

**Job description of HoDs/ TPOs / Sr. Lecturers/ Lecturers/ Workshop Superintendent/ Foreman Instructors/ Workshop Instructor/ Hostel Superintendent in the polytechnics.**

The job description of the posts in the Technical Education Department is given as under:

**1. Lecturer**

The brief description of the duties assigned to the lecturers as per Appendix 'C' of the AICTE norms are given below:

- (i) **Teaching** : 18 hours per week. For this purpose, practical/ tutorial of 2 hours is treated as a teaching load of 1 hour.
- (ii) To work as Incharge of laboratory in the concerned discipline.
- (iii) There should be rotation in the Engg. subjects taught by teachers after three years.
- (iv) Maintenance of Equipment in the laboratories
- (v) Conduct of Practicals in the laboratory
- (vi) Planning and Implementation of Curriculum Development
- (vii) Development of Resource Material
- (viii) Participation in Co-Curricular and Extra Curricular Activities
- (ix) Student guidance and counselling and helping in their career shaping and personality development
- (x) Innovation in technician education and evaluation
- (xi) Providing leadership in teaching Diploma and Post Graduate diploma courses
- (xii) Promotion and Coordinating continuing Education Activities.
- (xiii) Self-development through up-gradation of knowledge and skills.
- (xiv) Officer Incharge attendance/ examination.

In addition to the above duties, he is required to assist the administration in planning the academic/ administrative/ developmental activities, developing and updating the MIS and implementation of the same effectively.

**2. Senior Lecturer**

- (i) **Teaching** : 14 hours per week for this purpose, a practical/ tutorial of 2 hours is treated as a teaching load of 1 hour.

- (ii) There should be a rotation in the in the Engg. subjects taught by teachers after three years.
- (iii) To assist the maintenance of Equipment in the laboratories
- (iv) Conduct of Practicals in the laboratory
- (v) Planning and Implementation of Curriculum Development
- (vi) Development of Resource Material
- (vii) Participation in Co-Curricular and Extra Curricular Activities
- (viii) Student guidance and counseling and helping their character development
- (ix) Innovation in technician education and evaluation
- (x) Providing leadership in teaching Diploma and Post Graduate diploma courses
- (xi) Promotion and Coordinating continuing Education Activities.
- (xii) Self development through up-gradation of knowledge and skills.
- (xiii) Officer Incharge attendance/ examination/ Cash
- (xiv) To work as Incharge of laboratory.

In addition, the Senior Lecturer helps the Head of Department in smooth functioning and control of the various activities of the department. The Senior Lecturer is responsible to ensure that the project work of the students is properly guided by him.

### 3. **Head of Department**

The Head of Department is overall Incharge of his branch. He is required to ensure smooth functioning of the department in addition to his teaching load of 8 hours per week. He is to ensure that all the Lecturers/ Sr. Lecturers in his branch to perform their duty effectively and efficiently and also to ensure better teaching learning process to the satisfaction of the stake holders. He should involve himself and the other faculty in the process of curriculum development, in updating and revision on continued basis to meet the requirement of industry.

He has to ensure that the laboratories in the department are well equipped and maintained according to the curriculum, all the equipment in the laboratories/ workshops must be functional to conduct the Practicals properly. He will decide the meaningful

project work of the students in consultation with the senior lecturer and lecturer and monitor performance of every student..

He can be assigned any or more of the following administrative duties by the Principal of the institute.

- (a) Industry Institute Interaction. (In case TPO is not there in the institute)
- (b) Training and Placement of the students of his discipline. (In case TPO is not there in the institute)
- (c) HoD should take junior classes also for teaching/ Practicals.
- (d) Hostel Superintendent/ Sports President/ SRC's/ Purchases.
- (e) Officer Incharge Examination, attendance, cash.
- (f) Looks after the department in the absence of Principal.
- (g) To assist the administration in smooth conduct of the examination/ admission/ house tests/ practicals/ disciplinary matters.

4. **Training and Placement Officer**

Training and Placement Officer in a Polytechnic is responsible for the following:

- 1. Training and placement of the students in the industry/ other user system.
- 2. Industry Institute Interaction.
- 3. Arranging Industrial visit of students.
- 4. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
- 5. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
- 6. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
- 7. To monitor the working of alumni association and to arrange their meetings.
- 8. To sponsor students for various paper presentations and the Technical exhibitions.
- 9. To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.

