

This Documents covers Selection
Guidelines to Empanel the Visiting Faculty

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**GSFC University,
FERTILIZER NAGAR, VADODARA**

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Selection Guidelines to Empanel the Visiting Faculty

1. Preamble:

The ultimate goal and objective of University is to make 100% student industry ready, so as to make at least 90% of them employable. GSFC University management has decided to have minimum 30% teaching hours through visiting faculty (who are from Industry), so as to bring industry related experience in teaching.

2. Qualification:

- i. Candidate having any of the qualifications mentioned below, will be eligible to apply;
 - B.Tech /B.E., MA with prescribed experience in Industry
 - Post graduate – M.Tech., M.Sc., MBA
 - Ph.D. in the relevant subject.
 - Any under graduate with specialized technical skills and having very long industrial experience.
- ii. Persons from Industry will be encouraged to empanel as visiting faculty subject to clearing the process of evaluation as enumerated in clause no.5.

3. Role & Responsibility of Visiting Faculty:

- i. Visiting Faculty to complete the syllabus for at least one unit of a subject and associated credit to it (approx. 0.5 to 4 credits) in a semester.

This is to include designing of assignments based on the syllabus of a Unit in a given semester. It will comprise of taking theory lectures, conducting practicals, setting exam papers and evaluating answer papers and furnishing the results.

The Visiting Faculty will be responsible to submit the attendance of the class on daily / weekly basis to the course coordinator / academic coordinator.

The Visiting Faculty to be responsible for above as a full package.

- ii. Visiting faculty has to take class in the University. Generally, teaching hours not to exceed 4 hours a day.
- iii. Visiting Faculty has to take the course pertaining to one unit in the continuation and complete it. The duration may spread from 2 – 4 weeks for one unit or as required based on curriculum / prescribed syllabus.
- iv. Visiting Faculty has to set examination papers in multiple sets, i.e. 3 sets for mid-semester and 5 sets for final semester and submit them in a sealed cover (as applicable) to course coordinator / academic coordinator. Once exams are held, they have to evaluate the answer sheets and submit results to University or feed it in University's ERP System (based on system in vogue).

4. Categories:

The categories of Visiting Faculties and their categories are as below:

- i. 5 to 15years experience - Visiting Assistant Professor
- ii. 15 to 25years experience - Visiting Associate Professor
- iii. More than 25years experience - Visiting Professor

Visiting Faculty will be entitled for Visiting card stating their empanelled status subject to completion of minimum 30 hours of teaching.

5. Evaluation Criteria of Empanelment:

The Unit / Subject of on-going Semester being taught at University will be the basis of for the evaluation.

Aspiring Professionals will select a topic in consultation with Program Co-coordinator / Associate Dean / Dean of respective streams from the given syllabus and carry out the following:

- a) Take a virtual demo session of identified student's batch for approximately 30-45 minutes in presence of minimum four existing Faculty Members of the respective stream, one of which shall be Dean / Associate Dean of the respective School, which will be evaluated on the qualitative & quantitative parameters through Student Feedback mechanism and Committee Members, as the case is.
- b) Design practical and carry out the same; if required to teach the curriculum. The same will be evaluated by the Committee of Experts / Interview.
- c) Personal Interaction / Discussion will be done for final selection by the Selection Committee constituted of the following members–
 - Provost (Chairman),
 - Director (Admin) / Dy. Director (Admin),

- Dean and
- Stream Expert from GSFC Ltd.

Based on the final evaluation by the Selection Committee, the shortlisted candidate shall be given Empanelment Letter by the HR Department of GSFCU containing information regarding their Remuneration and other Terms and Conditions.

6. Remuneration Schedule:

The total remuneration will be worked out based on actual hours of classes and practical's planned to provide the Monthly Payment as per below described method with Form.

- a) Visiting Faculty and Program Coordinator to keep a statement of record of their actual teaching hours and other examination instances with dates of every Month. Both will sign on this record and send to Dean of the respective Schools for his/her signature of approval. The signed record will be submitted to the HR department for noting and verification. Please note that in case of any pending work from Visiting Faculties, Program coordinator is empowered not to recommend form till the pending work of Visiting Faculty is over.
- b) HR department will verify the statement and send recommendation to Finance department for payment.
- c) Payment of Tutorial teaching hours will be considered at half the rate of Lecture rate. Entire process to be completed within 15 days of preceding month including payment.

d) Total remuneration shall be based on actual number of hours' classes and practical planned & other examinations related instances if any shall be followed & payment will be made as per the steps enumerated above.

a) Remuneration for On-Campus Sessions:

Remuneration related to teaching:

- Visiting Faculty Grade C : Rs. 1200 per Lecture of one hour (Provided *last student's feedback is between 55% & 64%).
- Visiting Faculty Grade B : Rs. 1500 per Lecture of one hour (Provided last student's feedback is between 65% & 74%).
- Visiting Faculty Grade A : Rs. 1800 per Lecture of one hour (Provided last student's feedback is above 75%).
- Laboratory Session: Rs. 1200/1500/1800 respectively per Lab session of 2 hours.

* Last student's feedback at the end of every semester will be considered for renewing the remuneration.

