

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.

7	The superannuated teachers may also be considered for engagement as Guest Faculty / Teacher up to the age of 70 years.
8	Guest Faculty / Teacher shall not be entitled for the benefit of allowances, pensions, gratuity and leave etc. as admissible to the regular teachers.
9	Guest Faculty / Teacher may be appointed initially for a period not exceeding 01(one) year (Excluding long vacation). However, it may be extended in exceptional cases with the recommendation from the HODs & Principals of the Concerned Bhavana. BOS of the Department concerned will have to justify the exceptional circumstance for the appointment of Guest Faculty / Teacher and confirm that there is extra workload in the particular subject and the available faculty will not be able to bear the extra workload or does not possess the requisite specialization to cover that particular course.
10	Henceforth, all existing Guest-Teachers of the University will have to face the new Selection Procedure as per these guidelines, so as to become eligible for the enhanced honorarium.
11	No honorarium / allowance shall be given for engagement of the internal permanent teacher / staff as Guest Faculty / Teacher of the University.
12	Internal permanent teacher / staff may be appointed as Guest Faculty / Teacher without any honorarium / allowance, with the prior approval of the competent authority of the University.


 15/04/19.
 Registrar (Acting)
 Visva-Bharati