for participation of faculty in international conference/symposia/workshop/seminar, etc. are advised to use the provision sparingly and judiciously.

The participants will be selected on the following basis:

- i. Title of Conference/ Symposia / Workshop / Meetings / Seminars etc. and its relation to functions of the NAHEP.
- ii. The role of the participant (as Chairman, rapporteur, invited key note speaker, author of contributory papers or oral presentation)
- iii. The importance of his/her contribution to the subject of the Conference/Symposia/ Workshop/ meetings/Seminars, if attended in the past etc.
- iv. Whether the paper has been accepted for oral presentation. If so, a copy of abstract may be attached.
- v. Country/Countries to be visited.
- vi. Period/duration of the Visits (per country) including/excluding journey time to & fro.
- vii. Total estimated expenditure in Indian Currency including, local travelling cost, to & fro air fare by economy class, registration fee, daily allowance/hotel accommodation as eligible according to the norms of the AU/ICAR as applicable.
- viii. Availability of funds under the NAHEP.
- ix. Details of visits abroad during the last three years with full particulars of the organization agency including whether the organization is part of the Govt. or it is a private. Source of Funds/Grants received during the programme and whether Tour Report submitted/not submitted.
- x. Likely benefits to India on the proposed visit.

The Vice-chancellor of the AU will ensure and satisfy her/himself with the statements given by the participant with regard to the above points.

All instructions issued by the Government of India, from time to time and applicable at the time of visit will be followed strictly.

ANNEXURE - 1

F.No.12037/41/2017-FTC  
Government of India  
Ministry of Personnel Public Grievances and Pensions  
Department of Personnel and Training  
Training Division  
\*\*\*\*\*

Block-IV, Old JNU Campus, New Delhi

Dated: 09.01.2019

To

1. The Chief Secretaries of all the State Governments/UTs.
2. The Secretaries of all Ministries/Departments of the Government of India.

Subject: Admissible allowances under the full funding scheme of Domestic Funding of Foreign Training (DFFT) of DOPT.

Reference: This department's Circular No.12037/14/2010-FTC dated 19.01.2011 and No.12037/20/2015-FTC dated 17.10.2016.

Madam/Sir,

The Department of Personnel and Training, Government of India has been sponsoring the names of suitable officers every year for undergoing training in various universities/institutions abroad under the Domestic Funding of Foreign Training (DFFT) Scheme.

2. The matter regarding the accommodation allowance to the officers deputed for undergoing DFFT programs has been reviewed in consultation with the IFD of this department and it has been decided to circulate consolidated information regarding various allowances admissible to the officers while deputed under the DFFT scheme of DoPT.

3 **Long-term programmes:**

(i) **Monthly Living allowance:**

Countries	Living allowance in US\$/per month
USA	1918
UK	2014
France	1994
Netherlands	1880
Switzerland	2205

Australia	1880
Philippines	1803
Singapore	1880

*(The above mentioned rates are based on the Foreign Allowance (FA) fixed by MEA in 2009 and are at 45% of FA of MEA being given to Director level officers in these countries and is subject to change as per any revision in FA of MEA officers).*

**(ii) Monthly Accommodation allowance:**

- (a) University accommodation should be taken. The same will be paid as per actual, subject to it being for a single bedroom accommodation. If the officer avail other than single bedroom university accommodation, the highest rate of the one bedroom university accommodation will be payable.
- (b) In case the University accommodation is very limited and not available to all officers nominated for the programme, then University empanelled/recommended accommodation can be taken which will be treated at par with the University accommodation. In case the university recommended/empanelled accommodation are also limited and not available to all officers, then private accommodation can be taken in which case, accommodation allowance shall be paid at par with the highest of the university's one bedroom accommodation or the actual rent paid by the officer, whichever is less on producing the supporting documents from accommodation authority viz. rent receipt, certificate from university regarding non-availability of the university accommodation etc.
- (c) In case where the University accommodation/University recommended/empanelled accommodation are not available, the accommodation allowance may be given at the rate of US \$750 per month and US \$1000 per month in normal cities and big cities respectively.

**(iii) One-time Allowances:**

Warm Clothing Allowance	: US \$500
Departure Allowance	: US \$500
Arrival Allowance	: US \$375
Books & Assignment Allowance	: US \$1000

**Note:** The above one time allowances will be admissible to the officers deputed for one year long term program only. The officers deputed for two years IACA programs will be admissible for Warm Clothing Allowance and Books & Assignment Allowance only. The living and accommodation allowance in respect of IACA programs will be regulated in terms of allowances given in short term programs.



4. Short-term programmes:

(i) Per Diem (DA):

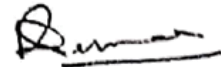
Per Diem to be disbursed under the DFFT Scheme would be equal to per diem available to officers while 'on tour' as per Gol's guidelines

(ii) Accommodation allowance:

This allowance will be paid at par with the rates of Per Diem for training programmes upto the duration of 2 months. For programmes beyond 2 months' duration, the rates agreed for long term programmes, i.e., US \$750 per month and US \$1000 per month in normal cities and big cities respectively would be applicable.

