



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref.: GTU/Honorarium/2022/7998

Date: 01/11/2022

## Internal Circular

Gujarat Technological University (GTU PG schools, GTU Constituent College, GTU Centers, GTU Councils, GTU cells and other GTU department/Section etc.) organizes Workshop, Seminar, Faculty Development Programs (FDP), Short Term Training Programs (STTP), Short Term Certificate Course, National/International Conferences, Skill Development Programs, Expert talks, National Day Celebration including Dharohar-IKS and others etc. Expert/Speaker/Faculty are given honorarium/memento etc. A guideline in this regard is framed for the purpose of maintaining uniformity at University level.

Any Circular/Internal Submission/Policy/Rules/Guidelines etc. approved earlier will be considered Null and void from the date of issue of this circular.

### Honorarium/Remuneration:

#### A. Honorarium for Visiting Faculty:

Sr.no.	Particular	Honorarium for Expert	Honorarium for GTU Staff
1	Theory Session	• Rs.1000/-per hour	• Rs.500/- per hour (Note-7)
2	Practical Session	• Rs.250/-per hour	• Rs. 250/- per hour (Note-7)
3	Local Conveyance allowance	• Rs.200/- per visit	-----

#### B. Norms for giving Memento to Speakers / Experts:

Sr.no.	Category of Guest	Category of Memento	Amount of Memento
1	Internationally/Nationally renowned speakers/ Experts / Professors or Foreign Delegates / Ambassadors / diplomats etc.	Medium	Up to Rs.1000/-
2	Speakers / Academicians / Experts (state level)	Small	Up to Rs.500/-

#### C. Honorarium for screening of the start-ups applications under SSIP grant

Sr.no.	Particular	Honorarium
1	External Expert	Rs.2000/- per day
2	Internal Expert (GTU Staff)	Rs.500/- per day

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Head office : GTU Campus, Nr. Visat Three Road , Visat-Gandhinagar Road , Chandkheda, Ahmedabad - 382 424. Gujarat, India.

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### D. Honorarium for Expert/Speaker:

Sr. No.	Parent Institute of Resource Person	Duration of session		
		Up to 90 minutes	Between 90 and 180 minutes	More than 180 minutes
1	<ul style="list-style-type: none"><li>University managed School /college/institute</li><li>University department</li><li>University constituent School /college / institute</li><li>University affiliated School /college /institute (Minimum 8 years of relevant experience)</li></ul>	Rs.1500/-	Rs.2500/-	Rs.3500/-
2	<ul style="list-style-type: none"><li>Institute of national Importance (i.e. IITs /IIITs /IIMs /NITs etc.)</li><li>Industry/Company (Minimum 5 years of relevant experience)</li></ul>	Rs.3000/-	Rs.4000/-	Rs.5000/-
3	<ul style="list-style-type: none"><li>International Institutes</li><li>Research Organization (Minimum 5 years of relevant experience)</li></ul>	Rs.4000/-	Rs.5000/-	Rs.6000/-

#### Note:

- Above honorarium norms is applicable from academic year 2022-23 and in case when GTU fund/State government fund is to be utilized.
- When such program, seminar, conference, workshops, STTP etc. organized from grant of any agency, then norms of grant sanctioning agency will be applicable.
- If norms for honorarium is not specified in grant, then it will be considered as per GTU norms.
- When an event is organized from GTU fund by GTU PG Schools, GTU Constituent College, GTU Centers, GTU Councils, GTU Cells or any other GTU department/section and if the event is of 5 days or more then the coordinator is entitled for honorarium of Rs.1000/- per event.
- Director/Principal will have to appoint visiting faculty considering workload of the existing staff and same should reflect in corresponding time table.
- For each visiting faculty PG schools / Constitute colleges required to take administrative and financial approval for each term.
- GTU staff can be appointed as visiting faculty and workload of GTU staff will be maximum 3 hours for theory and 2 hours for practical per week. Further, Director/Section head/principal will ensure that GTU staff has completed routine work assigned to him/her over and above lectures.
- Advance approval (Administrative & Financial) of competent authority is mandatorily required to be taken for above mentioned events.

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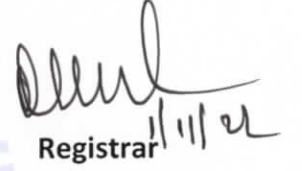
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9. It is the responsibility of the concern section head to ensure the due payment to the external agency/expert shall be done within 7 working days from the date of event and expense are settled.
10. For claiming Travelling Allowance, of such activities shall be applicable as per circular ref.: **GTU/Staff-TA-DA/2022/8000 Date: 01/11/2022** shall be applicable. It is mandatory to submit TA/Honorarium bill within time limit.
11. Duration of the session is to be considered as per schedule.
12. For full day session honorarium is to be paid as mentioned for more than 180 minutes.
13. These guidelines are issued with approval of competent authority.



  
Registrar

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