



Netaji Subhas University of Technology (West Campus)
 (Formerly Ch. Brahm Prakash Government Engineering College)
 Jaffarpur, New Delhi - 110073
 website: <http://ecsdclhi.ac.in>, Tel: 011-25318159/63

F.No.3 (5)/CBPGECJ/Acad/GF/(Pt. time)/2020-21/8992-96

Dated: 8/4/21

MEMORANDUM

Sub: Offer for engagement as Guest/Part-time teacher for the Academic Year-2020-21.

The Competent Authority is pleased to offer Mr./Ms. Gayatri Chawla engagement as Guest/Part-time teacher (Professor/Associate Professor/Assistant Professor) during the Academic Year 2020-21 for engaging theory/practical classes of subjects related to Fundamentals of Semiconductors in accordance with scheduled time table. *Geometric engineering*

The erstwhile Ch. Brahm Prakash Govt. Engg. College has been approved by Hon'ble LG of Delhi for merger with NSUT as its West Campus. Various policies, rules/regulations, terms and conditions etc. post merger, are under evolution. The Candidate shall be liable to accept all the conditions as may be approved/issued by NSUT/DTTE in due course. Besides, the other terms and conditions are as under. In case any terms and conditions issued in this memorandum are in controvention to that may be issued by NSUT/DTTE, the terms and conditions issued by NSUT/DTTE will prevail:-

1. The assignment will initially be awarded by concerned Head for Academic Year 2020-21, as per Time table (approved by Principal being HOD) and subject to availability of workload.
2. In case of serving candidate, he/ she is required to inform his/ her present employer about his/ her engagement.
3. As per government and university orders, classes will be conducted in online or offline mode. Faculty member may be asked to conduct classes online from home or from college as per the decision of administration of the college. In case classes are engaged online, faculty member has to visit college in person on the first working day of every month to submit records of classes, material given to students, evaluation record of assignments and remuneration bill to concerned Head.
4. This assignment is temporary in nature and may be terminated at any time without any notice. However, it is likely to continue for the current Academic year 2020-21.
5. Concerned Head will monitor class and issue a certificate.
6. TDS will be deducted as per rule.
7. Guest/ Part-time teacher are required to:

Academic

- a. Online classes will be engaged on Google meet and Google Classroom using the ID issued by the college with College domain.
- b. Prepare lesson plan for each topic as per NBA requirement and submit within first 15 days for the semester to his concerned Head of Department.
- c. Each faculty members are required to set measurable subject objectives to be achieved by each student. At the end of the semester these objectives whether achieved/not achieved will be checked.

Gayatri

- d. Cover the prescribed syllabus of NSUT/GGSIP University as applicable, as indicated therein within the prescribed time as per academic calendar of NSUT/GGSIPU as applicable.
- e. Give 3 assignments per unit, evaluate and discuss these assignments in the class. A copy of all the assignments given to students is to be provided to the Academic Heads.
- f. Evaluate the assignment (given on Google class room) within one week of last date of its submission
- g. Display marks of mid-term theory exam and handover evaluated answer sheets to Academic Heads within 15 days of conduct of the same.
- h. Regularly monitor students' attendance and also interact with their parents.
- i. Display summary of sessional marks for all theory/ practical subjects as per NSUT/GGSIPU norms and submit the same along with filled OMR sheets for internal/ external assessment (Theory/Practical) prior to commencement of end term theory/ practical exam.
- j. Each faculty shall obtain feedback about himself from the students in the last class through anonymous mode.
- k. Evaluate the end term answer sheets of theory subjects at NSUT/GGSIP University as per their schedule.

