



साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय

NOTIFICATION

No.....06...../SUBIS/2014 Date.....20...../06...../2014

साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय के REGULATION FOR GUEST FACULTY, VISITING FACULTY AND AD-HOC APPOINTMENT जिन्हें साधारण परिषद् की बैठक दिनांक 19 जून 2014 में स्वीकृति प्रदान की गई है एतद् द्वारा यह नियम लागू किया जाता है। यह विनियम, REGULATION FOR GUEST FACULTY, VISITING FACULTY AND AD-HOC APPOINTMENT 2014 के रूप में प्राख्यापित होगा।

संलग्न : उक्त विनियम

(कुलपति द्वारा अनुमोदित)

(राजेश गुप्ता)
कुलसचिव

✓ साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय

पृष्ठा. क्र. / साँ.बौ.भा.ज्ञा.अ.वि.वि. / 2014-15

भोपाल, दिनांक / / 2014

प्रतिलिपि :-

1. कुलपति, साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय, भोपाल।
2. ।
3. को साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय की वेबसाइट में अपलोड करने के लिए।
4. गार्ड फाइल।

कुलसचिव

साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय

**Regulation for Guest Faculty, Visiting Faculty
and Ad-hoc Appointment 2014**



Regulation No. 1

**Sanchi University of Buddhist-Indic
Studies, Bhopal**

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श्रीराम कुमार

1. PROTECTION OF BASIC PAY AND ACADEMIC GRADEPAY IN THE CASE OF FACULTY MEMBERS JOINING THE UNIVERSITY FROM THERE INSTITUTION.

The pay including the academic grade pay drawn by a faculty member in his parent institutions may be protected upon joining the University under open recruitment provided the higher grade was granted under the Career Advancement Scheme or any other UGC approved Scheme and subject to submission of a certificate to this effect from the parent institution. However, this protection shall not be applicable for candidates holding higher post/scale in his parent institution and joining at a lower post in the University. In their case only the basic pay drawn in their previous institution shall be protected and not the academic grade pay or the pay band.

1. Protection of Basic Pay and Academic Grade Pay will be allowed in all cases (irrespective of the date of joining the University) upto the maximum of the Pay Band and AGP of the post joined in the SUBIS.

2. GUIDELINES FOR ENGAGEMENT OF GUEST FACULTY IN THE UNIVERSITY

1. All the Schools will send their proposals for Guest Faculty keeping in view the faculty already in position, actual requirements based on rational work assessment for guest faculty for the whole school preferably planned ahead of the commencement of the semester.
2. Guest faculty may be engaged in exceptional circumstances in such specialized fields/subjects where professional expertise is required to strengthen and supplement the teaching, as also those cases where the work load does not justify the appointment of a full-time regular teacher throughout the academic year.
3. Guest faculty may be engaged only against sanctioned posts. Such engagements should be kept to the barest minimum. In exceptional circumstances, guest faculty may be engaged even if there does not exist a vacant position with the prior approval of the Vice-Chancellor for two semesters. For a period more than that prior approval of the Executive Council is mandatory.
4. The qualification for guest faculty should be the same as those prescribed for the regular teachers of the University. Native speakers possessing requisite proficiency and skills in foreign languages may be exempted from NET or Ph. D for teaching language courses and others in exceptional situations on the specific recommendation of the Selection Committee and with the approval of the Vice-Chancellor.

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5. The requirement of guest faculty by Centres/Schools shall be advertised locally and put on notice boards as well as on the University website for wider information.

6. The selection procedure for engagement of guest faculty in centres/Schools shall be through a duly constituted Selection Committee comprising of the

Following:

