

MANAV RACHNA UNIVERSITY

(Declared as State Private University Vide Haryana Act No. 26 of 2014)
under Section 2 F of UGC Act, 1956)
(NAAC Accredited 'A' Grade)
Plot-B, Sector-43, Aravali Hills, Delhi Surajkund Road, Faridabad

GUIDELINES FOR APPOINTMENT OF AN INTERNATIONAL FACULTY IN THE UNIVERSITY

F. No: MRU/REGR/2024/112

Dated: 02.09.2024

NOTIFICATION

In exercise of the power conferred under the Section 34 of Haryana Private University Act, 2006 and in pursuance of the Vision, Mission and Quality Policy of the Manav Rachna University, Faridabad, the Competent Authority is pleased to approve the guidelines as under for appointment of an International Faculty in the University by the International Cell of the MRU.

1. SHORT TITLE AND APPLICATION

These Guidelines shall be called 'Manav Rachna University Guidelines for appointment of an International Faculty' in the University titled "Guidelines for Appointment of an International Faculty in the University".

APPLICABILITY

The Guidelines shall apply to all Academic Units of MRU.

2. PREFACE

Institutions often have specific requirements for their leadership positions and need customized academic search solutions to find out and bring the right academicians on the board. Recruitment of an International Faculty allows the institute to transcend cultural and geographical boundaries and gain significant brand value. The policy on the appointment of international faculty reflects **MRU** commitment to enhance the quality of education and research through international collaboration. The policy outlines a comprehensive framework for recruiting, appointing, and integrating international faculty members into our academic community, ensuring that the process is transparent, efficient, and aligned with the Mission of the University.

3. DEFINITION OF INTERNATIONAL FACULTY

International Faculty shall refer to accomplished Professors and Researchers of international fraternity and Overseas Indians who shall be engaged/ appointed to varying

periods in specific thrust areas at the level of different Schools that can potentially bring about a major impact cutting across disciplines and domains. These individuals shall bring diverse perspectives, experiences and knowledge from different cultural backgrounds to the academic community in the university. They are expected to play a crucial role in promoting global understanding, enhancing cross-cultural collaboration, broadening the curriculum, fostering intercultural competence and enriching the learning environment for students in the campus and preparing them for a globalized world.

4. CRITERIA FOR CONSIDERING A CANDIDATE AS INTERNATIONAL FACULTY

A candidate shall fulfill the following criteria in order to be considered as an International Faculty:

- Candidate shall be a foreign citizen with a passport valid as on date/A foreign citizen with Overseas Citizen of India (OCI) Card/Indian origin by birth but holding foreign passport;
- Candidate shall be an accomplished foreign academician with a 'Professor' title in his/her home university in any of the cadres: Assistant/Associate/Professor, Full/Senior Professor, or as Professor Emeritus;
- Candidate shall be doing postgraduate research; is working as faculty of a partner HEI; or is retired or under sabbatical, meaning, thereby, the candidate should have teaching loads and grading responsibilities;
- Candidate shall fulfill the prescribed eligibility criteria for holding faculty positions in the respective discipline.

5. MODE AND TYPES OF APPOINTMENT

The University may offer following various types of engagements/ appointments to international faculty ensuring a diverse and globally-oriented academic environment:-

1. Short Term Engagement for a period varying from 14 days to 90 days in the Online Mode for online delivery of given specified academic module(s)/ course(s);
2. Short Term Engagement for a period varying from 14 days to 90 days for her/his physical presence in the university campus for class room delivery of given specified academic module(s)/ course(s) in offline mode;
3. Long Term Engagement for a period varying from more than 90 days to one year or more, wherein she/he to be physically present for a minimum period of 90 days for hybrid mode delivery of given specified academic module(s)/ course(s) in offline mode;
4. As Distinguished/Adjunct/Visiting faculty/Professors of Practice, etc., to participate in delivering Short courses of 12-14 hrs. or Semester-long Course(s) of 26-30 hrs;

5. Engagement for Research Collaborations or as Joint Supervisor for PhD.

6. REMUNERATION AND FINANCIALS

Based on the designation/cadre, credentials, previous experience, academic and research output, post held in the partner institution and the duration of the presence in the university, the following remuneration shall be payable to the selected international faculty:

Cadre/Post Held at the Partner Institute	Type of Engagement Online/Offline	Duration of Engagement	Remuneration in USD
Professor	Online	14 days to 90 days	100 USD - 150 USD per session of two hrs. The maximum total honorarium shall be limited to 1500 USD for one week course (≥12 hrs.) and 3000 USD for 2-week course (24-30 hrs.).
	Offline	14 days to 90 days	250 USD – 350 USD per day for 3-4 sessions per day OR 4000 USD – 5000 USD Per month
	Hybrid Mode	90 Days to one Year or more	100 USD - 150 USD per session of two hrs. for online sessions. The maximum total honorarium shall be limited to 1500 USD for one week course (≥12 hrs.) and 3000 USD for 2-week

