Office of the Registrar
Aligarh Muslim University,
Aligarh.

No.145/LD/Reg/Secc/  
14 July, 2014

All Deans of Faculties  
All Chairmen of Department of Studies  
All Directors of Centres  
Principals of University Polytechnics/Women’s College

TERMS OF CONDITION FOR RECRUITMENT OF GUEST TEACHERS IN AMU

1. Kindly refer to the following:-
   (a) Office Memo No. 149/PVC dated 12 June, 2014.
   (c) Meeting of Deans / Principals held in Administrative Block on 10 July, 2014.

2. Consequent to the report of Prof. Mohd. Habib Raza Committee and meeting of the Vice-Chancellor with Deans / Principals, the following decisions will be implemented in respect of Guest Teachers (earlier designated as Guest Faculty):-
   (a) The correct nomenclature as per UGC instructions is ‘Guest Teacher’. They will be referred to as such, in all future documents/ correspondences.
   (b) The Selection for 2014-15 is hereby de-frozen as per existing norms and procedures.
   (c) From academic session 2015-16 onwards, the qualification for Guest Teachers will be the same as for Assistant Professor. The Selection procedure will also be the same, after shortlisting. In view of heavy weightage of NET Qualification, the so called earlier “Guest Faculty” have
one year of grace to qualify the NET examination. This criteria will not be applicable for subjects in which NET is not conducted.

(d) The Guest Teachers will be appointed against sanctioned posts only and according to justifiable work load.

(e) The tenure of appointment will not be less than eight weeks (60 days) but not more than one academic session. It, therefore implies that the appointment of Guest Teachers will automatically be terminated on or after the last working day of the University and will remain so till the University re-opens after summer vacation. The termination of services of Temporary Assistant Professors (Equivalent to Guest Teachers) in the Faculty of Medicine and Unani Medicine will conform to their own Academic Calendar. Deans and Principals will ensure that there is a break of at least one month during any time of the academic year and the same will be informed to the Registrar and Finance Officer.

(f) The emoluments of Guest Faculty will be as per guidelines contained in UGC letter No. F-0-1/2009(PS) dated 06 February, 2010 and clarification issued by MHRD vide their letter No. F - 39 - 2/2013 (DC) dated 27 May, 2014. (Attached as Appendix)

(g) They will be entitled for eight days casual leave in a calendar year. EC Resolution No. 25 dated 05 July, 1997 providing for Rule 18 will not be applicable.

(h) Membership of AMUTA, voting rights, pensionary benefits, allowances, gratuity etc. are not applicable to Guest Teachers.

(i) Teaching experience of Guest Teachers shall NOT be reckoned for purpose of selection by General Selection Committee.

(j) Applications from Guest Teachers will undergo the same screening process as the other applicants.

(k) Applicants from aspirants, pursuing PhD Programme, will not be entertained course work period. Subsequently, NET qualified aspirants will only be entertained in case they are staying outside the AMU Campus with HRA.
(l) The maximum teaching load on Guest Teacher will be 16 periods per week. That will include a balanced mix of theory and Lab classes. However, Lab period will be divided and credit will be equally shared between the number of teachers conducting the same Lab class.

(m) To ensure objectivity and fair selection, the Vice-Chancellor may himself be present during local selection interviews or nominate the Pro Vice-Chancellor or any other nominee to attend such interviews on his behalf.

(n) The notification for interview of Guest Teachers will be given widest possible publicity, including that on University Website at least 20 days prior to the date of interview. Inadequate notice will render the selection invalid.

3. Departments which are having PDF/SRF/JRF/NET scholars will assign teaching, tutorials and practical classes to them in terms of UGC Guidelines as given for JRF in Science, Humanities and Social Sciences. After assigning such classes, Chairmen will review the exact requirement of Guest Teachers in their respective Departments. Since such scholars are not available in Faculties of Medicine and Unani Medicines, the provision of this directive shall not be applicable to them.

4. Guest Teachers will not be entitled for summer vacation salary as per UGC instructions. Due to misinterpretation of rules, Guest Teachers were given salary during the summer vacation. This is not permissible under the rules and is likely to come under Audit Objection. Office Memo No. 680/LD/Reg/Sect dated 30.04.2013 hereby stands withdrawn with immediate effect. The services of all Guest Teachers stands terminated from 14 July, 2014 and as a one time exception, vacation salary will be paid only upto 13 July, 2014.

5. The Committee which was constituted to examine issues pertaining to Guest Teachers is hereby detailed to prepare draft Ordinance duly incorporating above guidelines. The draft Ordinance must reach the undersigned by 01 August, 2014.
6. This supersedes all letters regarding terms of service conditions of Guest Faculty / Teacher issued from time to time.

7. The contents of this letter have the approval of the Vice-Chancellor.

(Shahrukh Shamshad)
Group Captain (Retd)
Registrar

Copy to:-

1. AR, VC’s Office
2. AR, PVC’s Office
3. AR, Selection Committee
4. PS to Finance Officer
5. SPA to COE
F. 10-1/2009 (PS)

February, 2010

Registrar,
Central/Deemed/State Universities,
State Education Secretaries,
Regional Offices of the UGC.

Sir,

Revised Guidelines for the Scheme of Appointment / Honorarium of Guest/Part-Time Teachers.

Madam,

It is directed to say that the UGC has accepted the recommendation of VI Pay Review Committee regarding revised guidelines for the Scheme of Appointment / Honorarium of Guest/Part-Time Teachers.

UGC has decided that the Guest/Part-time Teachers who possess the minimum qualification for the post of an Assistant Professor should be paid Rs. 1,000/- per lecture to a maximum of Rs. 5,000/- per month. Revised guidelines for the appointment of Guest/Part-time Teachers are as under:

Guest/Part-time Teachers may be appointed only against sanctioned post.

The qualifications for Guest/Part-time Teachers should be same as those prescribed for the regular teachers of Universities/Colleges in UGC's Regulation.

Election procedure for appointing Guest/Part-time Teachers should be the same as for regularly appointed teachers.

Guest/Part-time Teachers may not be treated like regular teachers of the faculty for the purpose of voting rights or for becoming the members of the boards of studies.

Retired teachers may also be considered for appointment for Guest/Part-time teachers.

Guest/Part-time teachers may not be given the benefit of allowances, pension, gratuity etc.

Guidelines will come into force w.e.f. 1.1.2010.

Contents of the letter may be brought to the notice of all the affiliated Colleges/Institutions.

Yours faithfully,

(B.K. Singh)
Deputy Secretary
Sub: Clarification regarding appointment of teaching staff in Delhi Colleges - regarding.

Sir/Madam,

With reference to the above, I am directed to mention that the position as regards "teachers appointed on contract basis" remains as per clause 13.1 of the UGC (Minimum Qualification for appointment of teachers, other academic staff in universities and other measures for the maintenance of standards in higher education) Regulations 2010.

As regards the remuneration paid to "guest / part time" teachers, it is on the basis of "per lecture" only, as mentioned in UGC letter No.10-1/2009(PS) dated 06.02.2010. Thus teachers appointed on contract basis and "guest / part time" teachers are two distinct categories and remuneration to the former is governed by UGC Regulations, 2010 whereas, the remuneration to the latter is governed by UGC letter no.10-1/2009 (PS) dated 06.02.2010.

In view of the above, the UGC letter No. 39-2/2013(DC) dated 19-05-2014 stands withdrawn forthwith.

Yours faithfully,

[Signature]