

UNIVERSITY OF DELHI



Ref. No. Estab.(T)/V/Guest Teacher/10/
Delhi; the 10th August, 2010

The Dean/Head,
Faculty/Department of _____,
University of Delhi,
Delhi-110007.

Sub. : Revised guidelines for the scheme of Appointment /
Honorarium of Guest / Part-time Teachers in the University.

Dear Sir / Madam,

In continuation to this office letter No. Estab.(T)/V/Guest Teacher/10/11580-687 dated 24.5.2010, the University has decided that :

1. the Guest/ Part-time teacher who possess minimum qualification for the post of Assistant Professor should be paid Rs.1,000/- per lecture to a maximum of Rs.25,000/- w.e.f. 1.1.2010 as communicated by the UGC in its letter No. F.10-1/2009 (PS) dated 5.2.2010 and adopted by the University vide EC Res: No. 267 dated 25.3.2010. (copy enclosed)
2. for appointment of Guest / Part-time teachers, the selection procedure may be the same as followed for selection of ad-hoc teachers as per EC Res. No. 120 (8) dated 27.12.2007 (copy enclosed). The rest of the guidelines of UGC letter dated 5.2.2010 shall remain the same.
3. the teachers of Colleges, other Universities, retired teachers of this or other University / Colleges, renowned experts/professionals of established organizations or establishments of repute may not be required to appear before the Selection Committee for appointment as Guest teachers.

This is for your information and necessary action please.

Yours faithfully,

Rm/018
Registrar

Copy to:-

1. The Finance Officer, University of Delhi, Delhi-7.
2. The Deputy Registrar (Finance/South Campus/Internal Audit Officer/ Colleges)
University of Delhi-7.
3. The Assistant Registrar (Accounts/Estab-IV), University of Delhi, Delhi-7.
4. The Section Officer (Estab.-IV/V/VI/Finance-I/XII), University of Delhi,
Delhi-7.

[Signature]
Assistant Registrar (Estab.-T)

10/8/2010 *10/8/10*

APPENDIX - V

Resolution No. 120 (8)

Report of the Committee as approved by the Academic Council at its meeting held on 12.12.2007 to examine the issue of ad hoc, appointments in Colleges/ Departments.

In terms of A.C. Resolution No.34 dated 23.4.2005, the Vice-Chancellor had constituted a Committee consisting of the following to examine the issue of ad hoc appointment in Colleges/Department(s) of the University:

1. Prof. S.K.Tandon - *Chairperson**
Pro- Vice-Chancellor
2. Prof. Nayanjot Lahiri
Dean of Colleges
3. Prof. Dinesh Singh
Director, South Campus
4. Prof. S.K. Vij
5. Dr. A.S. Reddy
6. Dr. Aruna Sitesh (since deceased)
7. Professor B.P. Sahu
8. Dr. Jaswinder Singh
9. Dr. Barkatullah Khan
10. Dr. Rekha Dayal
11. Dr. Ashwini Shankar
12. Dr. A.N. Jha
13. Dr. Manoj Khanna
14. Dr. Gurmohinder Singh - (Special Invitee)

The Committee had a series of meetings on the following dates:

- (i) Thursday, the 13th April, 2006
- (ii) Wednesday, the 7th November, 2007
- (iii) Wednesday, the 14th November, 2007.
- (iv) Thursday, the 6th December 2007

*Professor Shirin Rathore was the alternate Chairperson of the first meeting of the Committee.

The Committee was assisted, among others, by Sh. D.K. Kandpal, Assistant Registrar (Colleges) in its deliberations.

During the course of deliberations in its meetings, the Committee examined the following Academic Council Resolutions/Executive Council Resolutions and the guidelines issued to the Colleges in this regard from time to time, and analyzed the entire issue of ad hoc appointments in colleges of the University:

- (i) E.C. Resolution No.151 dated 5.2.1989
- (ii) E.C. Resolution No.165 (2) dated 25.3.1989
- (iii) A.C. Resolution No.34 dated 23.4.2005.
- (iv) The provision of Ordinance XI/XII of the Ordinances of the University.

The Committee arrived at a consensus about the following points to be recommended to the Academic Council for consideration and approval:

I Drawing up of a Panel:

The appointment of ad hoc teachers shall be made from a panel drawn by the respective department(s) of the University in the following manner:

- (i) The respective department(s) shall invite applications for drawing up a panel twice in a year (first by the end of April and second by the end of September). The panel will be drawn by the department(s) concerned by 15th of June in the first instance, followed by an additional panel by 15th of October.
- (ii) The panel for considering ad hoc appointments shall be drawn by a Committee consisting of the following, keeping in mind the qualifications as laid down in Ordinance XXIV of the Ordinances of the University:
 - (a) Head of the respective department
 - (b) Four teachers in the department (keeping in mind the principle of seniority, on rotation of two years).
- (iii) The panel for purposes of ad hoc appointment shall be drawn by the department(s) concerned and be categorized in the manner as specified in Annexure-I.

