

Government of Jammu and Kashmir
Higher Education Department
Civil Secretariat, Jammu.

Subject: Guidelines for engagement of candidates on academic arrangement basis in Government Degree Colleges of the JK UT.

Government Order No. 88 – (JK)-HE of 2020


D a t e d: 17 -02-2020

In supersession of all previous orders on the subject, sanction is hereby accorded to the issuance of following guidelines for engagement of candidates on academic arrangement basis in Government Degree Colleges of the Union Territory of Jammu and Kashmir for the session 2020-21.

I. General

The Academic Arrangements shall be made by virtue of advertisement/notification, as per the following stages:-

Inviting and receiving of application forms, scrutiny of documents, framing of merit lists and assigning the colleges of posting (either through Centralized Counselling or by the respective Principals) to short listed candidates:

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- a) Registrar Cluster University Srinagar/Jammu shall make the Academic Arrangements with regard to Constituent Colleges of their respective Universities as per these guidelines on academic session to session basis.
 - b) Director Colleges J&K, through the respective Nodal Principals shall make the academic arrangements for all the Govt. Degree Colleges of the Jammu and Kashmir except for the autonomous colleges and constituent colleges of the Cluster Universities Srinagar/Jammu and the Offices of the Nodal Principals shall assist Director Colleges in this regard.
 - c) Principals of autonomous colleges, i.e. Islamia College Srinagar and Govt. College for Women, Parade, Jammu shall make the academic arrangements at their own level.
 - d) Principal, GCET, Jammu/Safapora (Kashmir), Principal, School of Nursing, Jammu/Srinagar, Principal, School of Architecture, Jammu/Srinagar and Director, JKIMS, Srinagar shall make the need based academic arrangement as per the norms of their respective institutions in consultation with Director Colleges.

II Advertisement of Posts:

1. The above authorities shall issue advertisement/notification for making academic arrangements in their respective institutions at the beginning of every academic session. For Kashmir Division Advertisement Notice shall be issued in the first

week of January and for Jammu Division in the first week of June of every academic year.

2. The merit list of the candidates shall be prepared, as per the prescribed criteria and finalized by the respective authorities before 15 days of the start of academic session i.e. 1st March in Kashmir and 1st July in Jammu Division. The Merit Lists shall be shared with the Principals of Govt. Degree Colleges enabling them to hire need based teachers as and when such need arises.

III. Eligibility:-

a. Lecturers:

Masters Degree in the concerned subject or its equivalent degree in a grade point scale wherever grading system is followed, duly certified/notified by the concerned University with minimum 55% marks (50% in case of Schedule Caste/Schedule Tribe/differently-abled (physical/visual) candidates alongwith NET/SLET/SET/Ph.D.

b. Teaching Assistants:

Masters degree in the concerned subject or its equivalent degree in a grade point scale wherever grading system is followed duly certified/notified by the concerned University with minimum 55% marks (50% in case of Schedule caste/Schedule Tribe/differently-abled (physical/visual) candidates.

c. Librarians and Physical Training Instructors:

Master's Degree in Library and Information Science (for Librarian) and Physical Education (for PTI) or its equivalent degree in a grade point scale, wherever grading system is followed, duly certified/notified by the concerned University with minimum 55% marks (50% in case of Schedule caste, Schedule Tribe and differently-abled (physical/visual) candidates alongwith NET/SLET/SET/Ph.D.

d. Assistant Librarians and Assistant Physical Training Instructors:

Master's degree in Library and Information Science (for Assistant Librarian) and Physical Education (for Assistant PTI) or its equivalent degree in a grade point scale wherever grading system is followed, duly certified/notified by the concerned University with minimum 55% marks (50% in case of Schedule Caste, Schedule Tribe and differently-abled (physical/visual) candidates.

e. Skill Instructors for Skill Enhancement Courses.

Polytechnic/ITI Diploma in the concerned/allied trade or ten years working experience as profession or as trainer of the concerned vocation.

IV. Criteria for preparation of merit lists:

S.No.	Qualification/Experience	Points/Weight-age (Maximum 40 points)	Remarks.
1	Graduation	06 (on Pro-rata basis)	
2	Post-graduation	06 (On Pro-rata basis)	
3	M.Phil	03	
4	Ph.D	08	
5	NET/SLET/SET	05	
6	Teaching Experience	One point for each academic session of not less than six months, subject to maximum of 10 points	Teaching experience certificates issued by State Universities/Principals of Govt. Degree Colleges of State shall only be considered.
7	Online Certificate Courses i.e. MOOCS, SWAYAM, NPTELS, ARPIT etc	02 points (0.5 Points per online course).	

