

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:

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

D) NORMS FOR SELECTION:

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

| | | |
|----|---|----------|
| | <p>Matriculation (10th) with minimum 50% marks.</p> <p>Note: The marks shall be awarded on prorata basis up to 2 decimals.</p> <p>(For example, if a candidates has obtained 67.74% marks in 12th, the score will be calculated as = $67.74/100 \times 10 = 6.77$)</p> | |
| 4. | <p>Higher Qualification:</p> <p>For Guest Faculty:</p> <p>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.</p> <p>For Guest Instructor:</p> <p>a) B.Tech or higher degree in the same line of essential qualifications.</p> | 10 Marks |
| 5. | <p>Teaching aptitude/Skill test:</p> <p>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.</p> <p>• Selection/Interview Committee:</p> <ol style="list-style-type: none"> 1. Director 2. Additional Director (Academic)/ Joint Director (Academic) 3. The Principal of the Nodal Polytechnic/institutes. 4. 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.
2. 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.
3. 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 case, 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 | <ol style="list-style-type: none"> 1. GP Ambala 2. GPW Ambala 3. GP Sadhura 4. GP Umri 5. GP Hathinikund | GP Ambala |

| | | | |
|----|------------|---|------------------|
| 2 | Cluster 2 | 1. GP Panchkula 2. GPW Morni 3. GP Nanakpur 4. MRAK, GP Panchkula | GP Panchkula |
| 3 | Cluster 3 | 1. GP Nilokheri 2. GPES Cheeka 3. GPES Shergarh 4. GP Jattal | GP Nilokheri |
| 4 | Cluster 4 | 1. GP Hisar 2. GP Mandi Adampur 3. GP Dhangar 4. GPES Narwana | GP Hisar |
| 5 | Cluster 5 | 1. GP Sirsa 2. GPW Sirsa 3. GPES Nathusari Chopta 4. GP Jamalpur Shekhon | GP Sirsa |
| 6 | Cluster 6 | 1. GP Sonepat 2. GPES Sanghi 3. GPES Sampla 4. GPES Meham | GP Sonepat |
| 7 | Cluster 7 | 1. GP Jhajjar 2. GPES Loharu 3. GP Bhiwani 4. GP Chhappar | GPES Loharu |
| 8 | Cluster 8 | 1. GP Narnaul 2. GPES Lisana 3. GP Dhamlawas | GP Narnaul |
| 9 | Cluster 9 | 1. GPES Manesar 2. GP Malab (Nuh) 3. GP Indri (Nuh) | GPES Manesar |
| 10 | Cluster 10 | 1. GPW, Faridabad 2. GP Mandkola 3. 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

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

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

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 nil. The original file is returned herewith.
- ✓ 3. 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.


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