

Central University of Jammu

Guidelines

for

Faculty Exchange Programme



जम्मू केन्द्रीय विश्वविद्यालय / **Central University of Jammu**

Rahya-Suchani (Bagla), District: Samba – 181143, Jammu (J&K), India
राया-सुचानी (बागला) , जिला: साम्बा – 181143, जम्मू (जम्मू & कश्मीर), भारत

GUIDELINE FOR FACULTY EXCHANGE PROGRAMME

About the programme:

The faculty exchange programme aims to provide opportunities for interaction between well-known Indian and Foreign Institutions with Central University of Jammu (CUJ). This is expected to create greater bond between these institutions as well as exchange of ideas in the fields of research, teaching, training and dissemination of research findings. This will also result in collaborative research which ultimately benefit the population at large.

CUJ will enter into faculty exchange agreement with leading institutions (amongst first 400 ranks in Times Higher Education (THE) ranking or QS ranking or which is ranked under 100 by NIRF ranking / Central Universities / State Universities / Institute of National Importance / Institute of Eminence / NAAC A grade accredited Universities/ Government Research Institutions) working in the similar areas both in India and abroad. The exchange of faculty between these institutions will be encouraged.

Not more than two members of faculty will be eligible for such programme in a year. CUJ will also host only maximum of two faculty in a year from other Institutions as part of the exchange.

A. FOR CUJ FACULTY VISITING OTHER INSTITUTIONS

I. Eligibility:

The following eligibility criteria apply to the applicant for the faculty exchange program:

1. Applicant must be a full-time member of faculty of the CUJ.
2. Applicant must have a minimum of three years of teaching experience at CUJ.
3. Applicant should have six good publications in SCI journals (in Science subjects), SSCI journals (in Social Science subjects) and ABDC category journal, in A & B category, (in Management & other applicable subjects / areas) journals research publications in the relevant areas in reputed journals.
4. Applicant should NOT have availed any benefit from the faculty exchange program in the past three years.

II. Submission of application:

1. It is the responsibility of the faculty to identify the appropriate institutions where CUJ has entered into MOU for the faculty exchange programme.
2. After receiving the response from the Institutions, the faculty may apply to the Vice-Chancellor for consideration under the faculty exchange programme.
3. The application should include a proposal on the academic work (teaching and research) that will be accomplished during the stay at the host institution indicating the potential benefits to the faculty as well as to CUJ.
4. Preference will be given to those faculty who will receive partial assistance from the host Institutions.

III. Selection Procedure:

The submitted application will be reviewed by a four-member committee duly constituted by Vice-chancellor under the chairpersonship of Dean of respective School, Head of the Department/Centre with two other members. The committee will submit the review report to Vice Chancellor final decision.

IV. Duration and number of outgoing faculties:

1. Maximum three months with the CUJ funding.
2. This would be relaxed for those going with external funding.
3. The faculty has to undertake a bond as per the CUJ rules.
4. Maximum two members of faculty will be eligible for such programme in a year.

V. Financial support from CUJ:

1. Travel to and from on actual basis.
2. Lodging and boarding as per as per the CUJ rules.
3. Local travel expenses as per as per the CUJ rules.

B. FOR INCOMING FACULTY TO CUJ:

I. Eligibility:

1. The faculty from other Institutions where CUJ has MOU for the faculty exchange programme can apply directly to the CUJ duly forwarded by the head of their institution.
2. The application received from the external institutions for incoming faculty will be reviewed by a four-member committee duly constituted by Vice-chancellor under the chairpersonship of Dean of respective School, Head of

the Department/Centre with two other members. The committee will submit the review report to Vice Chancellor final decision.

3. The maximum number of incoming faculty will not be more than 2 in a year.

II. Academic engagement at the CUJ:

The faculty can participate and contribute to the academic life at CUJ under any of the Departments through

- a) Teaching of courses
- b) Curriculum development
- c) Seminar/workshops/conferences
- d) Collaborative research and publications
- e) Public lectures

III. Documents of application form:

The full-time faculty member at the host institution wishing to be considered as an applicant for the faculty exchange program should provide the following requisite (whichever is applicable) information:

1. A two-page curriculum vitae and a one-page applicant' profile
2. A proposal should not be more than six pages and two references,
3. The proposal should mention the purpose of the proposed research/teaching activity with the time frame,
4. Any other supporting documents or awards to be added separately with the application,
5. The potential source of funding for the visit.

IV. Support from CUJ:

1. CUJ would support for Visa process, letter for recommendation, No Objection letters, Approval letters from the desk of International Relation Cell in the case of visiting faculty from Institutions outside India.
2. For the visiting faculty from Indian Institutions, necessary administrative support for facilitating the visit will be carried out.
3. The visiting faculty will be eligible for office space and other facilities within the Institute.
4. No financial assistance will be available from CUJ for the visiting faculty.