

## **GUIDELINES FOR SHORT LISTING & SELECTION OF GUEST FACULTY**

1. The candidates have to apply in the Prescribed Application Form to be downloaded from the University Website with a Bank Draft drawn in favour of Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.), payable at Sagar for:  
Rs. 250/- for Unreserved /OBC Category  
(No fees for SC/ST/PWD Candidates)

### **MINIMUM QUALIFICATIONS**

2. **For discipline of Anthropology, Applied Geology, Botany, Commerce, Criminology, Economics, Law, Philosophy, Physics, Political Science & Pub. Admn., Psychology and Zoology:**
  - i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
  - ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
  - iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 4.1, candidates, who are, or have been awarded with a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
  - iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.
3. **For discipline of Computer Science & Application:** (As per A.I.C.T.E. Norms)  
B.E./B.Tech. and M.E./M.Tech. in relevant subject with First Class or equivalent either in B.E./B.Tech. or M.E./M.Tech.  
OR  
B.E./ B.Tech. and MCA with First class or equivalent in either B.E./B.Tech. or MCA  
OR  
MCA with first class or equivalent with two years relevant experience
4. **For discipline of Pharmacy:**
  - i. **Essential:**
    - a) A basic degree in Pharmacy (B. Pharm.)

- b) Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
- c) First class Master's Degree in appropriate branch of specialization in Pharmacy.

ii. **Desirable:**

- a) Teaching, research industrial and/or professional experience in a reputed organization; and
- b) Papers presented at Conferences and/or refereed journals.

5. **For discipline of Management/Business Administration:**

i. **Essential:**

- a) First class Master's Degree in Business Management/Administration/ in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU/ accredited by the AICTE/UGC.

OR

- b) First class graduate and professional qualified Chartered Accountant/Cost and Works Accountant/ Company Secretary of the concerned statutory bodies.

ii. **Desirable:**

- a) Teaching, research, industrial and/or professional experience in a reputed organization.
- b) Papers presented at Conference and/or published in refereed journals.

6. The selection of Guest Faculty shall be made by the University purely on temporary basis, initially for 89 days extendable up to 6 months on the recommendation of concerned Head and Dean.

7. The Guest Faculty shall be paid a consolidated salary of Rs. 25000/- per month.

8. The following may be considered as good academic record:

PG = 55% or equivalent CGPA (wherever grading system is followed)

Provided that relaxation of 5% (or equivalent grade point in CGPA may be awarded to the applicant in SC/ST/PWD categories.

9. **Selection Procedure:**

The selection of Guest Faculty shall be based on the merit points.

- (a) Academic Record and Research Performance (50%),
- (b) Assessment of Domain Knowledge and Teaching Skill (30%); and
- (c) Performance in Interview (20%).

Selection Committee, for each subject, will be constituted as per Statute 18(6)(ii) of the Statutes of Central Universities Act, 2009, which consists of as follows:

1. Dean of the School
2. Head of the Department
3. A nominee of the Vice-chancellor

Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee shall contain two nominees of the Vice-Chancellor.

### **Selection Criteria for Guest Faculty:**

#### **(A) Academic Record (Total 30 Marks):**

1. **High School** := Max. 2 Marks (1<sup>st</sup> class = 2, 2<sup>nd</sup> class = 1, 3<sup>rd</sup> class = 0)
2. **Higher Secondary (10+2)** := Max. 3 Marks (1<sup>st</sup> class = 3, 2<sup>nd</sup> class = 2, 3<sup>rd</sup> class = 0)  
(In case of candidates having passed 11<sup>th</sup> Board, maximum 5 marks shall be awarded (1<sup>st</sup> class = 5, 2<sup>nd</sup> class = 3, 3<sup>rd</sup> class = 0))
3. **Graduation** := Max. 08 Marks (Total percentage obtained divided by 10x0.8). In case of 3<sup>rd</sup> class, zero marks shall be awarded.
4. **Post Graduation**:= Max. 12 Marks (Total percentage obtained divided by 10x1.2).  
**M.Phil./Ph.D.** := Max. 5 Marks (Ph.D. = 5, M.Phil.= 3)

#### **(B) Research Performance (Total 20 Marks):**

1.	Candidates showing quality publications in international/ national peer reviewed journals (having indexed in recognized abstraction services) and other research publications having ISBN/ISSN/Indexed Journal No.	<b>1 mark per research paper, subject to Max. of 15 marks</b>
2.	International/ National Seminar/ Conference attended/ presented research paper	<b>1 mark per International Seminar/ Conference &amp; 0.5 mark per National Seminar/ Conference, subject to Max. of 5 marks</b>

#### **(C) Assessment of Domain knowledge and teaching skill (30 Marks):**

It will be assessed by the Selection Committee.

#### **(D) Interview:**

Interview by Selection Committee: 20 Marks.

All the Members of the Selection Committee will award marks for the interview to the each candidate out of 20. The Chairman will compute the average of the marks awarded by all the Members including marks awarded by him to finalize the score.

**Merit List:**

A merit list shall be prepared by the Selection Committee on the basis of the marks obtained by the candidates under A+B+C+D. The recommendations of the Selection Committee will be submitted to the Vice-Chancellor for approval. After approval by the Vice-Chancellor, the appointment letter to the candidates selected, in the order of merit, will be issued by the Registrar or any other officer authorized in this behalf.

**NOTE:**

1. If two applicants score equal merit points, the one score higher marks in PG will be preferred.
2. Canvassing in any form by the applicant will lead to disqualification and rejection of candidature of the applicant or prosecution by Court of Law.

**Procedure for scrutiny of the applications received:**

1. The application received up to the last date as fixed by the University shall be scrutinized by a committee comprising the concerned Dean, Head and the Senior Most Faculty Member of the Department, as per qualification prescribed by the UGC and as notified in the advertisement. After scrutiny of the forms the list of both eligible and not eligible applicants will be displayed on the Notice Board of Department concerned and the same will be uploaded on the University Website.
2. The marks to be awarded on the basis of Academic Record and Research Performance as assessed by the Scrutiny Committee will be submitted in the sealed envelope to the Selection Committee. The Selection Committee will take into account the assessment of the Scrutiny Committee while awarding the final marks.