10. To arrange entrepreneurship camps and to motivate the students for self employment.
11. To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.
12. To engage classes for teaching as well as for personality development of students.

**5. Workshop Superintendents**

1. To monitor the training of students in various workshops of the institution.
2. To monitor the academic record of students in workshop.
3. To ensure the availability of various machines and equipments required in the workshops as per the curriculum.
4. To ensure that all the machines and equipment in the workshop are kept in working order.
5. To arrange for the training of workshop staff as per requirement of the curriculum.
6. To plan the future development of the workshops in the institution.
7. Repair and maintenance of Building, Electrical appliances, furniture etc. of the institute.
8. To engage classes for theory and Practical training of the students.

**6. Foreman Instructor**

1. To arrange the various machinery and equipment for the students training as per the curriculum.
2. To train the students as per the curriculum.
3. To develop the training skill amongst the students.
4. To maintain the machinery and equipment in working order.
5. To arrange the raw material required for the training well in time.
6. To keep himself updated about the various developments in the related industry.
7. To monitor the teaching work of Workshop Instructors

8. To assist the Workshop Superintendent in development of the Institution workshop
9. To maintain liaison with the industry for the practical/ industrial training of the students.

6. **Workshop Instructor**

1. To arrange the various machinery and equipment for the students training as per the curriculum.
2. To train the students as per the curriculum.
3. To develop the training skill amongst the students.
4. To maintain the machinery and equipment in working order.
5. To arrange the raw material required for the training well in time.
6. To keep himself updated about the various developments in the related industry.

7. **Hostel President/ Superintendents**

HoD should be given the duty of President Hostel and Senior Lecturer (Matured persons) should be given the duty of Hostel Superintendent. They should be changed after five years.

If no HoD is there in institute, this duty be assigned to Senior Lecturer and lecturer accordingly. Officers to whom this duty has been assigned will have to stay on the campus for exercising proper control and administration in managing the Hostel affairs.

*Note: Principal of the institution can assign any duty to any officer/ official in addition to the duties detailed above.*

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 18/9/19

HARYANA GOVERNMENT TECHNICAL EDUCATION DEPARTMENT  
 ORDER

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Governor of Haryana is pleased to revise the rates of remuneration to the guest faculty/ instructors in the Govt. Engg. Colleges and Govt./ Society Polytechnics as per detail given below:-

| Sr. No. | Institution Type                                     | Designation       | Approved Rates of remuneration  | Remarks  |
|---------|--|-------------------|---|--|
| 1.      | Govt. Engg. Colleges                                 | Guest faculty     | In case of full workload, Guest Faculty having minimum qualification as prescribed by State Govt. will be given remuneration of Rs. 55,500/- per month  | However, in case, some workload still remains undistributed, the Principal concerned may engage guest faculty/ Instructor at the hourly rates of the remuneration fixed by the Government from time to time. |
| 2.      |  |                   | In case of full workload, Guest Faculty who are not having minimum qualification as prescribed by State Govt. but engaged on the basis of relaxation in qualification from State Govt./ some Court orders, will be given remuneration of Rs. 35400/- per month      |  |
| 3.      | Govt./ Society Polytechnics                          | Guest faculty     | In case of full workload, Guest Faculty having minimum qualification as prescribed by State Govt. will be given remuneration of Rs. 53,100/- per month  |  |
| 4.      |  |                   | In case of full workload, Guest Faculty who are not having minimum qualification as prescribed by State Govt. but engaged on the basis of relaxation in qualification from State Govt./ some Court orders, will be given remuneration of Rs. 35400/- per month.     |  |
| 5.      | Govt. Engg. Colleges and Govt./ Society Polytechnics | Guest Instructors | In case of full workload, Guest Instructors having minimum qualification as prescribed by State Govt. will be given remuneration of Rs. 35,400/- per month  |  |
| 6.      |  |                   | In case of full workload, Guest Instructors who are not having minimum qualification as prescribed by State Govt. but engaged on the basis of relaxation in qualification from State Govt./ some Court orders, will be given remuneration of Rs. 20,000/- per month |  |

Above rates of remuneration are subject to the following terms & conditions:

1. The total teaching workload in the institute will first be allotted to the regular teaching faculty /workshop staff of the particular discipline/subject as per criteria.
2. The remaining teaching workload will be given to the Guest Faculty/ Guest Instructors on the basis of their entry into that particular Institute by giving them full workload (as mentioned in table above). No allowances will be given to them. They will be paid the remuneration throughout the academic year i.e. for 12 months.
3. Guest lecturers/ instructors who will be paid remuneration for 12 months, will be entitled to 12 casual leaves i.e. one per calendar month for any personal reason.