V. Remuneration.

1. The rate of remuneration for per lecture of 60 minutes shall be Rs. 500/- for 'Need Based Teachers'/Guest Faculty with the qualifications of (NET/SLET or Ph.D) prescribed by the University Grants Commission and Rs.450/- for teachers with only Master's Degree as their highest qualification.
Provided that in no case the monthly remuneration shall exceed Rs.30,000/- for a teacher with prescribed University Grants Commission qualification of (NET / SLET or Ph.D) and Rs.25,000/- for teachers with only Masters Degree as their highest qualification.
2. The teaching faculty/Librarian/PTI engaged for full academic year with the UGC prescribed minimum qualification of Ph.D or NET/SET shall be paid monthly wages Rs.28,000/- and Assistant Librarian/Assistant PTI with the qualification of PG as highest qualification shall be paid monthly wages Rs.22,000/-.
Provided that wherever the work load for need based Teachers/Teaching Assistant might be inadequate, they shall have to discharge other academic jobs including remedial classes, classes in allied subject, e-content development, examination, evaluation, research, social outreach, TEQIP activities and overall institutional development.
3. The Principals of the respective colleges shall be authorised to identify, empanel and engage "Skill Knowledge" instructors/Tradesman as per the actual requirement of their colleges and also provided that such Skill imparting instructors/Tradesman engaged for Skill/Employability Enhancement Courses/Credits shall be paid upto the maximum of only Rs.30,000/- for each semester. Provided that no Skill Programme or Need Based Academic Arrangement will be implemented for the classes of less than 25 students.

4. Where the total number of students for class is less than twenty five per subject provision of Guest Faculty shall be observed strictly and no need based academic arrangement shall be made.

VI. Admissibility of leave to the academic arrangement candidates:


- a. The academic arrangement candidates shall be allowed casual leave of 15 days for whole session. This should, however, be allowed on pro-rata basis of four casual leaves per quarter with three casual leaves for the last quarter of the years.

Provided that an academic arrangement candidate who remains unauthorizedly absent for more than five days should be treated to have been terminated without any notice.

In case the number of casual leaves, availed of by the candidates, exceeds the permissible limit of 15 days, the period of excess days shall be treated as leave without remuneration and excess remuneration drawn to be recovered from the remuneration of the candidate in the last month of the academic session.

- b. Medical or Maternity Leave (in case of female candidates) shall be granted without remuneration, on the basis of certificate from the competent authority. The maximum limit for medical leave shall be 30 days and for Maternity Leave it shall be minimum 90 days and maximum 180 days.

VII. Important Guide-Lines for Principals of Colleges.

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- i) Candidates engaged for academic sessions being "Need Based Teachers", the concerned Principals shall be advised to constantly work out the actual requirement of the Need Based Teachers strictly as per the available teaching workload of respective courses according to their respective credit weightage and wherever the circumstances demand the Principals should hire only Guest Faculty as an Academic Arrangement.
- ii) The concerned Principals shall /can refer to the general merit lists prepared by the Director Colleges to make the engagement of Need Based Teachers as per the merit of the concerned candidates strictly as per the available teaching workload.
- iii) The concerned Principals shall ensure that the courses are completed well within the time frame and credit weightage fixed in the prescribed syllabi of the respective courses. (Illustration 15 Lecturers shall be needed for completing one credit therefore 2 credit courses shall be completed in 30 lecturers, 4 credit courses in 60 lecturers and 6 credit courses in 90 lecturers).
- iv) The candidates engaged as Need Based Guest Faculty by the respective Principals shall be paid the remuneration as per the number of actual lectures delivered by them.
- v) For any short duration exigencies including teacher arrangement for leave vacancies (of permanent and academic arrangement teachers) the Principals shall hire guest faculty by referring to the Merit Lists prepared by the Director Colleges.

Wherever the candidates of the merit lists are not interested/available the Principals may make this arrangement of teachers by engaging other eligible persons.

VIII. Additional Guidelines.

- a) Services rendered by these need based academic arrangement teachers shall continue to be counted towards working experience as per number of hours and length of engagement while making similar appointments in future.
- b) The need based academic arrangement teachers will be paid remuneration /examination fee for attending examination/evaluation duties as per University Norms by respective Universities as and when engaged for such duties.
- c) Principals shall calculate the teaching load (hours and credits) of Regular/temporary staff in the beginning of the Academic Session and obtain budgetary approval from the Administrative Department well in advance.
- d) These guide-lines shall be deemed to have been effective from the date of commencement of session 2020-21 for each Division of Union Territory of J&K.
- e) The merit list prepared and engagements made thereof for the session shall be valid till end of the academic session. (Excluding the terminal vacations for each division).

By order of the Government of Jammu and Kashmir.

Sd/-

(Talat Parvez Rohella)

Secretary to Government
Higher Education Department

Dated: 17 -02-2020

No.HED/Gaz/AA/2019

Copy to the:-

1. Principal Secretary to Hon'ble Lt. Governor, J&K, Jammu.
2. Director Colleges, J&K, Jammu.
3. Director, Archives, Archaeology & Museum, J&K, Srinagar.
4. Nodal Principal, Jammu/Kashmir.
5. Registrar, Cluster University of Srinagar/Jammu
6. All Principals of Government Degree Colleges of the State.
7. PS to Advisor (S) for information of Hon'ble Advisor.
8. PS to Principal Secretary, Education.
9. PS to Secretary to Govt. Higher Education Department.
10. I/c website Higher Education Department.
11. Govt. Order file (w.2.s.cs)
12. Stock file.

(Shabir Ahmad Baba)

Under Secretary to Government
Higher Education Department