

Proposal for Approval of "Policy for permission to Faculty Members as Visiting Professor/Visiting Faculty for Short-Term Academic Visits to Other Academic and Research Institutions"

It is respectfully submitted that **interaction among institutions** of national importance has become an essential component of higher education for promoting academic excellence, interdisciplinary research, faculty development, collaborative teaching, and technology transfer. Faculty members serving as **Visiting Professors** at reputed institutions **not only contribute to the host institution but also bring back valuable academic practices, research collaborations, innovative pedagogical approaches, and enhanced institutional visibility.**

At present, the Institute **does not have a comprehensive policy** governing the permission to its faculty members as **Visiting Professors** to other academic and research institutions. Consequently, requests received from faculty members are considered on a case-to-case basis without uniform eligibility criteria, defined procedures, or clearly specified institutional expectations.

Several premier institutions including IITs, IISc, IISERs and other Institutes of National Importance have established mechanisms for engaging Visiting Professors and encouraging academic exchange. Adoption of a structured policy in the Institute would facilitate transparent decision-making while ensuring that such visits contribute directly to the Institute's academic and research objectives.

1. Preamble

The National Institute of Technology Raipur is committed to promoting academic excellence, strengthening inter-institutional collaboration, and fostering knowledge exchange among Institutions of National Importance.

At present, faculty members of the Institute are permitted to participate in **Faculty Development Programmes (FDPs), Executive Education Programmes, certificate courses, workshops,** and similar academic programmes. However, premier institutions such as the Indian Institutes of Technology (IITs), Indian Institutes of Management (IIMs), National Institutes of Technology (NITs), and other Institutions of National Importance **frequently invite faculty members** to teach complete **short-term academic courses**, typically comprising **30-40 contact hours** or less, deliver specialized lectures, conduct workshops, or participate in structured Executive Education Programmes.

In order to facilitate faculty participation in such academic engagements while ensuring that the teaching, research, and administrative responsibilities of the Institute remain unaffected, the following policy is proposed.

This policy is intended exclusively for **short-term academic visits** and shall not be construed as a substitute for **Sabbatical Leave or any other long-term leave** admissible under the applicable Government of India or Institute rules.

2. Objectives

The objectives of this policy are to:

1. **Promote academic collaboration among premier institutions.**
2. **Encourage faculty members to contribute to teaching and academic activities at Institutions of National Importance.**
3. **Enhance professional development through teaching assignments, Executive Education Programmes, and short-term academic courses.**
4. **Facilitate exchange of academic expertise and best practices.**
5. **Strengthen the academic reputation and visibility of NIT Raipur.**

3. Scope

This policy shall govern permission granted to eligible faculty members for undertaking short-term academic **visits or virtual mode** for:

- Teaching regular academic courses;
- Offering complete short-term academic courses (generally comprising not more than **30–40 contact hours**);
- Conducting workshops or specialized training programmes;
- Other structured academic engagements approved by the competent authority.

4. Eligibility

Permission under this policy may be granted only if the following conditions are fulfilled:

1. The applicant is a **regular faculty member** of NIT Raipur.
2. Have completed **at least four years of regular service after confirmation.**
3. Hold the position of **Associate Professor or Professor.**
4. The faculty member has received an **official invitation** from an eligible host institution specifying the nature and duration of the academic assignment.
5. The academic performance and institutional responsibilities of the faculty member are satisfactory.

5. Duration of Visit

1. The academic visit shall ordinarily **not exceed maximum fifteen (15) days** in a year subjected to availability of **Special Casual Leave** to his/her credit.
2. The duration of **fifteen (15) days** is considered adequate for undertaking teaching assignments, Executive Education Programmes, Faculty Development Programmes, and short-term academic courses of approximately **30–40 contact hours or less**.

