

From

The Director General,
Technical Education Department, Haryana
Bays No. 7-12, Sector-4,
Panchkula

To

The Principal
1. GP Ambala/Nilokheri/Sonepat/Sirsa/Hisar/Narnaul/Adampur/Jhajjar
2. GPW Ambala City/Faridabad/Sirsa

Memo No. **395-405** /Admn.-I

Dated: **14.1.2015**

Subject: Guidelines regarding Norms and Procedure for engaging visiting faculty in the Govt. / Society Polytechnics

Presently, visiting faculty is being engaged on need basis as stop-gap arrangement as per the honorarium rates conveyed by the State Govt. vide Endst. No. 35/29/2014-4TE dated 02.06.2014 with the concurrence of FD vide UO no. 79/27/2009-4FD-II/2808 dated 12.03.2014 (**Annexure-A**).

However, in the BoG meetings of GPES, Cheeka and Narwana held on 17.12.2014 under the Chairmanship of PSTE, it has been observed that presently there are no guidelines for engaging visiting faculty in the Govt. / Society Polytechnics and therefore, there is no uniformity in the procedure /norms being adopted for engaging visiting faculty and thus, inviting court cases unnecessarily.

Accordingly, following '*Guidelines regarding Norms and Procedure for engaging visiting faculty*' duly approved by the competent authority which would be applicable *henceforth* are given below. However, it is clarified that the visiting faculty already working in various Govt. / Society Polytechnics shall not be removed *en masse* and hence those giving results as per Section 'E' of Guidelines given below shall continue whereas those not being able to perform shall be replaced.

Guidelines regarding Norms and Procedure 'for engaging visiting faculty

A) OBJECTIVE: To ensure

- Transparency and uniformity in selection of visiting faculty
- Quality of teaching for inculcating employable knowledge and skills
- Accountability of visiting faculty so engaged

B) APPLICABILITY:

1. The visiting faculty (including Instructors / Class – III) *henceforth* shall be engaged as per emergent needs arising due to faculty being on study leave / medical leave / maternity leave or any other long leave, creation of posts being under process, vacancies arising out of retirement / resignation / death etc. and also for newly started courses for which continuity is yet to be assessed as per market demand/admissions.

C) NORMS FOR SELECTION:

Sr. No.	Criteria	Maximum Marks
1	<p>Essential qualification Prescribed for the post as per service rules of the department.</p> <p><i>The marks shall be awarded on prorata basis up to 2 decimals. (For example, if a candidate has obtained 67.74% marks, the score will be calculated as = $67.74 / 100 \times 50 = 33.87$)</i></p>	<p>50 marks</p> <p>(For Workshop Instructors ITI=30 + CTI=30 or Diploma = 60)</p>
2	<p>Senior Secondary (10+2) or Higher Secondary or Pre University or Pre Engg. or Diploma with minimum 60% marks for Lecturer in Engineering discipline/ Programmer /Foreman Instructor</p> <p>or</p> <p>B.A./B.Sc. with minimum 60% marks for the Applied Science Posts</p> <p><i>The marks shall be awarded on prorata basis up to 2 decimals. (For example if a candidate has obtained 67.74% marks, Score = $67.74 / 100 \times$ Maximum marks of the Criteria)</i></p>	<p>10 Marks</p> <p>(Not applicable for workshop instructors)</p>
3	<p>Matric</p> <p><i>The marks shall be awarded on prorata basis up to 2 decimals. (For example if a candidate has obtained 67.74% marks, Score = $67.74 / 100 \times$ Maximum marks of the Criteria)</i></p>	<p>10 Marks</p>
4	<p>Higher Qualifications :</p> <p>a) Post Graduate Degree in Engineering with minimum 60% marks in the same line of essential qualifications for Lecturer in Engineering discipline/ Programmer /Foreman Instructor.</p> <p>b) M. Phil Degree in Applied Science subjects with minimum 60% marks in same line of essential</p>	<p>15 Marks</p>

	<p>qualifications for the Applied Science Posts or UGC (NET) qualified for Applied Science Posts (Marks shall be given for any one of these qualifications)</p> <p><i>The marks shall be awarded on prorata basis up to 2 decimals. (For example if a candidate has obtained 67.74% marks, Score = 67.74 / 100) x Maximum marks of the Criteria)</i></p>	
5	<p>Relevant Experience (1 mark for every 1 year)</p> <p>Relevant experience means teaching experience in the concerned Discipline/Course in recognized reputed institution(s) after the date of award of provisional degree of prescribed essential qualification to the post.</p>	05 Marks
6	<p>Interview – mandatory</p> <p>(Maximum three times the number of candidates against the requirement shall be called for interview in order of merit prepared subject to the fulfillment of eligibility conditions)</p> <p>Interview Committee:</p> <ol style="list-style-type: none"> 1. Principal(s) of the Nodal Polytechnic alongwith concerned Polytechnics. The senior most Principal will be the Chairman of the committee. 2. Two subject experts not below the rank of Senior Lecturer in the concerned subject from any Polytechnic to be nominated by the Chairman of the committee. 3. Representative of DGTE. 	10 Marks
Total Marks		100

