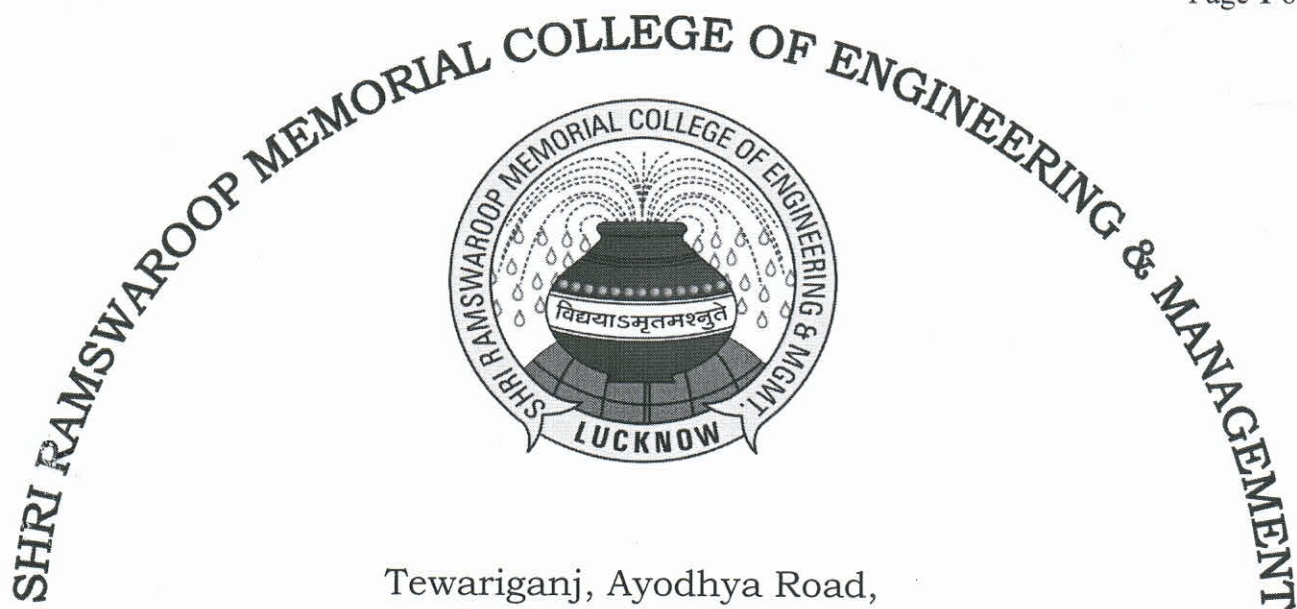
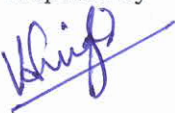
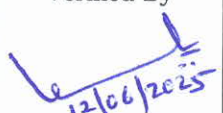
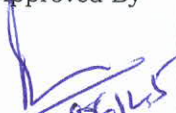




Tewariganj, Ayodhya Road,
Lucknow – 226028

ALLOWANCE FOR GUEST
FACULTY/GUEST SPEAKERS/
SUBJECT EXPERTS/EXTERNAL
MEMBER OF THE COUNCIL

SRMCEM/Guest Speakers/HR/2024-25/05	Prepared By	Verified By	Approved By
Issue No. – (1)			
Date of Issue : 06 th June 2025	HR-Head	Registrar	Director

ALLOWANCE FOR GUEST FACULTY/GUEST SPEAKERS/SUBJECT EXPERTS/EXTERNAL MEMBER OF THE COUNCIL

1. The "Allowance for Guest Faculty/Guest Speakers/Subject Experts/External Member of the Council" refers to the compensation provided to external educators, experts, or professionals invited to deliver lectures in workshops, seminars, conference or faculty development programme/staff development programme in the College. This allowance is designed to cover various aspects, including:

1.1 **Honorarium:** A monetary payment made as a token of appreciation for the guest's time and expertise.