6. Leave Admissibility

1. A faculty member may utilize **up to fifteen (15) days of Special Casual Leave (SCL)** for academic visits under this policy as per Institutional rules.
2. Extension beyond **fifteen (15) days of Special Casual Leave (SCL)** shall be on the discretion of competent authority to approve any other eligible leave if necessary than as per Central Government leave rule/ Institute rules.
3. Frequency: Normally not more than one visiting professorship during one year 1st January to 31st December.
4. This policy **shall not be treated as Sabbatical Leave** or any other long-term leave.

7. Eligible Host Institutions

Permission under this policy shall ordinarily be granted only for academic engagements at:

- Indian Institutes of Technology (IITs);
- Indian Institutes of Management (IIMs);
- National Institutes of Technology (NITs);
- Indian Institutes of Science Education and Research (IISERs);
- Indian Institute of Science (IISc);
- Central Universities;
- Foreign Universities ranked within an approved ranking band.
- Other Institutions of National Importance established by an Act of Parliament or specifically approved by the competent authority.
- Government R&D laboratories (CSIR, DRDO, ISRO, BARC, etc.)
- Private institutions may be considered only if they satisfy accreditation/ and ranking criteria above NIT Raipur.

8. Financial Provisions

1. **No financial assistance** shall be provided by NIT Raipur under this policy.
2. All expenses including
 - Travel;
 - Boarding;
 - Lodging;
 - Local transportation;
 - Hospitality; and
 - Honorarium

shall be borne by the host institution or by the faculty member.

3. NIT Raipur shall not incur any financial liability arising out of such academic visits.

9. Academic and Administrative Responsibilities

Permission shall be granted only if:

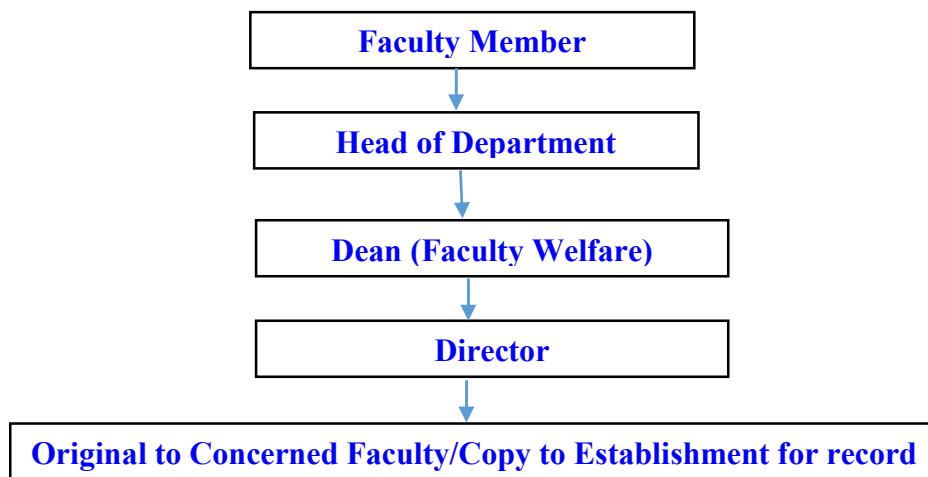
1. The teaching activities of the Department are **not adversely affected**.
2. Suitable arrangements have been made for:
 - Academic Assignments
 - Administrative assignments; and
 - Other institutional responsibilities (if any).
3. The application will be recommended through the **Head of the Department**.

10. Procedure for Application

The faculty member shall submit the application through the proper channel along with:

- Invitation letter from the host institution;
- Details of the academic programme;
- Duration of the visit;
- Leave application;
- Detail of Financial Support.
- Detail of Academic Deliverables.
- Recommendation of the Head of the Department.

10.1 Approval Process



10.2 Institutional Requirements

Before approval,

the Head of Department shall certify

- Teaching arrangements.
- Research supervision.
- Laboratory responsibilities.
- Student guidance.
- Administrative work.

will not be adversely affected.