1. CGPA / GPA shall not be made the criteria for determining percentage/ merit of the candidate if actual percentage can be calculated on the basis of marks scored.
2. In case, actual percentage cannot be calculated on the basis of marks and conversion factor of CGPA into percentage is also not given on the mark sheet, conversion factor of 9.0 shall be used for determining the merit of the candidate.
3. In pursuance of instructions issued by Chief Secretary to Govt. of Haryana vide their letter No. 42 / 178 /2008-GS 1 dated 21.5.2009. *UG / PG Degree & Diploma in Distance Education mode in Engineering / Technology courses shall not be permissible.*

D) PROCEDURE

1. Visiting faculty (including Instructors / Class – III) shall be engaged strictly as per the existing approved nomenclature of the posts.
2. The Principal of the concerned Polytechnic shall assess the requirement of visiting faculty as per teaching norms / load. The minimum teaching load for engaging the visiting faculty shall not be less than 50% of the prescribed teaching load per week. For practical periods, the teaching load shall be considered half i.e. one hours equal to half for calculating honorarium as per FD instructions.
3. The Principal of one of the Polytechnics in the district(s) as Nodal Polytechnic, as mentioned in the table below, will carry out the engagement procedure after compiling the requirements of all Polytechnics (Govt / Society) in the district(s).

District(s)	Nodal Polytechnic for conducting engagement process of visiting faculty	Name of the Govt./Society Polytechnics presently covered under the district
Ambala /Kaithal /Kurukshetra	Govt. Polytechnic, Ambala	1. GP, Ambala 2. KCGPW, Ambala 3. GPES Cheeka 4. GP Umri (guest classes at GP Ambala) 5. GP Shergarh (guest classes at GPES Cheeka)
Bhiwani	GPES, Loharu	1. GP, Bhiwani 2. GPES, Loharu
Faridabad/ Palwal	GPW Faridabad	1. GPW Faridabad 2. GPES Uttawar
Gurgaon /Jhajjar	GPES Manesar	1. GPES Manesar 2. GP Jhajjar
Hisar/ Jind	GP Hisar	1. GP Hisar 2. GP Adampur 3. GPES Narwana
Karnal	GP Nilokheri	1. GP Nilokheri
Mahendergarh/ Rewari	GP Narnaul	1. GP Narnaul 2. GPES Lisana
Panchkula	GPES Morni for Women	1. GPES Morni for Women
Rohtak /Sonapat	GP Sonapat	1. GP Sonapat

		2. GPES Meham 3. GPES Sampla 4. GPES Sanghi
Sirsa	GP Sirsa	1. GP Sirsa 2. GPW Sirsa 3. GPES Nathusari Chopta

4. The Principal of the Nodal Polytechnic shall invite the applications (with prescribed last date for submission not less than 21 days) through advertisement in at least two English newspapers and one Hindi news paper covering the concerned district(s) from the eligible persons possessing essential qualification to the post as per service rules of the department for engaging them as visiting faculty on hourly rates, as applicable, purely as stop-gap arrangement on need basis.
5. The advertisement shall also be uploaded on the departmental website www.techeduhry.gov.in as well as website of each indenting polytechnic
6. Candidate shall submit single application form for the requisitions in different Polytechnics in prescribed Performa. Applicant must give choice of station(s) / Polytechnic(s) in which he/she intends to be engaged on hourly basis of honorarium as stop-gap arrangement.
7. Selection of Visiting faculty shall be made on basis of overall merit to be determined as per the above selection norms / criteria
8. Visiting faculty shall be engaged purely as stop-gap arrangement on need basis without any vested legal right for continuation / absorption and as such no appointment letter to the visiting faculty is to be issued. An undertaking to this effect shall be obtained from the visiting faculty in the application performa itself.

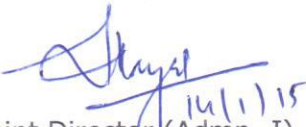
E) PERFORMANCE EVALUATION OF VISITING FACULTY

1. Temporary engagement of Visiting teaching faculty shall be discontinued in case of average pass % of students in all the subjects taught by him/her in that semester is below 50%.
2. In case only one subject is taught, temporary engagement of Visiting teaching faculty shall be discontinued if result is below 50% continuously in two semesters

3. However, above evaluation shall not be applicable if the visiting faculty is engaged for less than 75% of total lectures delivered in that semester.
4. In marginal cases or cases with specific reasons, case with complete justification shall be submitted to Directorate office for approval of DGTE.


This is for information and immediate necessary action.

D/A as above


Joint Director (Admn.-I)
for Director General, Technical Education,
Haryana, Panchkula

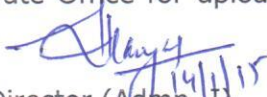
Endst. No.: **406** /Admn.-I Dated: **14.01.2015**

A copy is forwarded to Joint Director (Admn.-III) for further necessary action regarding Aided Polytechnics and Polytechnics run under the Society mode.


Joint Director (Admn.-I)
for Director General, Technical Education,
Haryana, Panchkula

Endst. No.: **407** /Admn.-I Dated: **14.01.2015**


A copy is forwarded to DD (IT), IT Division, Directorate Office for uploading on the departmental website.


Joint Director (Admn.-I)
for Director General, Technical Education,
Haryana, Panchkula

Endst. No.: **408-09** /Admn.-I Dated: **14.01.2015**

A copy is forwarded to the following:

1. PS to PSTE for information of PSTE please.
2. PS to DGTE for information of DGTE please.


Joint Director (Admn.-I)
for Director General, Technical Education,
Haryana, Panchkula