

Honorarium to Guest/Part-time Teachers - University and Colleges

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MAG
NEW DELHI - 110002

No F 2-9/97 (PS)

17th April, 1999

The Registrar

Subject : Revision of honorarium to be paid to Guest/Part Time Teachers in the Universities and Colleges - regarding

Dear Sir/Madam,

In continuation to the UGC Circular No F 15-7/88 (CPP) dated 14.3.98 on the above subject, I am to inform you that the Commission decided that the honorarium may be paid @Rs.150/- per lecture to the Guest/Teacher in the Universities and Colleges instead of payment of honorarium per month. However, it is clarified that this will not apply to part-time teachers who are appointed on terms & conditions as provided for in the Para 12.0.0 of the Notification issued by University Grants Commission on 24th December, 1998.

Yours faithfully,

(Dr. (Mrs.) Pankaj Mittal)
Deputy Secretary

No.F.2-9/97 (PS)

03th June, 1999

The Registrar

Sub: Revision of honorarium to be paid to Guest-Part Time Teachers in the Universities and Colleges - Regarding

Dear Sir/Madam,

Please refer to this office circular No.F.2-9/97 (PS) dated 17.4.99 wherein a reference of UGC's letter No.F.15-7/88 (CPP) dated 14.3.98 was made. The date 14.3.98 mentioned above was a typographical error, which may be read as 14.3.88.

Yours faithfully,

(Dr. (Mrs.) Pankaj Mittal)
Deputy Secretary

No F 2-9/97 (PS)

27th March, 2001

The Registrar

Subject : Appointment of Guest Faculty in place of Part-time Teachers - payment on per lecture basis.

Dear Sir/Madam,

In continuation to the UGC's Circular of even number dated 17.4.99,3.6.99 and 21.3.2000 on the subject cited above, I am to inform you that the commission considered the draft guidelines in its meeting held on 27th January, 2000 and resolved that it was not in favour of a separate cadre of part-time teachers. The Commission decided that no new part-time teachers be appointed and wherever required Guest Faculty could be appointed on per lecture basis. The Commission further decided to enhance the amount of honararium from Rs.150/- to Rs.250/- for Guest Lecturer with a ceiling of Rs.3000/- per month.

Yours faithfully,

(Dr. (Mrs.) Pankaj Mittal)
Deputy Secretary

No F.7-1/2001 (PS)

05th August, 2001

The Registrar

Subject : Honararium for Guest Faculty

Dear Sir/Madam,

In continuation to the UGC's circular's No.F.2-9/97 (PS) dated 17.4.99,3.6.99 and 21.3.2000 and 27.3.2001 on the subject cited above, I am to inform you that the Commission has decided to enhance the amount of honararium from Rs.150/- to Rs.250/- per lecture for Guest Lecturers with a ceiling of Rs.5000/- (five thousand only) per month in place of earlier Rs.3000/- per month.

Yours faithfully,

(Dr. (Mrs.) Pankaj Mittal)
Deputy Secretary

No F.15-7/88 (CPP)

14th March, 1988

To

The Registrar

Sub: Revised guidelines for the scheme of appointment of Guest/Part Time Teachers, Visiting Professors/Visiting Fellows, and Retired Teachers for undertaking research/Project work and Emeritus Fellows.

Dear Sir,

I am directed to say that the University Grants Commission at its last meeting held on the 21st January, 1988 accepted the recommendation of the Committee appointed by it (i) to review the guidelines Prescribed by the Commission for appointment of Guest/Part Time Teachers; and (ii) payment of honorarium to visiting Professors/Visiting Fellows, Retired Teachers for undertaking Research/Project work and Emeritus Fellows. A copy of the recommendations of the Committee alongwith revised guidelines in respect of the above schemes as accepted by the Commission is enclosed for your information and guidance (Appendix).

These guidelines will come into force w.e.f. 1.4.1988.
The receipt of this letter may please be acknowledged.

Yours faithfully,

(C.R. Ramachandran)
Deputy Secretary

copy with & copy of the enclosures to all the officers & Sections in the U.G.C.

