

This Documents covers Selection
Guidelines to Empanel the Visiting
Faculty

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Doc. No.: GSFCU/Selection guidelines -VF/Rev. 00

GSFC University,
FERTILIZER NAGAR, VADODARA



Revision Details

Sr. No	Revision Number	Revision Date	Revision Details	Approval By	Remarks
1	00	-	First Release	Approved in BOM in its meeting held on 26 th September 2017.	
2	01		Second Revision	Approved by president Shri. P.K Taneja, Remuneration charges for on-line academic activities, 11Aug, 2020	
3	02		Third Revision	Approved by president shri. P.K Taneja, Withdrawal of online Remuneration, 15 March,2021	

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Selection Guidelines to Empanel the Visiting Faculty

Preamble:

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

The University intends to introduce an innovative teaching approach, wherein experts from the industry with a knack of teaching will be empaneled. The purpose for empaneling such professionals is to create an approach of teaching specific technical / plant related concepts from the industry to students. The Visiting faculty should be able to link classroom teaching with real life Industrial experience by using case studies extensively.

Individuals with innovative teaching approaches, who have a willingness to contribute in GSFC University's vision to create students who are industry ready and to make them employable shall be invited to join the endeavor.

University understands the constraint of the professionals and as a result the faculty's time table will accommodate the Visiting Faculty's lectures such that the topics' / units' can be covered in a weeks' time or as per their convenience, so that professionals are able to take out time from his / her parent organizations.

Qualification:

- i. Candidates having any of the qualifications mentioned below, will be eligible to apply;
 - B.Tech /B.E., MA, experience in working in Industry
 - Post graduate – M.Tech., M.Sc., MBA

- Ph.D. in the relevant subject.
- Any under graduate with specialized technical skills and having extensive industrial experience.

Essentially, candidates having Industrial or academic background or both as well as Retired candidates from academics or industrial background shall be encouraged to contribute by participating as visiting faculty in GSFC University.

- ii. Persons from Industry shall be empanelled as visiting faculty subject to clearing the process of evaluation.
- iii. Working professionals of more than 5 years are invited to join University as Visiting Faculty.

Skill Sets:

- a) To be able to use innovative teaching methods
- b) To be adaptable to flexible working hours
- c) To encourage Interaction with students
- d) Formal and Informal way of teaching and learning methods
- e) To be able to link Industrial experiences and real life examples while teaching and explaining various technical concepts to the students.
- f) To develop / discuss case studies extensively
- g) To be able to assess the students by giving assignments (single/group), projects, quizzes, surprise tests, paper-pencil test, viva-voice, etc.
- h) Ability to use open book methodology or any other innovative assessment methods for tests/exam.

Roles & Responsibilities of Visiting Faculty:

- i. Visiting Faculty is required to complete the Unit/Subject and associated credit in the allotted semester.
- ii. For completing the unit/Subject in a particular semester, the VF will have to be available at GSFC University at a stretch for one or two weeks or the schedule can be adjusted and accommodated in consultation with the course coordinators.
- iii. Their role will include designing of course based on the syllabus of a Unit in a given semester, which will comprise of taking theory lectures, taking tutorials, designing and conducting practical classes, designing group or individual assignments, setting and evaluating examination papers including practical work and assignments, taking viva and furnishing the results. The Visiting Faculty will be responsible for above as a full package.
- iv. The Visiting Faculty will be responsible to submit the attendance of the class (whenever taken) to the course coordinator / academic coordinator.
- v. Visiting Faculty has to take the course pertaining to one unit in continuation and complete it or adjust the schedule in consultation with the course coordinator to facilitate them to have a flexible schedule. The duration may spread from 1 – 4 weeks or there about, for one unit/subject or as required based on curriculum / prescribed syllabus. The Visiting Faculty shall have the liberty to decide the unit which he/she wants to teach and that particular Unit will not be taken up by the regular faculty. The Visiting Faculty shall also be given the flexibility to decide the teaching methodology by which they want to impart knowledge to the students for better clarity of Industry related topics.

- vi. The scheduling of the class will be completely based on the convenience of the empanelled Visiting Faculty as they are professionals from the Industry and their timings might differ owing to their professional commitments. To streamline the same, a student counsellor (related to the subject) will be associated with the concerned Visiting Faculty and he/she shall be responsible to manage dates, schedule lectures, coordinate with the regular faculty for the subject and the Visiting Faculty and also submit required data to HR for payment process.

