



OFFICE OF THE PRINCIPAL
Govt. Science College / Govt. H.S. School
CHATRAPUR (Ganjam), PIN:761020 (Odisha)
College e-Mail Address – principalscce@gmail.com

Office Circular No: 3269 / GSCC/ 2025

Date: 04 /06/2025

WALK-IN INTERVIEW

Interested candidates, having minimum 55% marks at Post Graduation level from a recognized University are hereby informed to attend the walk-in-interview for engagement of Guest faculties in different subjects in the UG and PG wings of this college as per programme attached herewith. The candidates are informed to bring a copy of CV, along with all the marksheets, certificates including experience certificate in original, photocopies of relevant marksheets and certificates with them for verification. No TA or DA will be provided to the candidates for attending the interview.

Date	Subject	Time	Venue
18-06-2025	Physics, Chemistry, Botany, Zoology, Commerce, Economics, English, History, Odia, Political Science, Anthropology, Home Science, Education and Computer Science	10.00 AM	Concerned Department


4.6.25

PRINCIPAL
Govt. Science College,
Chatrapur (Gin.)

NB: Engagement of Guest faculty in the Subjects **Anthropology, Home Science, Education and Computer Science** is subject to permission to open new Subjects from Higher Education Department.

Engagement of Guest Faculty

After the re-opening of college after summer vacation, process of selection of guest faculty be started.

After the process of selection is over, Principals are required to furnish data as per the proforma enclosed as **Annexure-I** to the Directorate of Higher Education at the earliest. Guest faculties be engaged only against sanctioned posts. However, where students have taken admission without sanction of additional post, guest faculties can be engaged as per the workload calculated in **Annexure-II**.

SELECTION PROCEDURE:-

Selection of guest/visiting faculties shall be made by a committee. The composition of such committee for each subject shall be as follows:-

- (1) Principal of the college shall be the Chairman of the committee.
- (2) Head of the Department.
- (3) One Senior faculty from other department /subject nominated by Principal.
- (4) One subject expert from the same college (if there is a member at all)

Colleges where there is no faculty member in the concerned subject, persons in order of following preferences may be invited.

- i- Faculty of nearby Govt. College.
- ii- Retired faculty of Govt. College.
- iii- Faculty of nearby Non-Govt. Aided College.
- iv- Retired faculty of Non-Govt. Aided College.

Qualification, Career Assessment and age limit of Guest Faculty.

Master's Degree in the concerned subject from a recognized University with at least 55% marks or its equivalent grade with a second class in the Bachelor's Degree is essential.

Selection shall be based on career marks and viva-voce test. The distribution of weightage for the career assessment suggested is as follows:-

Career and	-	60 marks.
Teaching experience	-	40 marks.
Viva-voce	-	

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Career Marking.:

Sl No.	Qualification	Marks			
		1 st Divn	2 nd Divn.	3 rd Divn.	Distinction
i	Ph.D				
ii	Net			08	
iii	M. Phil			06	
iv	MA/M.Sc./M.Com or equivalent Degree			04	
v	B.A.(H)/B.Sc.(H)/B.Com(H) or equivalent Degree	12 marks	08 marks	04 marks	-
vi	B.A.(P)/B.Sc.(P)/B.Com(P) or equivalent Degree	08 marks	05 marks	02 marks	02 marks
vii	+2 or equivalent Degree	05 marks	03 marks	01 marks	02 marks
viii	H.S.C or equivalent Degree	04 marks	03 marks	02 marks	-
ix	Teaching experience	03 marks	02 marks	01 marks	-
		02 mark for each year of experience * (subject to maximum 10 marks)			

*Engagement for 9 months or more may be considered as one year in case of guest faculties engaged earlier.

Viva-Voce Marking :

- (i) Teaching capability : **20 marks**
- (ii) Conceptual understanding in the subject domain : **15 marks**
- (iii) Perspective in positivity and leadership : **5 marks**

Preferences be given to superannuated faculties and teachers having Ph.D./NET with more than 3 years experience in any Govt. Colleges of the State may be engaged without going through the interview process as per the regular selection procedure. In case of superannuated faculty at least 10 years of teaching experience at UG level or above must be recommended by the HOD of the Department with their CV attached. The Committee may consider the CV in absentia and decide on his engagement. However, their cases may be considered for engagement up to age limit of 70 years.

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Honorarium to be paid:-

Rate of honorarium to be paid to the guest/visiting faculties to be engaged for Degree classes in Govt. Degree/Autonomous and Model Degree Colleges is Rs.500/- (Rupees five hundred only) per class/lecture of 45 minutes duration subject to a maximum ceiling of Rs.25,000/- (Rupees twenty five thousand only) per month averaged over nine months (limited to average 50 classes per month and to 450 classes during the year of engagement wherever possible. For example the guest faculty must be assigned 450 classes during 9 months and paid accordingly. The monthly limit is an average indicator). The Principal must keep a record of monthly database with respect to each guest faculties work record for the month containing the following data (Name, subject, number of theory or theory equivalent practical taken, reason for deviation from the 50 class average, Balance classes left from the total 450, additional duties done, remark). Since the workload calculation is based on 450 classes per Guest Faculty is self consistent with the minimum required hours necessary for managing the Course, the Principal must ensure the class distribution accordingly.

