**Guideline for engagement of Guest Instructor in the TEIs and Government Colleges having Two year B.Ed course on enhancing professional capacity**

In order to maintain uniformity and streamline the system for engaging the Guest Instructor against the courses “Enhancing Professional Capacities” in all the B.Ed imparting TEIs and Government Colleges, the following guidelines have been formulated and the same shall come into force with the date of the issue of the order.

The following courses are included under Enhancing Professional Capacities as per existing B.Ed curriculum.

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| --- | --- | --- | --- | --- |
| Sl no. | EPC no. | Subject | Study in which year | By whom |
| 1 | 3 | Fine Art | 1st year | Guest Instructor\* |
| 2 | 4 | Health and Physical Education | 1st year | Guest Instructor\* |

* By Guest Instructor where regular teacher is not available.

**Principle of Engagement:**

To maintain uniformity in all the TEIs and Govt. College where the above two category of teachers are not available then Guest Instructor will be engaged following the principle described herein i.e

1. Category-1:- The first preference will be given to the retired employees of the institution or nearby institutions/ district to act as guest instructor provided that they fulfil the eligibility criteria and are selected as per the procedure prescribed below.
2. Category-2:- In case of non-availability of retired professional, then suitable Teacher/ Professionals of nearby Secondary/ Higher Secondary/ Degree colleges (+2 & +3) possessing requisite qualification may be invited to impart teaching in TEIs/ Govt. Colleges.
3. Category-3:- In case of non-availability of professionals of above two categories, the TEIs/Govt. College may opt to engage other eligible professional for imparting the teaching.

**Procedure for Selection:**

1. The selection of Guest Instructor will be done through a process of selection by three members select committee constituted under the chairmanship of Principal of the college concerned with next two other senior most faculty of the college for serial no. 1 or 2 category of professional stated supra seeking option and willingness from the retired professionals and nearby educational institution working professionals. The Select committee may examine their suitability and decide themselves by drawing a proceeding on this matter with/without interview with the retired/working professional.
2. In case on non-availability of professional of category 1 and 2 cited above, the three members selection committee will conduct a walk in interview for category 3 eligible professional, giving advertisement in one Odia local daily newspaper/ through publication of notice in the notice board of the Secondary/ Higher Secondary/ Degree colleges in the district, all block office/all tehsil office/all sub-collector office/ Collector office /Zilla Parishad Office granting 10 days’ time period.
3. In case of any dispute relating the selection of Guest Instructor, the matter will be enquired by the Regional Director of Education concerned whose decision is final in the matter.

**Qualification of Guest Instructor:**

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| **Sl. No** | **Subject** | **Qualification** |
| **1** | EPC-3 :- Fine Art | Post Graduate Degree in Fine Arts (MFA) with minimum 55% marks. |
| **2** | EPC-4:-  Health and Physical Education | Master of Physical Education (M. P.Ed) with minimum 55% marks. |

**Age of the Guest Instructor:**

1. In case of retired professional the age limit must be within 70 years by completion of the academic session;
2. In case of hired professional of nearby Institutions/ district, his/her age must be within 60 years by completion of the academic session;
3. In case of others candidates, he/she must be above 21 years of age by the date of engagement and must be within 60 year of age by completion of academic session.

**Work Responsibility:**

1. The concerned Guest Instructor has to complete the respective course of studies with in a period of six months including examination and evaluation of papers.
2. If required, the one unit of intake capacity consisting of 50 students may be grouped into two parts of 25 each or three parts of 17, 17, and 16 for teaching purpose by the Guest Instructor with approval of the Principal concerned.

**Term and Condition of Service and Honorarium:**

1. This engagement of the selected Guest Instructor is purely on temporary basis so as to complete the course within a period of six months from their date of reporting to duty;
2. For a class/lecture of 45 minutes, the honorarium of the Guest Instructor is Rs.500/- subject to maximum of Rs.15000/- per month per institution;
3. The Guest Instructor will not be engaged in any other official activity of the institution, so that he/she may work as Guest Instructor in other institution, if opted by him/her.
4. In case the Guest Instructor is an employee of the nearby institution then his/her honorarium per class is Rs.500/- shall be paid;
5. Retired professional / professional of other institution or district/ newly engaged professional when opt to work in 2nd or subsequent TEIs/Govt. college as Guest Instructor for EPC No. 3 or 4 then they are eligible for daily allowance and road millage allowance in the subsequent institution and the same will be paid at the end of the month along with honorarium in that institution.
6. For visiting 2nd or subsequent colleges/TEIs as Guest Instructor, he/she is entitled for DA at the rate equivalent to 2nd grade officer of the State’s Govt. i.e. officers drawing grade pay of Rs.2800/- and above but less than Rs.5400/- as per FD OM no. 16638/F dated 02.04.2011.
7. The Guest Instructor visiting 2nd or subsequent TEIs/colleges is also eligible for road millage allowance as per point no. 6 and 8 of FD OM no. 16638/F dated 02.04.2011.
8. With completion of required number of Class/Course hour and on completion of examination, evaluation process within the next fortnight, the tenure of the guest instructor is deemed to having completed for academic year.
9. The Art Education Instructor and Physical Education Instructor who are in regular service in the TEIs are required to take their subject specific classes in the TEIs and Colleges of same district or nearby district. They are entitled for DA and road mileage allowance etc as per their eligibility following Government guide line.
10. The guest instructor will not be paid honorarium on monthly fixed basis rather than monthly on number of conducted class basis.
11. The whole process of selection of guest instructor is to be completed within two months of starting of academic session.
12. In case of any doubt, the same shall be clarified by the Higher Education Department.

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