The Student Counsellor shall also attend the lectures of the Visiting faculty, they are associated with and in case any doubt crops up for the students, they are expected to clarify the same as the VF may not always be available due to their work constraints.

- vii. 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 e- System (based on system in vogue).
- viii. The Visiting Faculty may also decide the mode of assessment of the particular unit taught and convey the same to the course coordinators.

Categories:

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

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

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

Evaluation Criteria of Empanelment:

- i. Unit/Subject of the ongoing Semester being taught in University will be the basis of evaluation.
- ii. Aspiring Professionals will select a topic in consultation with Course Coordinator of respective streams from the given syllabus and carry out the following :
 - a) Take a demo class of identified students' batch; which will be evaluated on the qualitative & quantitative parameters through student feed-back mechanism and panel of experts as the case be.
 - b) Design a practical and carry out the same; if required to teach the curriculum. The same to be evaluated by panel of experts/interview.
 - c) Personal Interaction / discussion will be done for final selection.
 - d) Based on the final evaluation by the Selection committee, the shortlisted candidate shall be given a work order by the procurement department of GSFCU containing information regarding their remuneration and other contract details.

Remuneration Schedule:

- i. The work order issued to the Visiting Faculty by the Procurement department shall contain details of the remuneration schedule.

ii. The total lump-sum remuneration will be worked out based on number of hours of classes and practicals planned and allotted to the Visiting Faculty. The payment will be made after completion of 3 numbers of pre-defined milestones, which are as follows :

- a) **Milestone-I:** 33 % of the consolidated lump sum amount will be paid on Completion of 50 % of assigned syllabus / curriculum.
- b) **Milestone-II:** 33% of the consolidated lump sum amount will be paid on completion of 100 % of assigned syllabus / curriculum, submission of examination papers, return of books and periodicals taken from library.
- c) **Milestone-III:** 34 % on checking the answer papers and submitting the results of students either in paper form or upload in University examination management system.

iii. The Course coordinator for the concerned subject is responsible to raise payment request to the Procurement department keeping HR in loop, on completion of each milestone after necessary verification of the number of lectures taken and other allocated work (as submitted by the VF Coordinator i.e. Student Counsellor) so that the payment can be made to the concerned Visiting faculty.

The number of lectures, practicals and other academic work related to the subject/unit should be pre planned and discussed between the Visiting faculty and the Course Coordinator for the subject before commencement of the engagement.

iv. Before engaging the empanelled faculty to teach a particular unit, the Course coordinator shall submit in writing to the HR department and the

Procurement department the number of lectures to be taken by the Visiting Faculty and other related details so that the payment entitlement of the Visiting Faculty is known in advance and the payment can be made after completion of each milestone.

- v. Visiting Faculty empanelled for bridge courses like English, Maths, French or any other such subjects may be paid 50% of the remuneration that is being given to the Faculty coming from Industry.

a) Remuneration related to Teaching :

The Visiting faculty who have been empanelled for the first time shall be eligible to get Rs. 1200 per lecture i.e. Grade C (mentioned below). Later on, after completion of the Unit/Subject and after satisfactory students' feedback, their remuneration shall be revised and upgraded.

- 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 reviewing the remuneration.

b) Remuneration related to 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
 - Practical/tutorial evaluation: Rs. 20 per student/ per end semester
- Applicability of remuneration will be same for the employees of GSFC Ltd.

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 60% or less in students' feedback will be issued suitable advisory and may not be considered to continue, if improvement is not observed in the consecutive semester.
- To continue as Visiting Faculty a person should get more than or equal to 60% of student feedback rating.

Requisition Process:

- i. Provost / Dean / Academic Coordinator / Course coordinator of various streams shall submit their requirement of Visiting faculty to HR **through Director Admin & EF**, clearly mentioning the below details:
- d) Information regarding the Unit/Subject to be taught, for which particular semester, along with justification.
 - e) 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.
 - f) 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.
 - g) Involvement of the VF in any examination duty such as paper setting, paper checking, practical evaluation, viva also to be covered here.
 - h) Any other important information related to Teaching/ Practicals.

Role of Student Counselors:

Student counsellors 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 is paid as per the Work Order.

2. 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				
		Mr. _____	Mr. _____	Mr. _____	Mr. _____	Total Marks (Average)
		Marks:100	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: _____