5. Further, as a matter of policy, accommodation and living allowances for one year long term program shall be paid for the period of training including one week (7 days) at the beginning of the programme and one week (7 days) at the end of the programme, subject to the total period of training being within one year.

Yours faithfully,



(Rajendra Prasad Tewari)

Under Secretary to the Government of India

Tele: 26165682

Copy to:

1. AS&FA (Home), Ministry of Home Affairs, North Block, New Delhi.
2. JS (Fin/Pers), Ministry of Finance, Department of Expenditure, New Delhi.
3. Deputy Secretary (Budget), Training Division, DoPT.
4. Budget Division, DOPT, North Block, New Delhi.

ANNEXURE - 2

No.Q/FD/695/3/2000  
Government of India  
Ministry of External Affairs  
(FD Section)

New Delhi, 21<sup>st</sup> September, 2010ORDER

Subject :- Restoration of full Daily Allowance rates.

...

In supersession of this Ministry's Order of even number dated 1<sup>st</sup> December, 2000 conveying reduced rates of Daily Allowance in pursuance of Ministry of Finance, Department of Expenditure's Office Memorandum No.7(4) E-Coord/2000 dated 24.9.2000 regarding guidelines on expenditure management, and enforcement of austerity measures, sanction of the President is hereby accorded to withdraw the 25% cut imposed on per diem allowance for journeys on duty abroad. The Daily Allowance rates in various countries / territories are given in the Annexure.

2. This Order takes effect from September 21, 2010.
3. All other terms and conditions on Daily Allowance for journeys on duty abroad shall remain unchanged.
4. This issues with the concurrence of the Ministry of Finance, Department of Expenditure, vide their I.D. No.19053/1/2010-E.IV, dated 10<sup>th</sup> September, 2010, and Internal Finance Division of this Ministry vide Dy.No.1977/AS(FAY)10, dt.15.9.2010.

*Ajay Swarup*  
(Ajay Swarup)

Joint Secretary to the Government of India

Copy to :-

1. All other Indian Missions/Posts abroad.
2. The Director of Audit, Washington/London.
3. The Director of Audit, CR, New Delhi.
4. The Chief Controller of Accounts, Ministry of External Affairs, New Delhi.
5. The Chief Controller and Auditor General, New Delhi.
6. The Resident Audit Officer, MEA, New Delhi.
7. Fin-I / Cash-I, II, III, IV/GA Sections, MEA, New Delhi.
8. All Ministries/Departments of Government of India. They are requested to circulate this Order to all Subordinate offices/PSUs under their control.
9. Office of the Chief Secretaries of State Govts./Union Territories. They are requested to circulate this Order to all Subordinate offices/PSUs under their control.
10. India International Centre, New Delhi.
11. ICCR, New Delhi.
12. 50 spare copies.

*Ajay Swarup*  
(Ajay Swarup)

Joint Secretary to the Government of India

## Annexure

S. No.	Name of the country	Daily Allowance (in US \$)
1	Afghanistan	75.00
2	Albania	75.00
3	Algeria	75.00
4	American Samoa	60.00
5	Angola	75.00
6	Anguilla	75.00
7	Antigua	75.00
8	Argentina	75.00
9	Armenia	75.00
10	Australia	100.00
11	Austria	100.00
12	Azerbaijan	75.00
13	Aruba	75.00
14	Bahamas	75.00
15	Bahrain	75.00
16	Bangladesh	60.00
17	Barbados	75.00
18	Belgium	100.00
19	Belize	60.00
20	Belarus	75.00
21	Benin	60.00
22	Bermuda	75.00
23	Bhutan	60.00
24	Bolivia	75.00
25	Botswana	75.00
26	Bosnia Herzegovina	75.00
27	Brazil	75.00
28	British Virgin Islands	60.00
29	Brunei	100.00
30	Bulgaria	75.00
31	Burkina Faso	60.00
32	Burundi	60.00
33	Cameroon	60.00
34	Canada	100.00
35	Cape Verde Islands	60.00
36	Cayman Islands	60.00
37	Central African Republic	60.00
38	Chad	60.00
39	Chile	75.00
40	China	100.00
41	Colombia	75.00
42	Comoros	60.00
43	Congo	60.00
44	Cook's Island	60.00