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4. In case of surplus guest faculty/ instructor in a particular institute, if any, they may be adjusted in other Polytechnics/ Engg. colleges (Polytechnic to Polytechnic and Engg. College to Engg. College) depending upon the availability of workload.
  5. Guest faculty/ instructors will attend the institute as per the regular timings of the institute and as per the directions of Principal, if any. The services of Guest Faculty/ Instructor will be utilized for other co-curricular/ extra curriculum activities such as remedial classes, development of learning material, maintenance of labs/ workshops, student counseling, admissions or other duties assigned by the Principal for specified hours. However, duties involving financial responsibilities may not be allotted to the guest faculty/ instructor.
  6. The Guest lecturer/ Instructor can be removed by the Principal if workload is not available or if their work & conduct is not found satisfactory after following the principles of natural justice and the decision should be well reasoned.
  7. The revised rates are applicable with immediate effect.
  8. This is in reference to the concurrence of Finance Department obtained vide U.O. No. 2/ 33/ 2017-1FG-1/32793 dated 03.11.2017.

Dated: 10.9.2019

Ankur Gupta, IAS  
Principal Secretary to Govt. Haryana  
Technical Education Department,

Endst. No.44/39/2019-1TE

Dated:11.9.2019

A copy of the above is forwarded to the following for information and necessary action :-

1. Accountant General (Audit), Haryana, Chandigarh.
2. Accountant General (A&E), Haryana, Chandigarh.
3. Director General, Technical Education Department, Haryana, Panchkula.
4. Principal (s), All Govt. Engg. Colleges and Govt./ Society Polytechnics to ensure that Guest lecturer/ Instructors have been allotted full workload as per norms.
5. Accounts Officer, Directorate Office with the request to make provision for additional funds, if required, during the Supplementary Estimates of FY 2019-20.

Jaspal Singh  
Superintendent,

for Principal Secretary to Govt. Haryana  
Technical Education Department  
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A copy of the above is forwarded to the Additional Chief Secretary to Govt. Haryana, Finance Department in reference to their U. O. No. 2/ 33/ 2017-1FG-1/32793 dated 03.11.2017 for information.

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Superintendent  
for Principal Secretary to Govt. Haryana  
Technical Education Department,

To  
The Additional Chief Secretary to Govt. Haryana,  
Finance Department (FD-II)

U.O. No.: 44/39/2019-1TE

Dated:11.9.2019

(To be substituted bearing same number and date)

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**GOVERNMENT OF HARYANA**  
**TECHNICAL EDUCATION**  
**ORDER**

Governor of Haryana is pleased to fix the norms/ guidelines on the following points on the basis of recommendation of the committee constituted to decide the representation of guest faculties.

- 1 **Nomenclature:** - The persons engaged previously have been referred to as Visiting Faculty / Visiting Instructor in different communications whereas in the order no 44/39/2019-ITE dated 11.09.2019 they have been referred to as Guest Faculty / Guest Instructor. Therefore, all such engaged persons, will be referred to as Guest Faculty / Guest Instructor henceforth.
- 2 **The Class or Lab size:** For effective teaching learning and Practical training of the students, norms for Theory, Lab & Workshop Classes are as under-
  - a) For theory class: One section against sanctioned intake upto 60 students and thereon.
  - b) For Lab classes: One Group of 20 to 25 admitted students and thereon.
  - c) Workshop: One Group upto 15 admitted students and thereon.
- 3 **Teaching load:** The following teaching load will be assigned to the teachers as given below from the next semester starting from January, 2020:

| Sr. No. | Name of Post                        | Teaching hours per week (Theory + Lab/ Workshop) | Remarks   |
|---------|-------------------------------------|--|---|
| 1       | Principal                           | 06   | As per AICTE Norms  |
| 2       | HOD                                 | 12   | The HOD alongwith the teaching load look after the overall activities of the department as well as assist the Principal in General Administration |
| 3       | Senior Lecturer                     | 16   | No such designation exist as per AICTE  |
| 4       | Lecturer                            | 21   | Average of AICTE and present teaching load  |
| 5       | Workshop Superintendent             | 08   | No teaching load presently prescribed by AICTE  |
| 6       | Foreman Instructor                  | 21   | No teaching load presently prescribed by AICTE  |
| 7       | Workshop Instructor/ Lab Instructor | 24   | No teaching load presently prescribed by AICTE  |