Rate of honorarium to be paid to the guest/visiting faculties to be engaged for +2 wing (Higher Secondary) of composite Govt. Colleges is Rs.400/- (Rupees four hundred only) per class/lecture of 45 minutes duration subject to a maximum ceiling of Rs.16,000/- (Rupees Sixteen Thousand only) per month (40 classes per month).

JOB CHART:-

- (i) Guest Faculties are required to be engaged for both theory and practical classes .
- (ii) Guest faculties with 3 years of experience (Engagement for 9 months or more may be considered as one year) may be involved in question setting and evaluation on recommendation of the respective Principal, if required. Assignment of question setting would be required for implementing the introduction of compilation of question bank in each subject. Assignment of Evaluation must be implemented after coding of answer paper is fully implemented.

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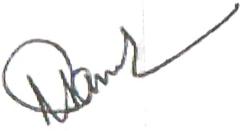
Other Issues:-

- a. However the practice of employing guest faculty regularly year after year must be discontinued through urgent regular appointment or withdrawing of the faculty deployed in +2 colleges. This practice is making young post graduates complacent and demotivated in teaching, learning, research as well as development of personality. **Moreover with increasing number they are becoming unionized that would create problem later on.** As a first measure 300 faculties deployed to 17 stand alone Higher Secondary Schools (erstwhile junior colleges) now under the administrative control of Deptt. of School & Mass Education (**Annexure-III**) may be withdrawn and be absorbed in the nearby degree colleges from the next academic session. The fraction of Guest Faculty must be limited to 20% of the total faculty strength. Ideally these should be in areas related to DSE or SEC Subjects where teachers are not available in the Institute.
- b. The Department must reflect a realistic assessment of Budgetary requirement for the Guest Faculty payments based on the number employed during the preceding year. This will avoid unreasonable delays in payment of their honorarium.
- c. The choice based credit system demands faculty to be involved in activities beyond limited black board teaching. The Guest Faculty must be involved in student projects and other related activities.
- d. The committee recommends that NET qualification may be introduced as an essential qualification for Guest Faculty engagement two years down the line to ensure feeder viability.
- e. The monthly limit of 50 classes may be modified to limiting the number of classes assigned during the nine month period to 450 classes and payment be made accordingly.
- f. Presently **1510** guest faculties have already been engaged in Degree/ Composite colleges against **1374** vacancies. (**Annexure-IV**). But this number should actually be 1327 as per the norms fixed by Govt. in Department of Higher Education letter No. 16278/HE, dt. 24.06.2017, (which state "guest faculties be engaged against sanctioned posts") and letter No. 15696/HE, dt. 11.07.14, (which state "to finish the curriculum

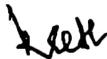
where students have taken admission but no additional posts have been sanctioned, guest faculties be engaged"). Because in many colleges, (Annexure-V) guest faculties were engaged in subjects where neither there is vacancy nor any extra courses (like enhancement of Hons. seats / P.G. / M. Phil) have been introduced. For example in Bhadrak Auto College, in Philosophy subject though 02 regular faculties are present against 02 sanctioned post , 03 guest faculties have been engaged without introduction of any additional course like PG, M. Phil etc.

Based on the number of guest faculties engaged / to be engaged as per norm, the financial requirement is recalculated to be **Rs. 23,62,71,400/- (Rupees twenty three crore sixty two lakhs seventy one thousand four hundred) only** per financial year.

Further, Govt. vide letter No. 32135/HE, dt. 20.11.18, have increased the maximum ceiling of classes to be engaged by a guest faculty from 40 classes per month to 50 classes per month (Rs. 25,000/- per month). Hence, the amount to be paid to guest faculties shall also increase.



Dr. Mamata Panda
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Dr. Mihir Ranjan Sethy
Regional Director of
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Dr. Parthasarathi
Mishra, IAS,
Additional Secretary
to Govt.



Dr. Asoka Ku Das
Vice Chairman, Odisha
State, Higher Education
Council.