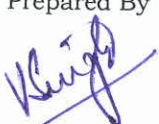
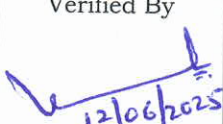
1.1.1 The fixed honorarium for Guest Faculty/Guest Speakers/Subject Experts for **offline & online activities** are as under:

S No	Rank & Affiliation	Honorarium (in Rs.) (Offline Mode)	Honorarium (in Rs.) (Online Mode)
1	Assistant Professor, Associate Professor & Professor/HOD (from IIMs, IITs & IIITs) in service or Retired	Rs. 3000/- per visit (minimum 90 minutes maximum 120 minutes)	Rs. 1000/- per session
2	Assistant Professor, Associate Professor & Professor/HOD (from Reputed Academic Institutes/NITs/Industry)- Retired or in service	Rs. 2000/- per visit (minimum 90 minutes maximum 120 minutes)	Rs. 500/- per session

1.1.3 The honorarium amount may be increased (upto maximum capping of Rs. 5000/- per visit) with prior approval from the competent authorities, provided that a justified reason is submitted.

1.1.2 **Sitting Honorarium:** A sitting honorarium will be paid to Subject Experts, Members of the Executive Council, Academic Council, or Board of Studies as per the following details. This payment is a way to compensate them for their time and participation in the meetings or events.

External Member of Governing Council	Rs. 5000/- per visit	For online & offline (both)
External Member of Academic Council /Academic Quality Assurance Cell (AQAC)	Rs. 4000/- per visit	
External Member of Program Assessment Committee (PAC)	Rs. 3000/- per visit	

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1.2 Travel Expenses:

- 1.2.1 **College Vehicle:** A College car will be provided for local transportation (i.e., within Lucknow or Barabanki), depending on availability.
- 1.2.2 **Reimbursement:** If a College car is unavailable, transportation costs incurred by the guest within a 200-kilometers radius of the College will be reimbursed or directly paid by the College at the rate of Rs. 8/- per kilometer.
- 1.2.3 Beyond 200 kilometers of the College, the entitlements of travel will be governed by the following table:

Grade	Mode of Travel	
	Air	Train
Assistant Professor, Associate Professor and Head of Departments from various Colleges/Universities (duly recognized by Statutory Bodies) other than Central Universities, IIMs, IITs & IIITs.	NA	AC-III
Assistant Professor, Associate Professor and Head of Departments from Central Universities, IIMs, IITs & IIITs	Economy**	AC-II
Similar equivalents facility be provided for Guest Speakers from Non-Academic world e.g. Industries, Social Organizations etc. as recommended by the concerned Directors/HODs.		

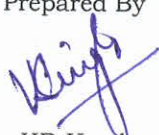
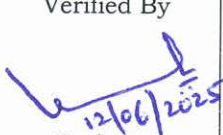
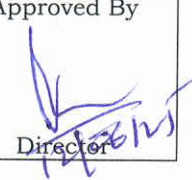
** For travel above 600 km.

- 1.2.4 When traveling by road between two locations that are connected by train, reimbursement will be limited to the train fare appropriate to the traveler's grade. If a road mileage allowance is to be claimed, prior approval from the competent authority must be obtained, specifying the rate per kilometer for the total distance travel led.
2. **Accommodation:** Coverage of hotel or other lodging expenses if the guest needs to stay overnight. Preferably, accommodation will be facilitated in Guest House of the College for Overnight stay/refreshing. However, the entitlements will remain the same as per the Travel Policy (Domestic), which are applicable to our College employees.

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3. A **MEMENTO** is a meaningful way to show appreciation for a guest speaker's time and effort. The memento can make the speaker feel valued and recognized for their contribution. A speaker shall be facilitated with a memento.
4. **Refreshment & Lunch** : The refreshment & Lunch will be provided as per following:
- (i) **Guest Faculty/Guest Speakers/Subject Experts/External Member of the Council**, the **Lunch** will be provided alongside the Head of Department/Institute and one additional department/Institute member. This limits the number of lunches to three. **Refreshment**: Snacks will be provided to all members alongwith Tea/Coffee.
 - (ii) **Workshops/ Seminars /Conferences**: For workshops, seminars, and conferences organized by the department where funds are generated through the event, breakfast, lunch, evening refreshments and any additional meals will be arranged using the allocated event funds. In the case of centrally organized events such as workshops, seminars, conferences, Faculty Development Programs (FDPs), and Staff Development Programs (SDPs) involving internal faculty and staff members of the College, where no funds are generated through the event, snacks and tea/coffee will be provided during the sessions, subject to prior approval for refreshments being obtained before the events. This provision will also apply to DSW and Senate meetings.

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