Remuneration related examination work:

- Question Paper setting: Rs 600 per subject/ per end semester
- Answer Sheet correction: Rs. 12 per answer sheet/ per end semester
- Supervision: Rs. 300 per exam of 3 hours
- Viva exam include Journal correction: Rs. 20 per student/ per end semester
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- Practical/tutorial evaluation: Rs. 20 per student/ per end semester
- Applicability of remuneration will be same for the employees of GSFC Ltd.

b) Remuneration for Virtual Sessions:

Remuneration related to teaching:

- Visiting Faculty Grade C: Rs 720/- per Lecture of one hour (* provided last feedback of students is between 55 % & 64 %).
- Visiting Faculty Grade B : Rs 900/- per Lecture of one hour (Provided last feedback of students is between 65 % & 74 %).
- Visiting Faculty Grade A : Rs 1080/- per Lecture of one hour (Provided last feedback of students is above 75 %).

* Last feedback of students at the end of every semester will be considered for reviewing remuneration

c) Remuneration related examination work:

- Question Paper setting: Rs 360/- per subject / per end semester
- Answer Sheet correction: Rs 7/- per answer sheet/ per end semester
- Supervision: Rs 180/- per exam of 3 hours
- Viva exam include Journal correction: Rs 12/- per student / per end semester

- Practical / tutorial evaluation: Rs 12/- per student / per end semester

*Applicability of remuneration will be the same for the employees of GSFC Ltd and also the non-teaching staff of GSFCU

7. General Terms & Conditions of Empanelment:

- i. The final selected candidate/s shall be given a maximum of three years empanelment with the University, subject to desirable students 'feedback, timely completion of assigned tasks and QC report.
- ii. In case of non-compliance with regard to assigned duties & poor review of performance during any stage of empanelment period, the said agreement of empanelment will be revoked with immediate effect.

Note:

- As a general rule all Visiting Faculties will be considered at grade "C" and based on the consistent student feedback rating of 75% or more, will be upgraded to next higher grade till he/she reaches up to Grade 'A'.
- Any Visiting Faculty scoring 50% or less than in student feedback rating criteria will be issued suitable advisory and may not be considered to continue, if improvement is not observed.
- To continue as Visiting Faculty a person should get more than or equal to 60% of student feedback rating.

8. Requisition Process:

- Provost / Dean / Academic Coordinator / Program Coordinator of various streams shall submit their requirement of Visiting faculty to HR through Director (Admin), clearly mentioning the below details:
 - a) Information regarding the Unit/Subject to be taught, for which particular semester, along with justification.
 - b) Planning and allocation of hours for teaching the unit, clarification regarding other related work load of the Visiting faculty along with Time-table modifications if required.
 - c) Work Order will be issued to the Visiting Faculty containing the number of lectures and practicals (if required) to be taken for completing a particular unit.
 - d) Involvement of the VF in any examination duty such as paper setting, paper checking, practical evaluation, viva also to be covered here.
 - e) Any other important information related to Teaching/ Practical's.

9. Role of Teaching Assistants:

Teaching Assistants shall be designated as Visiting Faculty coordinator (based on the field) for the subjects taught by Visiting Faculty. It shall be the duty of the Coordinator to ensure that the unit syllabus & other workload are completed within the allocated time and fixed consolidated remuneration of the faculty.

10. Various Assessment Sheets:

(A) Individual Evaluation Sheet for Demo Lecture for the position of _____

Date: _____

Sr. No	Name of the Candidate	Allotted Semester	Assessment Parameters					Total
			Presentation and Communication Skill	Teaching Technique	Subject Knowledge	Utilization of Teaching aid	Response to the queries by the students	
			Marks:10	Marks:10	Marks:10	Marks:10	Marks:10	
1								
2								
3								
4								
5								

Signature _____

Name _____

Designation _____

(B) Consolidated Evaluation Sheet for Demo Lecture for the position of _____

Date:

Sr. No	Name of the Candidate	Allotted Semester	Selection Committee				Average
			Mr. ____	Mr. ____	Mr. ____	Mr. ____	
			Marks:50	Marks:50	Marks:50	Marks:50	Marks:50
1							
2							
3							
4							
5							

(C) Individual Interview Evaluation Sheet for the position of _____

Date: _____

Sr. No	Name of the Candidate	COMPETENCIES					
		Job knowledge	Relevant Background & Quality of Experience	Strategic Planning & Problem solving skills / Critical Thinking	Interpersonal & Communication Skills	Motivation / Initiative	Total Marks
		Marks: 20	Marks: 20	Marks: 20	Marks: 20	Marks: 20	Marks:100
1							
2							
3							
4							
5							

Signature _____

Name _____

Designation _____

(D) Consolidated Interview Evaluation Sheet for the position of _____

Date: _____

Sr. No	Name of the Candidate	Selection Committee				Total Marks (Average)
		Mr. _____	Mr. _____	Mr. _____	Mr. _____	
		Marks:100	Marks:100	Marks:100	Marks:100	
1						
2						
3						
4						
5						

Mr. _____

Mr. _____

Mr. _____

Mr. _____

Designation: _____

Designation: _____

Designation: _____

Designation: _____

Sign: _____

Sign: _____

Sign: _____

Sign: _____