Annexure-I
PROFORMA

Name of the college with address :-

Sl. No	Subject	No. Of sanctioned post (s)	Men in position	No. Of post(s) in which guest faculties are engaged	Name (s) of guest faculties engaged (furnish joining report)	No of classes engaged/ to be engaged by guest faculties	Amount of remuneration to be given during 2019-20	Justification of engagement of guest faculty be given if it is beyond sanctioned strength. #
1	2	3	4	5	6	7	8	9

Documents to be attached

Signature of the Principal

ANNEXURE-II Work load Calculation

Total classes engaged by a **regular faculty** per week = 25 classes

Total classes engaged by a **regular faculty** per day = 4 classes = 3 hours (classes are of 45 minutes duration)

Total classes engaged by a **regular faculty** per year = **540 hours** (total working days per year is 180 days)

Total **degree classes** engaged by a **guest faculty** per month = 50 classes (maximum)

Total **degree classes** engaged by a **guest faculty** per year = 50×9 months = 450 classes
(a guest faculty can be engaged up to 9 months in an average)

= **338 hours** (classes are of 45 minutes duration)

Total **+2 classes** engaged by a **guest faculty** per month = 40 classes (maximum)

Total **+2 classes** engaged by a **guest faculty** per year 40×9 = 360 classes

= **270 hours** (classes are of 45 minutes duration)

Under Graduate Level Honours subject with practical

Each paper consists of 60 lectures : 40 theory (of 1 hour duration) + 20 practical (of 2 hours duration) = 80 hours

Total papers = 14 core+4 GE+4 DSE= 22 papers (for 3 years)

Total hours required = 22×80 hours = 1760 hour ✓

So **3 regular faculties** (@ 540 hours/reg. faculty) required .

Or

5 guest faculties (@338 hours/ guest faculty) required .

For yearly admission strength of up to 32 honor students :- **3 regular faculties** (880 hr theory + 880 hr practical=1760 hr class)

Yearly admission strength up to 64 students :- **5 regular faculties** (880hr theory+1760 hr practical = 2640 hr class)

Yearly admission strength up to 96 students :- **7 regular faculties** (880 hr theory+ 2640 hr practical = 3520 hr class)

Honours subject without practical (except commerce)

Each paper consists of 60 lecture (60 theory classes of 1 hour duration)= 60 hours

Total papers = 14 core+4 GE+4 DSE = 22 papers

Total hours required = 22×60 hrs = 1320 hours

So, at least **2 regular faculties** (@540 hr/ regular faculties) required

or

4 guest faculties (@ 338 hours/ guest faculties) required.

Commerce stream (+3)

Each paper consists of 60 lecturer (60 theory classes of 1 hour duration)

Total papers= 14core+4 GE+4 DSE+ 2 SEC = 24

Total hours required = 24×60 = 1440 hours

So, at least **3 regular faculties** (@ 540 hr/ regular faculties) required

Or

4 guest faculties required.

Ability enhancement compulsory course (AECC) & skill enhancement course (SEC)

Each is of 4 credit which requires 40 hours teaching per semester per stream.

Accordingly regular faculties/ guest faculties be engaged

Moreover in subjects where workload is more due to more batch of Generic Elective (for example Chemistry, Pol. Science etc), guest faculties can be engaged with proper justification .

For PG level

Subjects with practical

Each semester consists of 4 theory papers (4 credit each) & 1 practical paper (6 credit) which requires (160 hrs theory teaching & 120 hours practical teaching.

So, **280** teaching hours required per semester.

In two years (4 semesters) = 280×4 = **1120 hours**.

So, **2 regular faculties** (@540 hours/ faculty) required

Or

3 guest faculties (@ 338 hours/ Guest faculties) required

Subject without practical

Each semester consists of 5 theory papers (each of 4 credit) which require 200 hours Teaching.

So, **800** teaching hours required in 2 years

So, **2 regular faculties** (@540 hrs/ guest faculties) required.

Or

2 guest faculties (@ 388 hrs/ guest faculties) required.

M. Phil course (with/ without practical)

The course consists of 4 theory papers (each of 4 credit) and 1 dissertation (6 credit) which requires **240 teaching hours**.

So, if M.Phil course is introduced for **subjects with practical, 3 regular faculties or 4 guest**

faculties shall be required both for P.G and M. Phil classes.

But in case of **subjects without practical 2 regular faculties or 3 guest faculties** shall be required both for PG & M. Phil classes.

+2 course

Subjects with practical

1 section consists of 128 students .

1 practical group consists of 24 students

Total periods engaged by a regular faculty per week= 4 theory periods & 5 practical classes (each consisting of 3 periods)

Total periods engaged by a regular faculty per year (180 working days) = 120 theory periods + 450 practical periods)= 570 periods = **427.5 hours**

Total hours required for both XI & XIII classes per year = **855 hours**

So, **2 regular faculties** (@ 540 hr/ regular faculties) required

Or

3 guest faculties (@ 270 hrs/ guest faculties) required .

Subjects without practical

Total periods engaged by a **regular faculty** per week = 4 theory periods

Regular faculty engaged by a **regular faculty** per year = 120 periods = **90 hours**

Total hours required for both XI & XII classes = **180 hours**.

So , **1 regular faculty or 1 guest faculties** is required.