1. Pro VC - Chairperson
 2. Dean/Chairperson of the school
 3. Chairperson of the Centre
 4. One outside expert nominated by VC
 5. One Professor from the Centre/School nominated by VC
7. Guest faculty may be engaged on semester to semester basis on lecture basis. Selection Committee will not be required again in case the same person is recommended by the Centre/School for re-engagement in the subsequent semester (s) upto a maximum period of four semesters. Thereafter, the Centre/School will be required to advertise the position afresh in the manner suggested above.
8. The retired faculty and in case of persons already holding teaching positions outside the University, the guest faculty may be invited without any formal interview on the specific recommendations of the Centre/school with prior approval of the Vice-Chancellor.
9. Centres/Schools can engage upto two guest faculty against a vacant faculty position after following the prescribed procedure.
10. Guest faculty may not be treated like regular members of the faculty for the purpose of voting right for becoming the members of the Boards of Studies, or for payment of other allowances and benefit admissible to regular teachers.
11. Guest faculty shall be paid Rs.1,000/- per lecture upto a maximum of Rs.25,000/- per month, plus actual conveyance charges as per rules subject to a maximum ceiling of Rs. 10,000/- per month.
12. A regular teacher appointed in a Centre/School of University should not be eligible for any remuneration for teaching the subject to students of another Centre/School.
13. The guest faculty shall be assigned to teach both Optional Compulsory/Core Courses after taking into consideration requirements of the School/Centre concerned.

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3. TEMPORARY/AD-HOC APPOINTMENT OF ASSISTANT PROFESSORS AGAINST LEAVE, VACANCIES OF PROFESSORS/ ASSOCIATE PROFESSORS ETC.

Resolved that no temporary appointment of Professors and Readers shall be made whenever vacancies of Professors and Readers occur. Temporary appointment of lecturers against these vacancies be made for not more than 6 months and action be taken to see that the posts are filled up by regular appointment of Professors and Readers under statutes of the University. Full use be made of UGC scheme of Visiting Fellows/Visiting Professors in the University against the vacant posts of Professors and Readers. That the University shall follow its usual procedure for making temporary appointments of lecturers upto a period of 6 months. University shall, however, follow the procedure prescribed for making permanent appointments when the period of appointment is more than six months. In case of lecturers, University may not make temporary appointments for more than a total period of two years on a year to year basis and before the expiry of this period, permanent appointment of lecturers must be made. Normally, a person will not be appointed on temporary basis for more than two years in the same department.

4. GUIDELINES FOR APPOINTMENT OF VISITING PROFESSORS/VISITING FELLOWS/SPECIAL FELLOWS/ VISITING SCHOLARS.

A. Visiting Professors:

1. A Visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of the Professor may be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of Visiting Professor will be for a period of two years.
3. An Eminent Scholar may also be appointed as Visiting Professor even for less than two months period.
4. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before his/her superannuation.
5. A superannuated Professor, not belonging to the University, on his appointment as Visiting Professor may be paid an honorarium @ Rs. 50,000/- per month irrespective of the fact whether such appointment is

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made from within or outside the country. Visiting Professor appointed for less than a month shall be paid on a pro-rata basis.

6. The payment of honorarium to a serving Professor of an Indian University not drawing pay and allowances from his/her parent institution on his/her appointment as Visiting Professor will be determined on the basis of the salary drawn in the parent University plus 10 per cent of the salary drawn. The University would also contribute towards pensionary benefits or CPF/GPF as per usual rules.
7. On appointment as Visiting Professor, it is expected that the parent University would give duty leave without pay to such serving Professors.'
8. The University may appoint a person upto the age of 70 years as a Visiting Professor. However, the Vice-Chancellor may consider appointing Visiting Professors beyond the age of 70 years on merit of each case and get it approved in next meeting of the E.C.

Note: *The MHRD vide its communication no. F-31-18/2008-U.4 dated July 2, 2008 conveyed that the Professors/teachers and Scholars who are invited as visiting faculty, the powers to issue visas has been delegated to Indian Missions abroad and that Indian Missions have been authorized to issue visas based on an invitation from a Central Educational Institution or publically funded State University.*

9. If a person working abroad on a permanent basis is invited as a Visiting Professor for a period of three months or more, the University may meet the cost of International air travel from its own resources. Visiting Professor appointed from within India may be paid travel expenses in accordance with the rules of the University. The VC can relax time limitation on case to case basis on merit subject to later ratification by EC.
- 10 Visiting Professors/Fellows/Scholars drawing honorarium as per rates approved by the Executive Council may not be paid any local conveyance allowance. A Visiting Professor drawing honorarium and wishing to avail of the guest house accommodation shall be charged at official rates subject to a maximum of Rs. 4000/- per month.
11. Visiting Professors not drawing any honorarium from the University will continue to be provided guest house accommodation free of charge but food would be paid for by the Visiting Professor.
12. A serving Professor drawing pay and allowances from his/her parent institution on his/her appointment as Visiting Professor at the University may also be paid honorarium at the approved rates by the University.

