State Institute of Engineering & Technology, Panchkula

(classes in the campus of Govt. Polytechnic, Sector 26 Panchkula)

Walking Interview on 15.03.2024 at 11:00 A.M in the office of Director Technical Education, Sector-4, Panchkula for engagement of Guest Faculty of CSE & ME for SIET, Panchkula having B.Tech. and M.Tech. in relevant branch with first class. Preference will be given to Ph.D candidate from reputed institution. The other details are on the department website: <u>https://www.techeduhry.gov.in</u>

GOVERNMENT OF HARYANA TECHNICAL EDUCATION ORDER

The Governor of Haryana is pleased to fix the norms / guidelines for engagement of guest faculty / guest instructors in Govt. / Govt. Society Polytechnics and SIETs in supersession of the earlier guidelines issued Vide No. 9877-9910/Admn. dated 20.09.2018, which shall be followed by the Principals of the Govt. / Govt. Society Polytechnics and SIETs in letter and spirit.

A) OBJECTIVES: To ensure

- > Transparency and uniformity in selection of Guest Faculty/ Guest Instructor.
- > Quality of teaching for inculcating employable knowledge and skills.
- > Accountability of Guest Faculty/ Guest Instructor so engaged.

B) APPLICABILITY:

The Guest Faculty/ Guest Instructor henceforth, shall be engaged as per teaching workload, being 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) Definitions:

- Cluster Institute: The Govt. / Govt. Society Polytechnic designated as cluster institute for the nearby (i) institute for engagement and adjustment of guest faculty/guest instructor as per work load requirement.
- Nodal Institute: The Govt. Polytechnic Hisar is designated as Nodal Institute for adjustment of guest (ii) faculty/guest instructor as per work load requirement in the State.

D) NORMS FOR SELECTION:

Sr. No.	Criteria	Maximum Marks
1.	 Essential Qualification: As prescribed for the post in notified service rules of the Technical Education Department. Note: The marks shall be awarded on prorata basis up to 2 decimals. (For example, if a candidates has obtained 67.74% marks in M.Tech, the score will be calculated as = (67.74/100) x 30 = 20.32 	60 Marks (For engineering disciplines 30 marks for B.Tech and 30 for M.Tech) (For non-engineering disciplines: 30 marks for B.A/B.Sc/ B.Com and 30 for M.A/M.Sc/ M.Com/ MBA)
	(For Workshop Instructors ITI= 35 and CTI= 35 or Diploma= 70) Note: The marks shall be awarded on prorata basis up to 2	70 Marks
	decimals. (For example, if a candidates has obtained 67.74% marks in ITI/CTI, the score will be calculated as = $67.74/100$) x 35 = 23.70)	
2.	UG/PG (Degree or diploma) NBA accredited. (Certificate of accreditation from concerned institute be enclosed)	10 Marks
3. (a)	For Guest Faculty Senior Secondary (12 th) or Higher Secondary or Pre University or Pre Engineering or Diploma with minimum 50% marks. Note: The marks shall be awarded on prorata basis up to 2 decimals. (For example, if a candidates has obtained 67.74% marks in 12^{th} , the score will be calculated as = 67.74/100) x 10= 6.77)	10 Marks
3. (b)	For Guest Instructor	10 Marks

	Matriculation (10 th) with minimum 50% marks.	
	Note: The marks shall be awarded on prorata basis up to 2 decimals.	
	(For example, if a candidates has obtained 67.74% marks in 12^{th} , the score will be calculated as = 67.74/100) x 10= 6.77)	
4.	 Higher Qualification: For Guest Faculty: a) The Ph. D Degree in the same line of essential qualifications. Note: For non-engineering disciplines, if candidate qualified UGC (NET) as essential qualification then the Ph.D degree will be considered as higher qualification. For Guest Instructor: a) B.Tech or higher degree in the same line of essential qualifications. 	10 Marks
5.	 Teaching aptitude/Skill test: Maximum three times the number of candidates against the requirement shall be called for interview at cluster head institute, in order of merit prepared subject to the fulfillment of eligibility conditions. <u>Selection/Interview Committee:</u> Director Additional Director (Academic)/ Joint Director (Academic) The Principal of the Nodal Polytechnic/institutes. Subject Expert (to be specified from the Head Office) 	10 Marks

- 1. CGPA/GPA shall not be made the criteria for determining percentage/ merit of the candidate. The actual percentage can be calculated on the basis of marks scored.
- 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, than conversion factor of 9.0 shall be used for determining the percentage.
- 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 coursers shall not be permissible.

