10(188)/DSEU/Acad/2023/**178**

Date: **06|09|2023**

OFFICE ORDER

Guidelines for Engagement of Guest Faculty in the Academic Session 2023-24 at DSEU Campuses

1. It is a fact that the number of regular faculty members, including Adjunct Faculty, on the DSEU roster in almost all disciplines/subjects is far less than that required to engage all classes in the Academic Session 2023-24 at various DSEU campuses. Thus, it is not feasible to conduct all classes for academic programs solely through the existing faculty members within DSEU.

2. To uphold the quality of education, there shall be no compromise in the conduct of classes. Consequently, classes shall be held according to program requirements, and any workload that cannot be assigned to a DSEU faculty member will be covered by engaging duly qualified and competent guest faculty. These guidelines are formulated to facilitate the engagement of Guest Faculty at DSEU Campuses to ensure the smooth execution of classes as per the curriculum.

3. It shall be the responsibility of the respective Campus Director to ensure the engagement of all classes in all programs offered at their DSEU campus. A comprehensive timetable will be created, wherein initially available faculty members will be assigned classes, ensuring that each faculty member is allotted both theory and practical sessions. Faculty members with the prescribed UGC qualifications, holding titles of Associate Professor or Professor, shall be assigned fourteen hours per week, while other faculty members, including Assistant Professors and Lecturers at DSEU, shall be assigned sixteen hours of classes per week, in accordance with UGC norms. (See Annexure-1 attached)

4. All campus directors please note that "As per the decision of the BOM and DSEU Ph.D. Regulations 2022 – Clause 23.7 – The fellowship shall be paid on a monthly basis. The Research scholar with fellowship would be expected to contribute 8 hours per week to the University through designated teaching assistance, laboratory, assignments and other work of academic nature and requirement." All campus directors are directed to share the workload with the Ph.D. scholars.

5. Campus Director's must explore the possibility of engaging PMRF candidates for the teaching work as Guest Faculty.

6. Unassigned classes for existing faculty members, Research Scholar and PMRF candidates will be indicated as "TBA" (to be announced), signifying that Guest Faculty will be engaged for those specific classes as per these guidelines.

7. The following categories of individuals shall be engaged as Guest Faculty:

    a. Type A: Retired Faculty Members, aged not over 70 years, who have served as Assistant Professors, Associate Professors, or Professors in recognized Central/State Universities or affiliated colleges/institutions.

    b. Type B: Full-time faculty members including practicing professors from other Central/State Universities or affiliated institutions willing to undertake additional workload at DSEU as Guest Faculty.

    c. Type C: Full-time faculty members of DSEU may take on extra workload as Guest Faculty on a remuneration basis.

    d. Type D: Individuals under 40 years of age, eligible to teach according to UGC Regulations, may be engaged as temporary Guest Faculty for specific uncovered classes, with remuneration and limited syllabus coverage. No experience certificates will be issued.

    e. Type E: Professionals below 70 years with a Master's degree and 55% marks, and five years of relevant work experience in a specific sector, may be engaged as temporary Guest Faculty, similar to Type D conditions.

8. The Expression of Interest for Guest Faculty requirements shall be posted on the University website and Notice Boards for wider dissemination. Interested individuals for Types A/B/C/D/E Guest Faculty positions shall submit their CVs. Type D and E Guest Faculty shall be engaged when Types A, B, and C Guest Faculty cannot fulfil all class requirements. The final decision lies with the Campus Director and Program Coordinator for the temporary engagement of Guest Faculty to ensure program smoothness. CV submission does not guarantee engagement. No communication from those who have not submitted their CV will be entertained.

9. Guest Faculty shall receive remuneration on an hourly basis, subject to verification by the Program Coordinator, Campus Director, and OSD (Academics), processed centrally by the University's Finance Section. The maximum age for Guest Faculty engagement is 70 years.

10. Guest Faculty shall not hold regular faculty status, possess special rights, or partake in selection processes for faculty recruitment.

11. Guest Faculty shall exclusively engage in class instruction and require prior approval to participate in co-curricular and extra-curricular activities.

12. Type C: Full-time DSEU faculty members shall receive remuneration of Rs.750/- per hour for theory and Rs. 375/- per hour for practical classes, up to Rs. 20,000/- per month for Diploma Courses beyond regular workload.

    Type C: Full-time DSEU faculty members shall receive remuneration of Rs.1000/- per hour for theory and Rs 500/- per hour for practical classes, up to Rs. 25,000/- per month for Degree Courses beyond regular workload.

13. Type A, B, D, E Guest Faculty shall receive remuneration of Rs. 1500/- per hour for theory and Rs.750/- per hour for practical classes, up to Rs. 50,000/- per month for degree programs across the university campuses and remuneration of Rs. 1,000/- for theory and Rs.500/- per hour for practical classes up to Rs. 37,500/- per month for Diploma Courses.

14. TDS shall be deducted per regulations, and payments shall be transferred through NEFT/RTGS to the faculty's account.

15. The University retains the right to amend guidelines after Vice-Chancellor approval.

16. In case of disputes, the Vice-Chancellor's decision on Guest Faculty engagement stands as final and binding regarding remuneration.

17. No Appointment Letters will be issued to the guest faculty engaged after covering the uncovered workload.

Registrar, DSEU

Annexure - I

Minimum Qualification for Guest Faculty as per UGC Regulations 2018

Assistant Professor:

Eligibility (A or B) :

A.

i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from

NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions :-

a) The Ph.D. degree of the candidate has been awarded in a regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) An open Ph.D. viva voce of the candidate has been conducted;

d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D work in

conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note:The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

Minimum Qualification for Guest Faculty (AICTE)

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

5.1 Minimum Qualifications for direct recruitment as an Assistant Professor (Level – 10, Entry Pay 57700/-)

(a) Engineering / Technology

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

(b) Management

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

(c) Pharmacy

B. Pharm. and M. Pharm. in the relevant specialization with First Class or equivalent in any one of the two degrees.

OR

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

OR

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

(e) Hotel Management and Catering Technology

Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant

disciplines with First Class or equivalent in any one of the two degrees.

OR

Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 5 years of relevant experience at a managerial level not less than Assistant Manager in a 4 – star Hotel or in a similar position in the hospitality industry/ tourism industry.

(f) Architecture

B. Arch. and M. Arch. or equivalent Master's degree in an allied field with First Class in any one of the two degrees, and minimum 2 years' experience in the Architecture profession.

OR

B. Arch. with First class or equivalent and minimum of 5 years' experience in the Architecture profession.

(g) Town Planning

Bachelor's degree in Architecture / Planning / Civil Engineering or Master's degree in Geography / Economics / Sociology or equivalent AND Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience

(h) Design

Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent

AND

Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant /allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design / New Media Studies / Design Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.

AND

Minimum 2 years of professional design experience in Industry / research organization / Design studios.

(i) Fine Arts

Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

(j) Qualifications for Faculties in Science and Humanities:

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.

Note: Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

Registrar, DSEU