- (iv) The ad hoc panel prepared by the department(s) concerned will be displayed on the University Website www.du.ac.in. The complete ad hoc panel will also be put on the notice board of the department as soon as it is prepared.
- (v) A minimum of ten names (or less if not available) will be sent without splitting the respective category that is to be transmitted. The possibility shall be explored to transmit larger lists of candidates to the College(s) as and when required. As and when candidates join against ad hoc vacancies, their names will be deleted from the panel. The residual names in the list sent, shall form part of the active panel to be transmitted until such time that all names in the category concerned are exhausted.
- (vi) The College shall mention the number of vacant posts to be filled up, the dates of interviews and the number of candidates asked to appear for the interview(s). This will be put on the University Website as well as on the College Website.
- (vii) The Principal of the College concerned will send copies of the appointment letter to the concerned Head of the Department and to the Dean of Colleges, University of Delhi. The names of the person(s) so appointed will put on view in the University Website www.du.ac.in and on the College Website.
- (viii) A separate panel shall be prepared for the persons belonging to SC/ST/OBC and Physically Handicapped categories as per roster. Ad hoc appointments against SC/ST/OBC and Physically Handicapped vacancies shall be filled with SC/ST/OBC and Physically Handicapped candidates only.
- (ix) The College(s) concerned may interview the candidate(s) listed in the panel sent by the University, and shall do so through a Selection Committee consisting of the following:
- Principal of the College
 - Teacher-in-Charge in the subject
 - One teacher in the subject (keeping in mind the principle of seniority, on rotation of two years).

- (x) In case the selection is for the post of Lecturer earmarked for SC/ST/OBC category, there shall be a SC/ST/OBC Observer on the above Committee, nominated from the College Faculty (keeping in mind the principle of rotation of two years).

II. The circumstances under which ad-hoc appointments are needed :

- In case there is a sudden, unexpected and short vacancy, arising out of a sudden sickness or death, on medical grounds (including maternity leave), abrupt leave or any other situation that may disrupt the normal process of teaching-learning, an ad hoc appointment may be made.
- Due care must be exercised in determining and notifying expeditiously, the vacancies to be filled up on an ad hoc basis by the College(s) concerned.
- The ad hoc appointment should not be made where the vacancy arises for a period of less than one month.
- The ad hoc appointment shall only be made for a period of more than one month and upto four months (i.e. 120 days) in accordance with the provisions contained in clause 3(1) of Ordinance XII.
- Whenever the vacancy arises for the duration of more than four months, the same may be filled up on temporary basis as per due process and procedure i.e. through a duly constituted Selection Committee.

III. Service Benefits:

(a) Salary / Scale of Pay:

The ad hoc appointee shall be given the scale of pay as applicable in the case of appointment of Lecturer.

(b) Teaching Experience:

The ad hoc teaching period shall be taken into consideration for purposes of placement/promotion in the senior scale/Reader's grade under the Merit Promotion Schemes applicable to teachers.

(c) Vacation Salary:

Ad hoc teachers must be paid their vacation salary as per the provisions of Clause 10 of Ordinance XI for University Department teachers and clause 3 and 4 of Ordinance XII for College teachers.

(d) *Admissibility of Leave:*

The privilege of proportionate Casual Leave, Earned Leave of one day per month, Half Pay Leave on medical grounds (except maternity leave) may be given to ad hoc appointees, if otherwise admissible. Under no circumstances can leave be carried over or encashed.

(e) *Medical Check-up facilities:*

In case, the ad hoc appointees wish to avail the facility of WUS Health Centre, they shall be allowed the membership of WUSHC for the specified period, for which they shall be issued temporary identity cards.

Sd/
(Professor S.K. Tandon)
Chairperson

Annexure-I

<i>Sr. No.</i>	<i>Qualification to be taken into consideration</i>	<i>Category</i>
1.	First division from graduation onwards + Ph.D.	I
2.	First division at the graduation level or P.G. level + Ph.D.	II
3.	Graduation first division + P.G. first division + M.Phil/NET qualified	III
4.	First division either at the graduation level or P.G. level + M.Phil/NET qualified	IV
5.	Graduation & PG second division (Minimum 55% [50% for candidates belonging to SC/ST]) + Ph.D.	V
6.	Graduation & PG second division (Minimum 55% [50% for candidates belonging to SC/ST]) + M.Phil/NET qualified	VI