E) PROCEDURE / ENGAGEMENT OF ELIGIBLE GUEST FACULTY/ GUEST INSTRUCTOR:

- 1. The Guest Faculty/ Guest Instructor shall be engaged purely on work requirement basis, if and only if there is an unmet workload of more than 50% of the prescribed norms of State government. In ease, there is workload less than 50% of the prescribed norm, it shall be met by the existing regular/ existing guest faculty/ instructors.
- 2. The Guest Faculty/ Guest Instructor shall be engaged strictly as per the Qualification/ Eligibility prescribed in the Technical Education Department Service Rules.
- 3. For the purpose to engaging Guest Faculty/ Guest Instructor, all the institutions are divided into clusters. The Principal of the Cluster 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	Cluster Head
	1	Cluster 1	 GP Ambala GPW Ambala GP Sadhura GP Umri 	GP Ambala
Sh			5. GP Hathinikund	

2	Cluster 2	 GP Panchkula GPW Morni GP Nanakpur MRAK, GP Panchkula 	GP Panchkula
3	Cluster 3	 GP Nilokheri GPES Cheeka GPES Shergarh GP Jattal 	GP Nilokheri
4	Cluster 4	 GP Hisar GP Mandi Adampur GP Dhangar GPES Narwana 	GP Hisar
5	Cluster 5	 GP Sirsa GPW Sirsa GPES Nathusari Chopta GP Jamalpur Shekhon 	GP Sirsa
6	Cluster 6	 GP Sonepat GPES Sanghi GPES Sampla GPES Meham 	GP Sonepat
7	Cluster 7	 GP Jhajjar GPES Loharu GP Bhiwani GP Chhapar 	GPES Loharu
8	Cluster 8	 GP Narnaul GPES Lisana GP Dhamlawas 	GP Narnaul
9	Cluster 9	 GPES Manesar GP Malab (Nuh) GP Indri (Nuh) 	GPES Manesar
10	Cluster 10	 GPW, Faridabad GP Mandkola GPES, Uttawar 	GPW Faridabad

- 4. The new Guest Faculty/ Guest Instructor shall be engaged only when no displaced/surplus eligible Guest Faculty/ Guest Instructor is available for adjustment. For engaging new Guest Faculty/ Guest Instructor, the applications shall be invited through publication/ advertisement by the Principal of cluster head institute in two prominent newspapers (*Hindi and English*) strictly. The advertisement shall include details about qualification as per the service rules and remuneration as decided by the Government from time to time. Further, the advertisement shall only be made/ advertised after taking clearance from the Nodal Polytechnic and Directorate office regarding non-availability of the 'displaced/surplus eligible Guest Faculty/ Guest Instructor' for adjustment.
- 5. The panel of Guest faculty/ Guest Instructors shall be finalized by the Interview Committee and shall be valid for one year.
- 6. The selected Eligible Guest faculty/ Guest Instructors will be engaged within 15 days and the intimation letter be sent to his/her address as mentioned in application form through registered/ speed post. If the selected candidate does not join within stipulated time then his selection will be considered as cancelled and he/she will not be considered as displaced eligible Guest Faculty/ Guest Instructor for adjustment and further he/she will also not be considered in the panel of selected candidate which is valid for one year. Thereafter, the next eligible candidate in the panel will be considered and will be offered to engage.
- 7. Guest faculty/ Guest Instructors 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 Guest faculty/ Guest Instructors will be issued. An undertaking to this effect shall be obtained from the Guest faculty/ Guest Instructors in the application proforma itself.
- 8. The Principal of the concerned Institute may maintain a register with details of the Guest faculty / Guest Instructors engaged in his/her institute. The seniority of the engaged guest faculty / guest instructor will be maintained at central level by Principal, Govt. Polytechnic Hisar.

