

From

The Director General,
Technical Education Department,
Haryana

To

- The Principal,
1. Govt. Polytechnic, Ambala/ Nilokheri/ Sonapat/ Sirsa/ Hisar/ Narnaul/ Jhajjar/
Adampur/ Dhangar/ Jattal/ Hathinikund/ Nanakpur/ Sadhaura.
2. The Principal, Govt. Polytechnic for Women Ambala City/Faridabad/Sirsa.
3. The Principal Govt. Polytechnic Education Society, Uttawar/ Sanghi/ Narwana/
Loharu/ Lisana/ Manesar/ Cheeka/ Nathusari Chopta/ Meham/ Sampla/ Mandkola/
Malab/ Indri/ Chappar/ Shergarh/ Bhiwani/ Jamalpur Shekhon.
4. Govt. Polytechnic for Women Education Society, Morni

Memo No. 9877-9910 /Admn. Dated: 20.09.2018

Subject: Norms and Procedure for engaging Visiting Faculty/ Visiting Instructor in the Govt./ Society Polytechnics

In supersession to *Guidelines regarding Norms and Procedure* for engaging Visiting Faculty/ Visiting Instructor vide memo no. 10055 dated 01.08.2018 and memo no. 395-405/Admn. dated 14.01.2015 the following '*Guidelines regarding Norms and Procedure*' for engaging visiting faculty are notified:

F) OBJECTIVES: 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.

G) APPLICABILITY:

2. The visiting faculty (including Guest 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.

H) NORMS FOR SELECTION:

Sr. No.	Criteria	Maximum Marks
1.	Essential Qualification Prescribed for the post as per service rules of the department. The marks shall be awarded on prorata basis up to 2 decimals, (For example, if a candidates has obtained 67.74% marks, the score will be calculated as = $67.74/100 \times 45 = 30.48$). (For Workshop Instructors ITI= 27.5 and CII= 27.5 or Diploma= 45)	45 Marks
1.A.	Essential qualification (degree or diploma, as the case may be) acquired is NBA accredited	05 Marks
2.	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 Or B.A./ B.Sc. with minimum 60% marks for the Applied Science Posts The marks shall be awarded on prorata basis upto 2 decimals. (For example if a candidates has obtained 67.74% marks, Score= $67.74/100 \times$ Maximum marks of the Criteria)	10 Marks (Not applicable for Workshop Instructor)
3.	Matric The marks shall be awarded on prorata basis upto 2 decimals. (For example if a candidates has obtained 67.74% marks, Score= $67.74/100 \times$ Maximum marks of the Criteria)	10 Marks

4.	Higher Qualification: c) Post Graduate Degree in Engineering with minimum 60% marks in the same line of essential qualifications for Lecturer in Engineering discipline/ Programmer/ Foreman Instructor. d) M. Phil Degree in Applied Science subjects with minimum 60% marks in same line of essential qualification for the Applied Science Posts or UGC (NET) qualified for Applied Science Posts (Marks shall be given for any one of these qualifications) The marks shall be awarded on prorata basis upto 2 decimals. (For example if a candidates has obtained 67.74% marks, $Score = 67.74/100 \times \text{Maximum marks of the Criteria}$)	15 Marks
5.	Relevant Experience (1 mark for every 1 year) Relevant experience means teaching experience in the concerned Discipline/ Courses in recognized reputed institution(s) after the date of award of provisional degree of prescribed essential qualification to the post.	05 Marks
6.	Interview- mandatory (Maximum three times the number of candidates against the requirement shall be called for interview in order of merit prepared subject to the fulfilment of eligibility conditions) Interview Committee: 1. Director 2. Additional Director (Admn.)/ Joint Director (Admn.) 3. Principal of the Nodal Polytechnic 4. Subject Expert (to be specified from the Head Office)	10 Marks

4. CGPA/GPA shall not be made the criteria for determining percentage/ merit of the candidates if actual percentage can be calculated on the basis of marks scored.
5. 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 marks sheet, conversion factor of 9.0 shall be used for determining the merit of the candidate.
6. In pursuance of instructions issued by Chief Secretary to Govt. of Haryana vide their letter no. 42/178/2008-GSI dated 21.05.2009. 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 hour equal to half for calculating honorarium as per FD instructions.
3. For the purpose of engaging Visiting Faculty, all the institutions is divided into clusters. The Principal of the Nodal Polytechnic will carry out the engagement procedure after compiling the requirements in respect of Polytechnics (Govt./ Society) falling under his cluster as mentioned below:

Sr. No.	Clusters	Name of Govt./ Society Polytechnics	Nodal Polytechnic
1	Cluster 1	<ul style="list-style-type: none"> • GP, Ambala • GPW, Ambala • GPW, Morni • GP, Umri (Guest classes at GP, Ambala) • GP, Nanakpur • GP, Hathinikund • 	GP, Ambala

2	Cluster 2	<ul style="list-style-type: none"> • GP, GBN, Nilokheri • GPES, Cbeeka • GPES, Shergarh • GP, Jattal • GPES, Narwana 	GBN GP, Nilokheri
3	Cluster 3	<ul style="list-style-type: none"> • GP, Hisar • GP, Mandi Adampur • GP, Sirsa • GPW, Sirsa • GP, Dhangar • GPES, Nathusari Chopta • GP, Jamalpur Shekhon 	GP, Hisar
4	Cluster 4	<ul style="list-style-type: none"> • GP, Sonapat • GPES, Sanghi • GPES, Sampla • GP, Jhajjar 	GP, Sonapat
5	Cluster 5	<ul style="list-style-type: none"> • GPES, Loharu • GPES, Bhiwani • GPES, Chappar • GP, BKN, Narnaul • GPES, Meham 	GPES, Loharu
6	Cluster 6	<ul style="list-style-type: none"> • GPES Lisana • GPES, Manesar • GPES, Uttawar • GPW, Faridabad • GPES, Indri • GPES, Malab, Nuh • GPES, Mandkola 	GPES, Manesar

4. The Principal/ Cluster Head 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.techedubry.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 stations(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. The Cluster Heads will coordinate with the Directorate for conduct of the interview, which is to be held centrally in the Directorate.
9. The panel of Visiting Faculty finalized by the selection committee in respect of a particular Govt./ Society Polytechnic, shall be valid for one year.


10. 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.
11. The members of the selection committee shall furnish a certificate to the effect that none of his/ her relatives is appearing for the interview being conducted.
12. The candidates appearing for the interview may give three preferential choices for Govt. Polytechnic/ Govt. Polytechnic Education Society where they want to be engaged as visiting faculty and may also mention the Govt. Polytechnics where they do not want them to be engaged at all.

J) PERFORMANCE EVALUATION OF VISITING FACULTY

1. Temporary engagement of Visiting faculty shall be discontinued 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. In marginal cases with specific reasons, case with complete justification shall be submitted to Directorate Office for approval of W/DGTE.
4. If the work and conduct of the visiting faculty/ visiting instructor is not found satisfactory, the visiting faculty/ visiting instructor may be discontinued. The Principal may submit annual certification to this effect, for work and conduct of the visiting faculty/ visiting instructor.
5. If the work load changed due to joining of the regular faculty or some other reasons, the visiting faculty/ visiting instructor may be discontinued.
6. If the empanelled visiting faculty/ visiting instructor does not join within 07 days then next eligible candidate/ person as per merit, may be considered and may be offered to join.

Further, all the Principals should ensure that the additional Visiting Faculty/ Visiting will be engaged ensuring that regular faculty takes full work load (24 Lecturs per week). Visiting Faculty/ Visiting Instructor in institutes will be engaged only after the work load is distributed in the regular faculty.

This for information and necessary compliance.



 Joint Director (Admn.)
 for Director General, Technical Education
 Department, Haryana

Dated: 20.09.2018

Endst. No. 9911-16 / Admn.

A copy of above is forwarded for information and with request to attend the meeting with all information related to their Branch.

1. PS to W/PSTE for the kind Information of W/PSTE
2. PS to W/DGTE, for the kind information of W/DGTE
3. Director
4. Additional Director (Admn.)
5. COAF, HSBTE
6. Joint Director (IT) for hosting on the website


 Joint Director (Admn.)
 for Director General, Technical Education
 Department, Haryana