

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by the Government of Kerala) PRAJO'E TOWERS,
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No.EA1/8291/2006/IHRD

Dated, 27th October 2011

From-

The Director

To

The All Heads Of Institutions

Sir,

*Sub:- IHRD - Engagement of guest faculties and payment of remuneration-
Clarification-Guidelines - Reg;*

Ref:- This Office Order No.EA1/8291/2006/IHRD dated 19.10.2011

With reference to this Office order cited above, the following clarification/guidelines are issued for the engagement / payment of remuneration to guest faculties under IHRD service.

Yours Faithfully,

*Sd/-
Prof.V.Subramony
DIRECTOR*

Approved for Issue

K. J. U.
Head Clerk

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Guidelines for engaging guest faculty

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(Ref : PO No EA-1/8291/2006/HRD dt 19-10-2011 of the Director, IHRD)

- 1) The remuneration of existing guest faculty working on daily wages basis will be given on consolidated pay w.e.f. 01/10/2011
- 2) Before engaging a guest faculty, the head of Institution should assess the total workload and ensure the faculties on regular basis in the institution are assigned workload as per schedule. If the workload is still in excess, guest faculty may be engaged as per actual requirement. If the excess workload is 14 to 20 hours per week, a guest faculty on fulltime basis shall be engaged. If the additional workload is below 14 hours per week, guest faculty on part-time basis may be engaged. Guest faculties should not be engaged merely as per the staff pattern vacancy, but the actual workload should be taken into account.
- 3) Faculty on consolidated pay is liable to attend all working days in the month (5 / 6 working days per week as the case may be) or as decided by the Head of Institution. They are eligible to avail 1.25 casual leave for each completed '20' duty days attended. Absence other than casual leave will be treated as loss of pay for which proportionate amount (1/number of working days in the month of the consolidated pay) will be deducted for each absence.
- 4) Guest faculties in CAS and Polytechnic colleges are liable to attend duty on Saturdays to complete the syllabus portion in time and to attain prescribed working days in the semester as directed by the University/Board, for which no compensatory off or additional remuneration will be given.
- 5) Guest faculties on consolidated pay should have minimum 20 days of duty on each month to get the full amount. If the total number of working days during any month is less than ~~approximately~~ 20, for shortage of duty days due to holidays, vacation, study leave etc... proportionate amount (1/20 of the consolidated pay) will be deducted for shortage of each duty day.
- 6) Guest faculties engaged will have to maintain the notice pay amount equivalent to the maximum monthly limit.


27/11
DIRECTOR