9. The aforesaid norms/guidelines shall directly apply to all Govt. / Govt. Society Polytechnics and all the State Institutes of Engineering & Technology (SIETs) in the State. The guest faculty for SIETs to be engaged at institute level concerned as per requirement as per minimum qualification as per AICTE norms/State Govt. guidelines/service rules.

Dated Chandigarh The 14.12.2022

Endst. No. 44/39/2019-1TE

Dated, Chandigarh the 22.12.2022

Vijayendra Kumar, IAS

Technical Education Department

Principal Secretary to Government, Haryana

A copy is forwarded to following for information and necessary action:-

- 1. Accountant General, (Audit)/ (A& E), Haryana, Chandigarh
- 2. Director General, Technical Education Department, Haryana Panchkula w.r.t. their C.F.M.S No. 512 dated nil. The original file is returned herewith.
- Y. Principal(s), All Govt. / Govt. Society Polytechnics and all the State Institute of Engineering & Technology (SIETs) through O/o Director General, Technical Education Department, Haryana, Panchkula.

Sheelu

Superintendent, Technical Education for Principal Secretary to Government, Haryana Technical Education Department

GOVERNMENT OF HARYANA TECHNICAL EDUCATION

ORDER

The Governor of Haryana is pleased to fix the norms/guidelines for remuneration and other benefits to guest faculty/guest instructors in Government/Government Society Polytechnics and SIETs in supersession of the earlier guidelines issued vide Government order No. 44/39/2019-ITE dated 11.09.2019, and No. 44/39/2019-1TE dated 04.12.2019 and 05.12.2019. These norms/guidelines shall be followed by the Director (s) / Principal (s) of the Government/Government Society Polytechnics and SIETs in letter and spirit.

A) NOMENCLATURE:

The persons engaged previously have been referred to as Visiting Faculty / Visiting Instructor in different communications whereas in the order no. 44/39/2019-1TE dated 11.09.2019 they have been referred to as Guest Faculty/Guest Instructor. Therefore, all such already engaged persons will be referred to as Guest Faculty / Guest Instructor henceforth.

B) Definitions:

- Guest Faculty: The persons already engaged in the Govt. Polytechnics/Govt. Society Polytechnics (i) and SIET's before 11.09.2019 may be referred as guest faculty.
- Visiting Faculty: The person engaged by Govt. Polytechnics/Govt. Society Polytechnics and (ii) SIET's after 11.09.2019 for emergent need for remaining teaching load and payment made on the hourly basis.
- Eligible Guest Faculty: The Guest Faculty who were engaged before 12.11.2019 (the date of (iii) notification of new service rules) will be considered as 'Eligible Guest Faculty' if they were engaged as per essential eligibility/ qualifications given in "Haryana Technical Education Department (Group-B) Service Rules, 2001". Further, Guest Faculty who were/ will be engaged on or after 12.11.2019 will be considered as 'Eligible Guest Faculty' if they were engaged as per essential eligibility/ qualifications given in "Haryana Technical Education Department (Group-B) Service Rules, 2019". If Guest Faculty was engaged in such branches for which no service rule were in force at the time of their engagement, then those guest faculties will be considered eligible if engaged as per minimum qualification mentioned in the advertisement.
- Non-eligible Guest Faculty: Guest Faculty who were engaged before 12.11.2019 and not having (iv) minimum eligibility/ qualifications given in "Haryana Technical Education Department (Group-B) Service Rules, 2001 and if engaged after notification i.e. 12.11.2019 ant not having minimum qualification as given in "Haryana Technical Education Department (Group-B) Service Rules, 2019", is to be called Non-Eligible Guest Faculty.
- Eligible Guest Instructor: The Guest Instructors were/ will be considered as 'Eligible' if they are (v) engaged as per essential eligibility/ qualifications given in "Haryana State Technical Education Department, Technical Field Staff (Group-C) Service Rules, 1998". If Guest Instructor engaged in such branches for which no service rule were in force at the time of their engagement, then those guest instructors will be considered eligible if engaged as per minimum qualification mentioned in the advertisement.
- Non-Eligible Guest Instructor: Guest Instructors who were engaged before 12.11.2019 and not (vi) having minimum eligibility/qualifications given in "Haryana State Technical Education Department, Technical Field Staff (Group-C) Service Rules, 1998" is to be called Non-Eligible Guest Instructor.
- Cluster Institute: The Govt./ Govt. Society Polytechnic designated as cluster institute for the (vii) nearby institute for engagement and adjustment of guest faculty/guest instructor as per work load requirement.
- Nodal Institute: The Govt. Polytechnic designated Nodal Institute for engagement and adjustment (viii) of guest faculty/guest instructor as per work load requirement in the State.