11. Faculty Exchange Programme

This policy shall **not apply** where a faculty member is deputed under:

- a Memorandum of Understanding (MoU);
- an approved Faculty Exchange Programme; or
- any other institutional collaboration approved by NIT Raipur already.

In such cases:

- the faculty member shall be treated as **On Duty (OD)**;
- the visit shall be governed by the provisions of the respective MoU or Faculty Exchange Programme; and
- this present policy shall not be applicable.

12. General Conditions

1. Permission under this policy shall be granted purely in the interest of the Institute.
2. Approval shall not be claimed as a matter of right.
3. Permission shall always remain subject to administrative exigencies.
4. The faculty member shall resume duties immediately upon completion of the approved visit.
5. Any violation of the approved conditions may result in withdrawal of permission and appropriate action under the applicable rules.
6. The Director shall have the authority to relax any provision of this policy in exceptional circumstances, for reasons to be recorded in writing.

13. Reporting Requirement

The faculty member shall submit a brief report (1–2 pages) within **15 days** of returning, highlighting the academic activities undertaken, outcomes achieved, and the benefits to NIT Raipur. This makes the policy more accountable and aligns it with practices followed in many premier institutions.

A mandatory knowledge dissemination requirement, whereby every faculty member, within one month of returning, delivers a Department-wide seminar titled ***"Best Academic Practices and Research Opportunities from the Host Institution."*** This ensures that the benefits of the visit are shared across the Department/Institute rather than remaining confined to the individual faculty member.

The above is looked after by the Head of the Department with proper documentation and keep the record with him with an information to Dean Faculty welfare.

14. Restriction

Permission shall not be construed as a matter of right.

Approval shall depend upon

- Academic standing.
- Institutional interest.
- Availability of replacement teaching arrangements.
- Financial implications.
- Overall benefit to the Institute.

15. Interpretation

Any issue not specifically covered shall be decided by the Director, whose decision shall be final.

16. Power to Relax

The Director may relax any provision of this policy in exceptional circumstances in the interest of the Institute.

17. A merit-based evaluation score (100 marks)

For assessing applications **whenever multiple faculty members seek approval simultaneously a merit based evaluation will be applied.** This ensures transparency and removes discretion.

Selection Preference (Merit-Based)

For assessing applications **whenever multiple faculty members seek approval simultaneously.** If applications exceed more than the slot (Decided time to time by the Director Sir), preference may be given to faculty who will score highest, based on a **100-point evaluation** shown below and that will be evaluated by the **committee formed by Dean Faculty Welfare** as and when situation arises:

Academic Performance Evaluation

During the last **five years**, the faculty member should score **at least three** of the following:

- Published **Scopus/Web of Science indexed papers** (or equivalent quality publications).
- Successfully guided **at least two Ph.D. scholars** (completed or ongoing).
- Obtained **externally funded sponsored research projects** as PI/Co-PI.
- Completed **consultancy projects** above a prescribed value.
- Filed/granted **patents** or transferred technology.
- Developed laboratories, national facilities or major academic infrastructure.
- Delivered invited talks/keynote lectures in International Conference or at reputed institutions.

Sr. No	Criterion	Marks
01	If Published 8 or more Scopus/Web of Science indexed papers (or equivalent quality publications)	25
02	Obtained externally funded sponsored research projects as PI/Co-PI.	10
03	Completed consultancy projects above a prescribed value more than 1 lac	10
04	Successfully guided at least two Ph.D. scholars (completed or ongoing)	15
05	Filed/granted patents or transferred technology.	10
06	Developed laboratories, national facilities or major academic infrastructure.	05
07	Delivered invited talks/keynote lectures in International Conference or at reputed institutions.	05
08	Institutional administrative or similar services	05
09	Quality/prestige of host institution	10
10	Expected outcome of visit	05

The above is submitted for kind approval as policy.

Signed (31/07/2026)
Professor Anil Kr Tiwari
Dean Faculty Welfare

Signed (01/08/2026)
Director Sir