The teaching load of bridge course (DET-L) will also be considered as teaching load while assigning load to the staff. The services of the Faculty and Staff/ Guest Faculty/ Guest Instructors will be utilized for other co-curricular/extra curriculum activities such as remedial classes, development of learning material, maintenance of labs/workshops, student counselling, admissions or other duties, as assigned by the Principal. The load assessment will be carried out in the beginning of the academic session i.e. July/ August.

- 4 **Allotment of Teaching Load:** The total teaching workload in the Polytechnic will be first allotted to the regular teaching faculty/ workshop staff of the particular discipline/ subject as per above criteria and the remaining teaching workload will be

To be continued.....

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assigned to the Guest Faculty/ Guest Instructors on the basis of their seniority i.e. entry into that particular Polytechnic by giving them full workload (as mentioned in table above). Remaining teaching load, if any will be given to Guest Faculty/ Guest Instructor on hourly basis as per Govt. order dated 11.09.2019.

**5 Payment of remuneration:** The monthly remuneration as approved by the Govt. in respect of guest faculty/guest instructors will be paid from the contingency/wages head as their engagement is against teaching load and not against the sanctioned post.

**6 Adjustment of the displaced Guest Faculty/ Guest Instructors:**

(a) The assignment of teaching load of 24 lectures to the Guest Faculty/ Guest Instructors has been made in view of memo no. 9877-9910/Admn. dated 20.09.2018. The list of the surplus Guest Faculty/ Guest Instructors, after implementation of the teaching load of 24 lectures after 20.09.2018 may be prepared for adjustment in the same or other institutes. Such displaced/ surplus candidates will be considered first as and when the vacancy arises.

(b) After assigning the teaching load of 24 lectures to the Guest Faculty/ Guest Instructors in view of memo no. 9877-9910/Admn. dated 20.09.2018, If any Guest Faculty/Guest Instructor is found surplus in the existing Polytechnic, on account of unavailability of teaching load or deputation or transfer of staff, the surplus Guest Faculty/Guest Instructor, after taking request/ option from the concerned surplus Guest Faculty/ Guest Instructor, will be adjusted by the Nodal Polytechnic, in the cluster subject to availability of teaching load and seniority of the concerned surplus Guest Faculty/ Instructor. After making adjustment of the surplus Guest Faculty/ Guest Instructor, the Nodal Principals will intimate the availability of teaching load or any surplus Guest Faculty/ Guest Instructor which required to be adjusted, if any in the Polytechnics in their cluster, to the Principal Govt. Polytechnic, Sonipat. The Principal Govt. Polytechnic, Sonapat will make the adjustment of the surplus Guest Faculty/ Guest Instructor, in other clusters subject to availability of teaching load and seniority based on their date of engagement. In no case, a surplus Guest Faculty/ Guest Instructor will be replaced by fresh candidate/ junior candidate.

(c) The Principal of the concerned Institute may maintain a register with details of the Guest Faculty/ Guest Instructors engaged in his institute. The seniority of the Guest Faculty/ Guest Instructors will be maintained at the institute level. The surplus Guest Faculty/ Guest Instructors in any branch will be relieved by applying the Principle of "First in last go". To decide the seniority amongst Guest Faculty/ Guest Instructor, the length of continuous engagement in present institute only will be taken in account. After being displaced due to transfer/ deputation of a regular staff/ less workload etc., Guest Faculty/ Guest Instructor the adjustment of any Guest Faculty/ Guest Instructors, in a Govt. Polytechnic other than his/ her parent Polytechnic, will

To be continued.....

be considered as fresh joining and not in continuation of his/her earlier engagement. Therefore, seniority cannot be claimed by such adjusted person over those persons who were working in new Polytechnic before his/ her adjustment therefore. The junior most person in a particular Polytechnic will be displaced first, if surplus due to any reason. After, adjusting the surplus Guest Faculty/ Guest Instructors, the retired faculty/ staff may be engaged on hourly basis for fractional teaching load only.