(C.R. Ramachandran)
Deputy Secretary

Recommendations of the Export Committee appointed by the Commission (i) to review the guidelines prescribed by the Commission for appointment of Guest/Part-time teachers in Universities and Colleges and payment of honorarium to Guest/Part-time teachers and (ii) to consider the payment of honorarium to Visiting Professors/ Visiting Fellows, Retired Teachers and Emeritus Fellows.

(i) Appointments of Guest/Part-time Teachers in Universities and Colleges: -
The committee agreed that as provided in the existing guideline guest/Part-time Teachers may be appointed only in exceptional circumstances in specialised fields/subjects where professional expertise is needed to strengthen and supplement the teaching as also in cases where the work load does not justify the appointment of a full time regular teacher throughout the academic year.

(ii) Honorarium to Guest/Part-time Teachers in Universities and Colleges may be enhanced as under:-

Existing Norms		Revised Forms	
Work load per week	Honorarium per month	Work load per week	Honorarium per month
3-6 hours	Rs. 500/-	4-6 hours	Rs.1000/-
7-10 hours	Rs. 750/-	7-10 hours	Rs.1500/-

(iii) In case of special lectures not exceeding say six to eight lectures by an expert Rs. 100/- per lecture be paid to the lecturer.

(iv) The honorarium for practicing lawyers to provide clinical training to LLB students be fixed at Rs. 1500/- per month.

ANNEXURE II

REVISED GUIDELINES FOR APPOINTMENT OF VISITING PROFESSORS/ VISITING FELLOWS.

A. VISITING PROFESSORS

1. A Visiting Professor should be an eminent scholar in his field. Generally person who has held or is holding the post of a professor should be considered for appointment as Visiting Professor. In case a University desires to appoint any other person under the scheme of appointment of Visiting Professors, the University should send the necessary bio-data etc. and obtain the prior concurrence of the Commission.

2. The maximum tenure of appointment of a Visiting professor should be one year and the minimum not less than three months, provided that a person who has been appointed and acted once as a Visiting Professor for a period not less than three months or upto one year should not be reappointed by the same university.

3.A Professor should not be appointed as a Visiting Professor in the same University in which he holds a post immediately before or after superannuation.

4.A person appointed as a Visiting Professor from outside the country may be paid an honorarium of upto Rs. 5,000/- p.m. In case a person already serving in an Indian University or an Institution is appointed as a Visiting Professor, the honorarium payable should be determined on the basis of the salary plus 20% of the basic pay plus the dearness allowance and other allowance if any admissible (except conveyance allowance if any) according to the rates of his parent University/Institution. The receiving University would also contribute towards his pensionary benefits/CPF as per usual.

5.If a superannuated person is appointed as a Visiting Professor the honorarium payable to him should not exceed Rs. 5,000/- p.m. excluding any superannuation benefits.

6.If a University proposes to appoint a person who has attained the age of 62 years or more but upto the age of 65 years as Visiting Professors, it should send the necessary bio-data and obtain the prior concurrence of the Commission.

7.If a person working abroad in a permanent basic is invited as a Visiting Professor, a University may meet the cost of international air travel by economy class by the direct route. This will not be applicable to a person who is returning to India at the end of his foreign appointment to take up the Visiting Professorship, Visiting Professors appointed from within the country may be paid travel expenses in accordance with the rules of the University.

(v)In the case of full time teachers arranged for teaching under the UGC scheme of restructuring of courses who are now being paid honorarium of Rs.50 per lecture for sciences and computer science based subjects and Rs. 50/- per lecture for commerce and Home Science based subjects, payment per lecture be dispensed with and the same formula be applied as recommended above in the case of guest/ part-time teachers.

(vi)In case qualified teachers for teaching S.Sc.(Genl.) computer science are not available, the University/College may avail itself of the opportunity of appointing a lecturer or a Visiting Faculty @ Rs.100/- per hour as remuneration.

(vii)The Faculty/Lecturer be invited to teach the entire course and not for a few periods.

(viii)Efforts should be made to train University's/College's own teachers of Mathematics and Physics etc. in Computer Sciences. A copy of the revised guidelines as accepted by the Committee is enclosed (Annexure-I).

2. Payment of honorarium to Visiting Professors/Visiting Fellows:-

Visiting professors/Visiting Fellows:-

A copy of the revised guidelines for appointment of visiting professors/Visiting Fellows as accepted by the Commission is enclosed (Annexure-II).

