

Honorarium for Guest Instructor

Course details

Course Title:

Course Code:

Semester: August – December / January – July

Year:

Details of the Guest Instructor(s), including email, home page URL

Guest Instructor-1:

No. of lectures to be taught:

Guest Instructor-2:

No. of lectures to be taught:

Unit:

Nodal Faculty member:

Signature

Remarks by the Unit Chair, if any:

Signature

Note

1. A lecture amounts to one hour of teaching or to a 3-hour practical session. If there be a requirement, extra hours beyond credit hours may be requested providing proper justification.
2. A course may be taught entirely by a Guest Instructor or be shared among a few including Centre's Faculty Instructors.
3. The honorarium being paid to a Guest Instructor shall be Rs 3000/- per lecture subject to a maximum of Rs 2,00,000/- per course. One time processing at the end of the course is preferable; partial payments can also be processed. However, advance processing is not admissible.
4. No other charges including of conveyance, are admissible in respect of the Guest instructor.
5. The class-room teaching can be in-person or by virtual mode, though the former is preferred in the interest of increasing student contact hours.
6. The filled-in template to be forwarded to the Academic Office.
7. Once approved, Academic Office will send out invitation(s) to the Guest Instructor.
8. Nodal Faculty member/Unit office should then arrange/liaison to meet all the requirements of the Guest Instructor (seminar hall booking, arranging Teaching Assistant/TA etc.) till the completion of the Guest assignment.
9. If there be requirement of a sitting/office space for the Guest Instructor, Nodal Faculty Member may take it up with the Chair. The space, if available within the Unit, may be allotted for the course duration. If allotted, the Unit Office should inform the Administration for coordination.