Remuneration/Attendance of Guest Faculty

- a. Marking biometric attendance is compulsory for claiming remuneration. In case biometric machine is not functional inform concerned Head in writing on the same day. In case the Biometric is non-functional, the entry in the register maintained at dept. level will be considered final.
- b. All the guest faculty members are mandatorily required to fill entries in the register maintained by concerned head of the department.
- c. The monthly bill performa duly filled in and completed in all respect will be submitted to concerned Academic Head on the last working day of every month. All are requested for its strict compliance.
- d. Students attendance registers are to be verified by concerned Head at the time of submission of monthly remuneration bills on the last working day of the month.
- e. In case no students attend the class, the concerned faculty will be paid remuneration of one Lecture/ hour for the whole day.
- f. All the guest faculty members must reach college at least 15 minutes prior to start of their respective classes and mark Bio-metric attendance and leave only after clearance from HOD but they will not be held back more than 30 minutes after the class. However, they are expected to take doubts of students, if any, after the class or before leaving college.
- g. Any alternate arrangement in the timetable/mutual exchange of classes by the guest faculty will be strictly brought to the notice of concerned HOD for his prior approval.
- h. In case the Guest Faculty forgets to mark his/her attendance on bio-metric machine, his /her claimed remuneration amount for the day shall be paid only after written confirmation regarding engagement of class by the concerned Academic Head as well as Dean (Academic)

Penalty

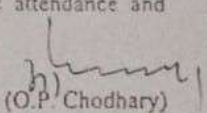
- a. If a guest faculty leaves in the first month of the semester, he will not be entitled for any remuneration claim.
- b. In case of late reporting/early departure, remuneration of 30 minutes will be deducted.
- c. The academic activity ends with filling of OMR and its approval by HOD/Principal. Last month's salary will be retained till completion of OMR.
- d. Since any delay or incorrect filling of OMR adversely affects career of students, the concerned faculty may be denied all the balance payment and also prevented from appointment under DTT.

S. Singh

Remuneration will be paid to the Guest/ Part-time teachers as per the existing rules of Govt. of NCT of Delhi for the actual classes engaged in the semester after verification of the same on bill performa by concerned Academic Head.

In case of any problem they can meet their concerned Head of Department, Dean (Academic), Admin. Officer, Accounts Officer and if their problem is not resolved, meet/call Principal.

In case Mr./Ms. Gaayatri Chawda is willing to accept the said offer for engagement as Guest/Part-time teacher on the above mentioned terms & conditions, he/she may submit his/her acceptance in person or through email at dean@ec.delhi@gov.in within three days from the issuance of this memorandum else it will be presumed that he/she is not interested for the said offer of engagement as Guest/Part-time teacher. Joining will be allowed only after recording of thumb impression for biometric attendance and approval of bank documents by accounts for digitally transferring the remuneration amount.


(O.P. Chodhary)
Section Officer (Admin)

Note:

(A) Please provide the following documents along with your consent letter:

1. Copy of PAN Card.
2. Undertaking regarding Income Tax.
3. Copy of Aadhar Card.
4. Copy of Cancelled Cheque (Name should be printed on cheque)
5. No Objection Certificate from previous employers, if any.
6. Filled ECS Proforma (form No. E-5). (Blank proforma available on college website and also at Academic Cell)
7. Filled Faculty detail proforma as per AICTE format.
8. Details of present Employment, if any (on separate sheet):
 - a. Name of Organization:
 - b. Address of Organization
 - c. Designation
 - d. Emoluments

(B) Filled Remuneration Form (available on college website) must be submitted to concerned Head of Department on last working day of the Month (for early processing of Bills).

To

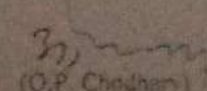
Gaayatri Chawda
Son/Wife/Daughter of Manmohan Chawda
Resident of L-8/277 - II, Keshav Puram,
Math - 110025
Mob No. 7675222349 Email gaayatrichawda@yahoo.com

File No. F.3 (5)/CBPGECE/Acad./GF(Pt. time)/2020-21/ 8992-96

Dated 8/4/21

Copy forwarded for information & necessary action to:-

1. Accounts officer/Drawing & Disbursing officer.
2. Deputy Director(SB) DTTE, Pitampura, Delhi
3. PA to Principal
4. Guard file


(O.P. Chodhary)
Section Officer (Admin)