3. Retired Teachers:

The Committee agreed that the amount of honorarium payable to superannuated teachers or Principal Investigator under various kinds of projects of UGC may be increased from the existing Rs.1500/- per month to Rs.2000/- per month. It was also agreed that a retired teacher should teach four to six hour a week in addition to his research/project work for which he should attend the university/college during normal working hours.

4. Emeritus Fellows

The committee agreed that the honorarium of Rs.2000/- per month at present being paid to Emeritus Fellows be raised to Rs.4000/- per month (Fixed). It was also agreed that an Emeritus Fellows may be paid a non-lapsable contingent grant of Rs.10,000/- per annum instead of Rs.6,000/- per annum as at present for secretarial assistance, travel, stationary, postage, telephone rent, consumables, etc.

A copy of the revised guidelines as accept & by the committee is enclosed. (Annexure-III).

Revised Guidelines regarding uniform policy for guest/part-time teachers in the Universities & Colleges.

Appointment of guest/part-time teachers in the Universities and colleges will be on the following terms and conditions:-

- a. Guest/Part-time teachers may be appointed in exceptional circumstances in such specialised fields/subjects where Professional expertise is required to strengthen and supplement the teaching, as also these cases where the work load teacher throughout the academic year.
- b. Guest/part-time teachers may be appointed only against sanctioned posts. Such appointments should be kept to the barest minimum.
- c. The qualifications for guest/part-time teachers should be the same as those prescribed for the regular teacher of the university.
- d. The procedure followed by the University for making temporary faculty appointments in the university may be followed for appointing guest/part-time teachers.

- e. Guest/part-time teachers may be appointed initially for a period not exceeding one academic term which could be renewed after each term with the total tenure of appointment of an incumbent not exceeding 5 years.
- f. Part-time teachers may be appointed on the same basis as for temporary teachers and not on a permanent basis.
- g. Guest/part-time teachers may not be treated like regular members of the faculty for the purpose of voting rights or for becoming the members of the Boards of Studies.
- h. Persons more than 60 years of age should not be appointed as guest/part-time teachers.
- i. Joint appointment may be made in the case of teachers of one institution participating in the teaching and research programmes of another institution in the same tour. Teachers of one institution may not be appointed as guest/part-time teachers in another under the scheme of visiting teacher ships.
- j. The rates of fixed honorarium payable to guest/participating teachers in the universities and universities and colleges may be as under: -

Work load per week	Honorarium per months
4-6 hours per week	Rs. 1,000/-
7-10 hours per week	Rs. 1,500/-

- k. In the case of special lecturers not exceeding say six to eight lecturers by an Export, Rs.100/- per lecture be paid to the lecturer.
- l. Guest/part-time teachers may not be given the benefit of allowances, provident fund, pension, gratuity, etc. normally admissible to regular teachers in an institution. They may, however, be given the leave benefits as these given to the teachers appointed on adhoc/temporary basic.
- m. A regular teacher appointed in a department of an institution should not be eligible for any remuneration for teaching the subject to students of another department of the institution. If, however, a regular teacher is working over and above the normal work-load and is not granted equivalent adjustment/relief in the work-load in his department for delivering extra lecturers in another institution/department he could be paid a suitable honorarium to be decided by the institution.

NOTE

- (i) The honorarium for practicing lawyers to provide clinical training to LLB students be fixed at Rs.1500/- per month.

- (ii) In the case of full time teachers engaged for teaching under the UGC scheme of restructuring of courses who are now being paid honorarium of Rs.50 per lecture for science and computer science based subjects and Rs.30/- per lecture for commerce and Home Science based subjects. Payment per lecture be dispensed with and the same formula be applied as recommended above in the case of guest/part-time teachers.
- (iii) In case qualified teachers for teaching B.Sc.(Genl.) computer science are not available, the University/College may avail itself of the opportunity of appointing a lecturer or a Visiting Faculty @ Rs.100/- per hour as remuneration.
- (iv) The Faculty/Lecturer be invited to teach the entire course and not for a few periods.
- (v) Efforts should be made to train University's/College's own teachers of Mathematics and Physics etc. in Computer Sciences.