

**VISVA-BHARATI
SANTINIKETAN**

OFFICE ORDER

The undersigned is directed to convey that the Upacharya, subject to ratification by the Academic Council, Finance Committee and Karma-Samiti (Executive Council), has been pleased to approve the recommendation of the committee regarding revision of Guidelines of Guest Faculty / Teacher for the University on the basis UGC letter vide No. **F.25-1/2018 (PS/MISC.) dated 28-01-2019.** (Copy of the Guidelines is enclosed).

This order comes into force with immediate effect.

**Memo No. Estab / E-I / GT / 2019-20 /
Date: 15-04-2019**


**Registrar (Acting)
Visva-Bharati**

Copy forwarded for information & necessary action to:-

- 1) All Directors / All Principals of Bhavanas / Vibhagas
- 2) All Heads of Departments / Centers / Sections
- 3) Finance Officer / JFO / Joint Registrar-(Accounts) / IAO
- 4) Joint Registrar-(Academic & Research)- request for placing it in Academic Council
- 5) Proctor & Chairman, (HMC)
- 6) Dean / Deputy Dean of Students Welfare
- 7) Chief Medical Officer / Chief Security Officer / University Engineer
- 8) All Joint Registrars / All Deputy Registrars / All Assistant Registrars
- 9) C.S to Upacharya
- 10) Assistant Registrar-(Meeting) -for placing it for ratification of the E.C.
- 11) P.A. to Registrar
- 12) University Web-Master- Please upload it in the University Website

GUIDELINES OF GUEST FACULTY / TEACHER OF THE UNIVERSITY.

1	The revised guidelines for enhancement of Rate of Honorarium for Guest-Faculty as per communication UGC letter vide No. F.25-1/2018(PS/MISC.) dated 28-01-2019 of Secretary, UGC has been accepted.
2	The Honorarium for Guest Faculty / Teacher is enhanced to Rs. 1500/- per lecture subject to a maximum of Rs. 50,000/- per month.
3	The Guest Faculty / Teacher shall be appointed only against the sanctioned vacant post. However, where the sanctioned posts are not adequate as per the teaching work load, the number of Guest Faculty / Teacher to be appointed may be up to 20% over and above the sanctioned posts.
4	The qualification of the Guest Faculty / Teacher shall be the same as prescribed for the regular Assistant Professors of the University as per UGC Regulations.
5	<p>Selection Procedure for appointment of Guest Faculty/Teacher :-</p> <p>a) Open advertisement shall be made for appointment of Guest Faculty / Teacher only against the sanctioned vacant post as per UGC regulation for appointment of regular Assistant Professors of the University.</p> <p>b) Reservation Roster shall be followed for appointing Guest Faculty/Teacher, as per GOI rule.</p> <p>Composition of the Selection Committee :-</p> <p>i) The Vice-Chancellor or his / her nominee shall be the Chairperson of the Selection Committee.</p> <p>ii) One expert in the concerned subject nominated by the Vice-Chancellor</p> <p>iii) Principal of the Concerned Bhavana</p> <p>iv) Head of the Concerned Department</p> <p>v) Senior most Professor of the Department concerned</p> <p>vi) An academican representing SC / ST / OBC / Minority/ Women / Differently-able categories to be nominated by the Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the Selection Committee does not belong to that category.</p> <p>At least four members, including one outside subject expert shall constitute the quorum for the Selection Committee</p>
6	Guest Faculty / Teacher shall not be treated as regular teacher for the purpose of voting rights or for becoming the members of various statutory bodies of the university.

[Signature]
19/04/19.