(d) The seniority amongst Guest Faculty/ Guest Instructors initially engaged in same Polytechnic will be determined as per instructions issued earlier by this office. In case of any conflict, the matter will be got decided from this office by sending special messenger with whole record.

These instructions will be followed strictly otherwise the concerned Principal will be responsible to face departmental action for major penalty.

Dated, Chandigarh,  
The 29.11.2019

ANKUR GUPTA  
Principal Secretary to Government, Haryana  
Technical Education Department

Dated, Chandigarh the 04.12.2019

Endst. No. 44/39/2019 -1TE

A copy is forwarded to the following for information & necessary action:-

1. Accountant General, (Audit), Haryana, Chandigarh.
2. Accountant General, (A&E), Haryana, Chandigarh.
3. Director General, Technical Education Department, Haryana Panchkula w.r.t. their CFMS No. 15741 dated 28.11.2019. The original file is returned herewith with request to intimate the Principal(s), All Government Engg. College and Govt. Society/Polytechnics to ensure that guest lecturers/instructors have been allotted full workload as per norms.
4. Account Officer, Directorate office with request to make the provision for additional fund, if required during the supplementary estimate for 2019-2020.

*Sanyal*  
29/12/19  
Under Secretary, Technical Education  
for Principal Secretary to Government Haryana  
Technical Education Department

**DIRECTORATE OF TECHNICAL EDUCATION, HARYANA, PANCHKULA**

Endst. No: Guest Faculty/ 5884-5917

/Admn.

Dated: 05.12.2019

A copy of above is forwarded for information and further necessary action:

1. Govt. Polytechnic, Ambala/ Nilokheri/ Sonapat/ Sirsa/ Hisar/ Narnaul/ Jhajjar/ Adampur/ Dhangar/ Jattal/ Hathinikund/ Umri/ Nanakpur/ Sector-26, Panchkula.
2. The Principal, Govt. Polytechnic for Women Ambala City/Faridabad/Sirsa.
3. The Principal Govt. Polytechnic Education Society, Uttawar/ Sanghi/ Narwana/ Loharu/ Lisana/ Manesar/ Cheeka/ Nathusari Chopta/ Meham/ Sampla/ Mandkola/ Malab/ Indri/ Chappar/ Shergarh/ Jamalpur Shekhon/ Morni.

*[Signature]*  
Deputy Director (Admn.)  
for Director General, Technical Education  
Department, Haryana

**OFFICE OF VICE CHAIRMAN, BOARD OF GOVERNERS, GOVERNMENT POLYTECHNIC  
EDUCATION SOCIETY, - CUM - DIRECTOR GENERAL, DIRECTORATE OF TECHNICAL  
EDUCATION, HARYANA, PANCHKULA**

**(Bays No. 7-12, Sector-4, Panchkula, Haryana)**

To

The Principal  
Govt. Poly. Education Society,  
Uttawar/ Manesar/ Loharu/ Nathsari Chopta/ Sanghi/ Lisana/  
Narwana/ Cheeka/ Sampla/ Meham/ Morni  
Government Polytechnic, Bhiwnai/ Mandkola/ Indri / Malab/  
Chhapar/ Shaergarh.

Memo No.: Society (14) 18E/MS/ 467-483 / Admn. (Society)

Dated:

**Subject: Clarification regarding remuneration/ teaching load/ adjustment  
of surplus guest faculty.**

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Kindly refer to emails/ letters received from various Polytechnics on the  
subject noted above. -

In this connection, it is intimated to take action regarding remuneration/  
teaching load/ adjustment of surplus guest faculty as per Government notification  
issued vide endst no. 44/39/2019-1TE dated 11.09.2019 and 44/39/2019-1TE dated  
04.12.2019 (copies enclosed).

*Will*  
*17.03.2020*

**Joint Director HCS (Society-Admn.)  
for Vice Chairman, Board of Governors,  
Government Polytechnic Education Societies  
-cum- Director General, Technical Education Department,  
Haryana**

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