

Policy Document for Visiting Faculties

Objective of Policy: To give more exposure towards subject and practical knowledge to students, it has been advocating that Visiting Faculty may be appointed to gear up online session so that students get better learning in this pandemic time of COVID-19.

Members Associated in this Process given below:

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|---------------------|--------------|
| 1. VC | - (Chairman) |
| 2. Dean (Academics) | - Member |
| 3. HoD | - Member |
| 4. HR | - Member |

General Terms of Appointment:

1. Visiting Faculties shall be appointed for minimum period of one semester and subject wise allocation would be done by the HOD.
2. All visiting faculty will report to their respective HOD's and HOD will facilitate for allocation of syllabus, List of registered students of particular class and also provide academic calendar and guide for sessional exam. HoD will submit this to Dean (Academics) and finalize after approval.
3. Internal evaluation shall be done for Visiting Faculty those who are taking subjects in the class.
4. Syllabus will be covered in maximum 40 sessions and each session would be of 60 minute, taking via online modes like on Zoom, Google Meet or any other application as per convenience of the faculty. However it may change afterwards. Also it is a prime concern of HOD to proctoring classes, during pandemic.
5. All Visiting Faculty members would be paid of ₹500/- per 60 minute session taken in a month and every month payment would be release on every 10th of the month (along with salaries of employees). However all such bills would be channelized through respective HOD of the department and the maximum limit to Rs 20000/- per semester/subject
6. If visiting faculties will be requiring beyond the aforesaid budget on demand of students or any other such requirement, in such cases HOD has to put up an application to Vice Chancellor through Dean Academics.
7. All Visiting Faculty Members are required to attend meeting in University Campus as and when required.
8. All Visiting Faculty members will immediately report to HOD but final reporting to Dean Academics on monthly basis. They have to use all advanced teaching methodology like PPT's, films and other teaching aids.
9. Every month a feed back is to be generated from students who have attended online classes and such feedback is to be sorted out by Dean Academics, via concerned HOD.
10. Visiting Faculty will have to follow all norms and standing orders and maintain the decorum with ethics, during their appointment with the Oriental University Indore.
11. All appointment of Visiting Faculty will be done by the Registrar after approval of Dean Academics and Honorable Vice Chancellor Sir.
12. Visiting Faculty who is appointed for particular subject can be allocated with more subjects in other or same classes and there will be separate calculation of Payment and Performance for it.

13. During the tenure of services, Without taking prior consent from concerned HOD, Visiting Faculty cannot make any alterations, changes and adjustments in the assigned classes, if do so then his/her services shall be terminated by the registrar.
14. To know the relevance and updates for improvement, counseling session shall be taken every week.

Approval from:

- **Dean (Academics)**
- **Executive Director**
- **Vice Chancellor**