S. No.	Name of the country	Daily Allowance (in US \$)
45	Costa Rica	75.00
46	Croatia	75.00
47	Cuba	75.00
48	Cyprus	100.00
49	Czech Republic	75.00
50	Denmark	100.00
51	Djibouti	60.00
52	Dominica	75.00
53	Dominican Rep.	75.00
54	Ecuador	75.00
55	Egypt	75.00
56	El Salvador	75.00
57	Eritrea	60.00
58	Equatorial Guinea	60.00
59	Estonia	75.00
60	Ethiopia	60.00
61	Fiji	100.00
62	Finland	100.00
63	France	100.00
64	French Guinea	75.00
65	Gabon	60.00
66	Gambia	60.00
67	Gaza (PNA)	75.00
68	Georgia	75.00
69	Germany	100.00
70	Ghana	60.00
71	Gibraltar	100.00
72	Greece	100.00
73	Grenada	75.00
74	Guadeloupe	75.00
75	Guam	60.00
76	Guatemala	75.00
77	Guinea	60.00
78	Guinea Bissau	60.00
79	Guyana	75.00
80	Haiti	75.00
81	Honduras	75.00
82	Hong Kong	100.00
83	Holy See (Vatican)	100.00
84	Hungary	75.00
85	Iceland	100.00
86	Indonesia	75.00
87	Iran	75.00
88	Iraq	75.00

S. No.	Name of the country	Daily Allowance (in US \$)
89	Ireland	100.00
90	Israel	75.00
91	Italy	100.00
92	Ivory Coast	60.00
93	Jamaica	75.00
94	Japan	100.00
95	Jordan	60.00
96	Kampuchea (Cambodia)	75.00
97	Kazakhstan	75.00
98	Kenya	60.00
99	Kiribati	60.00
100	Korea (North)	60.00
101	Korea (South)	100.00
102	Kuwait	75.00
103	Kyrgyzstan	75.00
104	Laos	60.00
105	Latvia	75.00
106	Lebanon	60.00
107	Lesotho	60.00
108	Liberia	60.00
109	Liechtenstein	60.00
110	Lithuania	100.00
111	Luxembourg	100.00
112	Macao	100.00
113	Madagascar	60.00
114	Malawi	60.00
115	Malaysia	75.00
116	Maldives	60.00
117	Mali	60.00
118	Malta	100.00
119	Martinique	75.00
120	Macedonia	75.00
121	Mauritania	60.00
122	Mauritius	60.00
123	Mexico	75.00
124	Micronesia	100.00
125	Moldova	75.00
126	Monaco	60.00
127	Montenegro	75.00
128	Mongolia	60.00
129	Montserrat	75.00
130	Morocco	60.00
131	Mozambique	60.00
132	Myanmar	60.00
133	Namibia	75.00

S. No.	Name of the country	Daily Allowance (in US \$)
134	Nauru	60.00
135	Nepal	60.00
136	Netherlands	100.00
137	Netherlands Antilles	75.00
138	New Caledonia	60.00
139	New Zealand	100.00
140	Nicaragua	75.00
141	Niger	60.00
142	Nigeria	60.00
143	Niue	60.00
144	Norway	100.00
145	Oman	75.00
146	Pacific Islands (Trust Territory)	75.00
147	Pakistan	60.00
148	Panama	75.00
149	Papua New Guinea	100.00
150	Paraguay	75.00
151	Puerto Rico	75.00
152	Principality of Liechtenstein (Vaduz)	100.00
153	Peru	75.00
154	Philippines	75.00
155	Poland	75.00
156	Portugal	100.00
157	Qatar	75.00
158	Raunion	60.00
159	Republic of Palau	75.00
160	Republic of Slovenia	100.00
161	Republic of San Marino	100.00
162	Romania	100.00
163	Rwanda	60.00
164	Samoa	60.00
165	Sao Tome & Principe	60.00
166	Saudi Arabia	75.00
167	Senegal	60.00
168	Serbia	75.00
169	Seychelles	75.00
170	Sierra Leone	60.00
171	Singapore	75.00
172	Slovak Republic	75.00
173	Solomon Islands	60.00
174	Somalia	60.00
175	South Africa	75.00
176	Spain	100.00



S. No.	Name of the country	Daily Allowance (In US \$)
177	SD Lanka	60.00
178	St. Kitts & Nevis	60.00
179	St. Lucia	60.00
180	St. Vincent & Grenadines	60.00
181	Sudan	60.00
182	Surinam	75.00
183	Swaziland	60.00
184	Sweden	100.00
185	Switzerland	100.00
186	Syria	75.00
187	Tajikistan	75.00
188	Tanzania	60.00
189	Thailand	75.00
190	Togo	60.00
191	Tonga	60.00
192	Trinidad & Tobago	75.00
193	Tunisia	60.00
194	Turkey	100.00
195	Turkmenistan	75.00
196	Turks & Caicos	75.00
197	Tuvalu	60.00
198	Uganda	60.00
199	U.A.E.	75.00
200	U.K.	100.00
201	U.S.A.	100.00
202	Russian Federation	75.00
203	Ukraine	75.00
204	Uruguay	75.00
205	US Virgin Islands	60.00
206	Uzbekistan	75.00
207	Vanuatu	75.00
208	Venezuela	75.00
209	Vietnam	60.00
210	Yemen	60.00
211	Wallis Futuna Islands	60.00
212	Zaire	60.00
213	Zambia	60.00
214	Zimbabwe	75.00

Page / Tel.