			<p>course (24-30 hrs.).</p> <p>and</p> <p>For offline sessions: 250 USD - 350 USD per day for 3-4 sessions per day</p> <p>OR</p> <p>4000 USD - 5000 USD Per month</p>
Associate Professor	Online	14 days to 90 days	<p>100 USD - 150 USD per session of two hrs. The maximum total honorarium shall be limited to 1500 USD for one week course (≥ 12 hrs.) and 3000 USD for 2-week course (24-30 hrs.).</p>
	Offline	14 days to 90 days	<p>200 USD - 250 USD per day for 3-4 sessions per day</p> <p>OR</p> <p>3000 USD - 4000 USD Per month</p>
	Hybrid Mode	90 Days to one Year or more	<p>100 USD - 150 USD per session of two hrs. for online sessions. The maximum total honorarium shall be limited to 1500 USD for one week course (≥ 12 hrs.) and 3000 USD for 2-week course (24-30 hrs.).</p> <p>and</p>

			For offline sessions: 200 USD - 250 USD per day for 3-4 sessions per day OR 3000 USD - 4000 USD Per month
Assistant Professor	Online	14 days to 90 days	75 USD - 125 USD per session of two hrs. The maximum total honorarium shall be limited to 1000 USD for one week course (≥ 12 hrs.) and 2000 USD for 2-week course (24-30 hrs.).
	Offline	14 days to 90 days	150 USD - 200 USD per day for 3-4 sessions per day OR 1500 USD - 2500 USD Per month
	Hybrid Mode	90 Days to one Year or more	75 USD - 125 USD per session of two hrs. for online sessions. The maximum total honorarium shall be limited to 1000 USD for one week course (≥ 12 hrs.) and 2000 USD for 2-week course (24-30 hrs.). and For offline sessions: 150 USD - 200 USD per day

			for 3-4 sessions per day OR 1500 USD – 2500 USD Per month
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The remuneration shall be decided as per above mentioned rates. However, it will be negotiable, may be in lump-sum/per month, as agreed upon mutually. Financial Exchange Rates of the currency of their home country with INR at the time of appointment shall be considered.

All required and expected deliverable and roles & responsibilities in respect of academic delivery, research outcomes, internationalization of education and others shall be mentioned in the engagement/appointment letter of the International Faculty so engaged/appointed by the University.

In addition, the University shall extend the following benefits:

- **Travel:**

- ✓ An economy Class Air Ticket from their home country to I G International Airport, Delhi at the time of joining and economy class Return Ticket to home country after completion of short-term engagement (minimum 90 days to be completed);
- ✓ For long-term enrollment, if the faculty continues to serve at MRU, round trip economy class tickets shall be provided once a year (after the completion of one year) to return to the home country.

- **Accommodation:**

- ✓ Free furnished accommodation along with boarding and laundry shall be provided within the university campus;
- ✓ Office Space with Computer and Internet Facility shall be provided.

- **Medical Facility**

- ✓ Free Medical Facility (OPD) at the University Hospital/ Option to avail Indian Medical Insurance cover shall be admissible.

- **Transport**

- ✓ The Transport shall be provided by the University for local travel during the stay in Campus or reimbursement as per actual bill produced.

- **Attending International Conferences and Symposiums**

- ✓ During the engagement and stay at University Camus, the financial assistance towards the registration fee may also be provided for presenting a research paper (oral) chairing a session or delivering a keynote address in an international scientific event (conference/seminar/symposium/workshop, etc.). The reimbursement shall be based on the actual bills produced.

- **Other Benefits**

- ✓ Preparatory allowance of INR (Rs.) 25,000/- to cover visa fees, medical insurance and other incidental charges shall be payable.

7. VISA AND RELATED FORMALITIES

Foreign Nationals who hold an OCI Card are exempted from obtaining an employment visa and are allowed to work in India. However, all faculty members, regardless of their nationality, must adhere to the VISA Regulations set by the Government of India. Additionally, it is mandatory for foreign nationals to register with the local FRRO within 7 days of arriving in India.

University shall provide the following supporting documents to the prospective faculty members to apply for the employment visa:-

- a. Letter of appointment;
- b. Recommendation Letter to the Consulate General or Visa Officer;
- c. Certificate on non-availability of Specialized Talent in India;
- d. Details of incorporation / establishment of MRU as an employer;
- e. Any other specific documents as and when required.

8. REVIEW PROCESS

The overall appointment process may be reviewed as and when required by a committee to be appointed by the Vice Chancellor.

9. EXIGENCY, IF ANY

Notwithstanding anything stated in these guidelines, for any unforeseen issues arising of, and not covered by these guidelines to appoint international faculty, or in the event of

difference of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a Committee constituted for this purpose. The decision of the Vice-Chancellor shall be Final.

(R. K. Arora)
Registrar

Registrar

Manav Rachna University
Plot-B, Sector-43, Aravalli Hills,
Delhi - Suraj Kund Road,
Faridabad-121004

F. No: MRU/REGR/2024

112

Copy to;

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3. Principal, MRDC
4. Registrar, MRIIRS
5. Registrar, MREI
6. CFO/COE
7. SM-CAD/Accounts
8. DR (Acad)/Dy.CoE
9. Manager, HR
10. PS to Chancellor
11. PS to VP
12. PS to VC

} For information to Hon'ble
Chancellor, VP and Vice Chancellor

(R. K. Arora)
Registrar

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