C) THE CLASS OR LAB SIZE:

For effective learning and practical training of the students, the norms for theory classes and practical training in Labs & Workshop, are as under:

- One section against sanctioned intake up to 60 students and thereon. a) For theory class:
- b) For Lab Class : One Group of 20 to 25 admitted students and thereon.
- c) Workshop One Group up to 15 admitted students and thereon. :

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D) TEACHING LOAD:

The following teaching load for Govt./ Govt. Society Polytechnics and SIFT's will be assigned to the teachers as given below:

Sr. No.	Name of post	Teaching hours per week (Theory + Lab/ Workshop)
l	Principal	06
2	HOD	12
3	Senior Lecturer	16
4	Lecturer	18 as per AICTE
5	Workshop Superintendent	08
6	Foreman Instructor	18
7	Workshop Instructor/Lab Instructor	18

For Govt./ Govt. Society Polytechnics:

For SIETs:

Sr. No.	Name of post	Teaching hours per week (<i>Theory</i> + <i>Lab/</i> <i>Workshop</i>)
1	Director / Principal	06
2	Professor / Senior Professor	14
3	Associate Professor	14
4	Assistant Professor	nt Professor 16
5	Workshop Superintendent 08	08
6	Foreman Instructor	18
7	Workshop Instructor/Lab Instructor	18

The teaching load of bridge course (DET-L)/ (B. Tech-Lateral) will also be considered as teaching load while assigning load to the staff. The services of the Faculty and Staff/ Guest Faculty / Guest Instructors will be utilized for other co-curricular/ extra-curriculum activities such as remedial class, development of learning material, maintenance of labs/ workshops, student counselling, admissions or other duties, as assigned by the Principal. The load assessment will be carried out in the beginning of the every semester i.e. July/ August and December/ January or commencement of semester.

E) ALLOTMENT OF TEACHING LOAD:

The teaching workload in the Govt./ Govt. Society Polytechnics and SIET's will be first allotted to the regular teaching faculty/ regular workshop staff as per above criteria and the remaining teaching workload will be assigned to the Eligible Guest Faculty/ Guest Instructors on the basis of their seniority i.e. date of entry into first institute by giving them full assigned workload. Further, the remaining teaching load, if any, will be given to the Guest Faculty/ Guest Instructors on hourly basis. All guest faculties only be given teaching load in the subject/ branch in which they were engaged or the concerned subject in other branch. No subject other than his/her specialized branch/subject shall be allotted.

F) PAYMENT OF REMUNERATION:

- In case of full workload, the Eligible Guest Faculty and Eligible Guest Instructor, having minimum essential qualifications at the time of engagement, will be given remuneration of Rs.53,100/- and Rs.35400/- respectively per month for Govt./ Govt. Society Polytechnies and Rs.55,500/- and Rs.35400/- respectively for SIETs. No other allowances are admissible to them. They shall be given teaching workload as per State Govt. norms/ guidelines and shall also perform all other additional duties, except the one involving financial responsibilities.
- 2. However, all those incumbents who were engaged and are not eligible, but are still working due the orders of Hon'ble Court, will be paid a remuneration in case of Guest Faculty @ Rs.35.400/- per month and in case of Guest Instructor @ Rs. 20,000/- per month for Govt./ Govt. Society Polytechnics and SIETs subject to full workload and all other duties.