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B. Visiting Fellows:

1. A Visiting Fellow should be a scholar of eminence in his/her subject. Superannuated persons upto the age of 70 years also be considered for appointment as Visiting Fellow.
2. *Senior Scholars not holding a University Professorship but holding an equivalent status in their parent Institution on their appointment as Visiting Fellow will also be paid an honorarium @Rs.30,000/- per month or on a pro-rata basis if the appointment is made for less than a month. The minimum tenure of a Visiting Fellow should not be less than a week and the maximum upto one year.
3. Travel expenses shall be met in accordance with rules of the University.
4. It is expected that the parent institution will grant to the Visiting Fellow academic leave with pay and allowances as usual for the duration of the appointment as Visiting Fellow, if a serving person is appointed as Visiting Fellow.
5. Guest House accommodation is expected to be provided free of charge but food would be paid for by the visiting Fellow. A visiting fellow drawing honorarium and desiring to avail of the guest house accommodation shall be charged at official rates subject to maximum of Rs. 4000/- per month subject to its availability.
6. The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of three months can be split up as desired by the University within the period of one year.
7. Visiting Fellows drawing honorarium as per rates approved by the Executive Council may not be paid any local conveyance allowance. The Visiting Fellows wishing to avail of the guest house accommodation shall be charged at official rates subject to a maximum of Rs. 4000/- per month, subject to its availability.
8. Visiting Fellows not drawing any honorarium from the University will continue to be provided guest house accommodation free of charge subject to its availability but food would be paid for by the Visiting Fellow.
9. All the Fellows irrespective of their designation invited at the University will be paid a fixed stipend of Rs. 25,000/- per month.
10. All the Visiting Fellows invited at the Jawaharlal Nehru Institute of Advanced Study will be provided free accommodation for the tenure of their fellowship.
10. A serving Fellow drawing pay and allowances from his/her parent institution on his/her appointment as Visiting Fellow at the University may also be paid honorarium at the approved rates by the University.

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C. Visiting Scholars:

1. All Scholars not falling in the above two categories shall be designated as Visiting Scholars and their emoluments shall be fixed administratively.
2. *Visiting Scholars who had held the ranks of Associate Professors and Assistant Professors (or equivalent) in their parent University/ Institution in India during their active service and Visiting Scholars from abroad shall be paid honorarium @ Rs.25,000/- per month Visiting Scholars appointed for less than a month shall be paid on a pro-rata basis.
3. Visiting Scholars drawing honorarium as per rates approved by the Executive Council vide resolution No. 6.17 dated 16-10-2003, may not be paid any local conveyance allowance. The Visiting Scholars wishing to avail of the guest house accommodation shall be charged at official rates subject to a maximum of Rs. 4000/- per month.
4. Visiting Scholars not drawing any honorarium from the University will continue to be provided guest house accommodation free of charge subject to its availability but food would be paid for by the Visiting Scholar.
5. A serving Scholar drawing pay and allowances from his/her parent institution on his/her appointment as Visiting Scholar at the University may also be paid honorarium at the approved rates by the University.
6. The maximum tenure of a Visiting Scholar may be increased to one year.

D. Special Fellows:

The University may invite an eminent Editor, Artist, Writer or a person associated in the formation of foreign policy or policy planning, etc. who has rich experience and expertise but may not fit in under the ambit of above provisions, for appointment as a Special Fellow and the person so appointed would be paid honorarium and provided other facilities on the same basis as applicable to Visiting Professors/Visiting Fellows".

Visiting Professor/Fellows/Scholars now drawing any honorarium from the University will continue to be provided with guest house accommodation on the same terms, as are applicable at present.

5. RATE OF HONORARIUM PAYABLE FOR SPECIAL LECTURERS

The honorarium for the Special Lecturers will be Rs. 1000/- per lecture plus actual conveyance charges subject to 3-4 lectures/speaker per semester.