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- 3. Wherever, the Guest Faculty/ Guest Instructor engaged against less workload as per stipulated norms, they will be paid on hourly basis only fixed by the Government from time to time. In case of less workload, the Principal of concerned institute may engage visiting faculty on hourly basis as per need.
- 4. The retiree employee from the Technical Education Department irrespective of the post held, can be engaged as Guest Faculty / Guest Instructor on hourly basis as per the minimum eligibility criteria notified in *Haryana Technical Education Department (Group-B) Service Rules, 2019 and Haryana State Technical Education Department, Technical Field Staff (Group-C) Service Rules, 1998.* If any retiree was engaged as guest faculty after retirement and does not fulfil the minimum qualifications as mentioned in notified rules, his/her services as guest faculty/guest instructor shall be discontinued after end of the semester or regular incumbent joins, whichever is earlier.
- 5. The remuneration to be paid to the Guest Faculty/Instructor will be calculated on the basis of workload assigned to the concerned Guest Faculty/Instructor at the commencement of each semester as per the academic calendar notified by HSBTE/ Affiliating Universities, which will be paid for the entire semester/ start of next semester. If in the beginning of the semester there is no teaching workload then the guest faculty / instructor will be declared surplus. If teaching load is less than full workload then they will be paid on hourly basis.
- 6. The fixed monthly remuneration will be given to guest faculty/ instructor on the basis of weekly load assigned at the start of the semester/ session. However, Guest faculty/ instructor will be treated on roll for the purpose of payment/ remuneration, if holidays/ vacation period/ non-teaching days notified by Govt./ affiliating bodies i.e. Board/Universities during academic calendar.
- 7. During the period of gap between two semesters, the Guest Faculty/Instructor receiving fixed remuneration will receive 100% of the monthly remuneration being paid to him/ her at the start of semester and will attend the institute regularly.
- 8. The guest faculty / instructor engaged on hourly basis will be paid fifty percent (50%) of the average monthly honorarium, if he/she perform duty in the institute for same number of hours.

Sum of monthly remuneration received during semester

Total months in the semester x 2

G) LEAVE:

- 1. The Eligible Guest Faculty/Guest Instructors engaged on the basis of monthly remuneration, will be entitled to have 06 Casual Leaves in a semester for any personal reasons and these shall not be carried forward.
- 2. A Woman Guest Faculty/ Guest Instructor entitled for paid maternity leave up to a maximum period of six months (180 days) as per instructions issued by the Government from time to time and after maternity leave, she shall be allowed to join in the same institute and her seniority will be maintained as continuous engagement in same institution. The benefits under this scheme shall be admissible only up to two living children.
- 3. All Guest Faculty/ Guest Instructor will be entitled for one (01) Day Medical leave per month with a maximum ceiling of 10 days per year and this leave shall not be carried forward to next month.

H) REMOVAL/ RELIEVING:

If the work and conduct of a Guest Faculty/ Guest Instructor is found unsatisfactory, an explanation of such person will be sought by the concerned Director/ Principal and if the reply is found unsatisfactory, then his/her services shall be discontinued by taking prior approval of the Director General, Technical Education, Haryana by passing detail speaking order in this regard by Director/ Principal. Such persons may submit appeal against removal order to the Appellate Authority i.e. the Administrative Secretary to Govt. of Haryana, Technical Education Department, Chandigarh through Director/ Principal of concerned institute within 15 days and Director/ Principal concerned will forward the appeal with full facts to this office. If, the appeal of such person is rejected by the Appellate Authority then he/she will not be considered as displaced eligible Guest Faculty/ Guest Instructor.

I) ADJUSTMENT OF DISPLACED ELIGIBLE GUEST FACULTY/ GUEST INSTRUCTORS:

- The services of Non-Eligible Guest Faculty/ Guest Instructor who are already engaged before 12.11.2019 or who are having protection from the courts, shall not be dispensed with. The remaining Non-Eligible Guest Faculty/ Guest Instructor engaged shall be dispensed with immediate effect after coming into force of this policy.
- 2. Thereafter, the teaching workload should be re-assessed and will be distributed as per section (D) of this policy and thereafter, the services of excess eligible Guest Faculty/ Guest Instructor shall be dispensed with the principle of 'First Come, Last Go' and such persons will be considered as displaced eligible Guest Faculty/ Guest Instructor.

- 3. Only the persons, who worked as eligible Guest Faculty/ Guest Instructor for at least one semester but were relieved due to less workload/ joining of regular Lecturer/ Instructor by way of transfer/ deputation/ shifting of headquarter or fresh appointment on or after 20.09.2018 (*the date of letter vide which the teaching workload defined and distribution of teaching load defined*), are to be considered as 'Displaced Guest Faculty/ Displaced Guest Instructor' only.
- 4. The displaced Eligible Guest Faculty/ Guest Instructor will be adjusted only when he/she will give application to the institute from where he/she was displaced with consent that he/she may be adjusted in any other institution(s) where the vacancy is available.
- 5. The concerned Director/ Principal of the institute will forward all applications/ consent of such displaced Eligible Guest Faculty/ Guest Instructor with complete documents and with their discipline wise seniority, within stipulated time i.e. 15 days, to the Cluster Institute for further adjustment in other institutions. If not adjusted by the cluster institution then case should be forwarded to Nodal Institute i.e. Government Polytechnic, Hisar for adjustment of displaced guest faculty/instructor. However, in case of SIET's, each SIET will be treated as Nodal institute individually and shall maintain their separate roster register/ seniority for adjustment of displaced Eligible Guest Faculty/ Guest Instructor.
- 6. The senior 'Displaced Guest Faculty/ Guest Instructor' will be adjusted first. Thereafter, adjusted candidate(s) will approach the Director/ Principal of concerned SIET's and Govt./ Govt. Society Polytechnics within 02 days with all original documents. After scrutiny and verification of the documents, the Director/ Principal will allow them to join and will send the report to Cluster / Nodal Institute. In case of false documents or any other reasons, the Director/ Principal will not allow to join and Director/ Principal should send report to Cluster / Nodal Institute with reasons. If the adjusted candidate does not join within stipulated time i.e. 15 days then his/her adjustment will be considered as cancelled and he/she will not be considered as displaced eligible Guest Faculty/ Guest Instructor for further adjustment. Thereafter, the next eligible candidate will be considered for engagement by the Cluster/ Nodal Institute.
- 7. The Seniority of Guest faculty/Instructor of Govt./ Govt. Society Polytechnics will be maintained centrally by Nodal Institute i.e. Govt. Polytechnic, Hisar.
- After distribution of teaching workload as per section (D), the Principal of each institution, will submit the requirement of additional Guest Faculty/ Guest Instructor discipline wise to the Cluster Institute / Nodal Institute prior to three weeks of commencement to every semester.
- 9. No request of Guest Faculty or Guest Instructor already engaged will be entertained/ considered for transfer from one institute to another, as the engagement of Guest Faculty/Guest Instructor in an institute is completely dependent on emergent need basis in that particular institute.
- 10. The aforesaid norms/guidelines shall directly apply to all Govt. / Govt. Society Polytechnics and all the State Institute of Engineering & Technology (SIETs) in the State. The guest faculty for SIETs to be engaged at institute level shall be as per requirement as per minimum qualification as per AICTE norms/State Govt. guidelines/service rules.
- 11. This policy will come enforce on the date of issuance/notification.

Dated Chandigarh the 14.12.2022

Endst. No. 44/39/2019-1TE

Vijayendra Kumar, IAS Principal Secretary to Government, Haryana Technical Education Department

Dated, Chandigarh the 22.12.2022

A copy is forwarded to following for information and necessary action:-

- 1. Accountant General, (Audit)/ (A & E), Haryana, Chandigarh
- 2. Director General, Technical Education Department, Haryana Panchkula w.r.t. their C.F.M.S No. 512 dated 08.12.2022 .The original file is returned herewith.
- Y. Principal(s), All Govt. / Govt. Society Polytechnics and all the State Institute of Engineering & Technology (SIETs)through O/o Director General, Technical Education Department, Haryana, Panchkula.

Sheele

Superintendent, Technical Education, for Principal Secretary to Government, Haryana Technical Education Department