



UNIVERSITY INSTITUTE OF HOTEL AND TOURISM MANAGEMENT (UIHTM)

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ADVERTISEMENT

Applications are invited for appointment of one Guest Faculty (Hotel Management) to teach BHMCT and MHMCT classes for the semester starting from July–December 2019, for a period of six months.

Days of teaching	Class(es) to be taught	Subject to be taught
Monday to Friday	As per requirement	As per requirement

One **hard copy** of duly filled form along with copy(ies) of requisite documents / proofs should be submitted to the office of the Director, University Institute of Hotel and Tourism Management, Panjab University latest by 27th August, 2019 upto 4.00 p.m.

Qualification for Guest Faculty (Hotel Management)

- i) Full time Bachelor degree with at least 55% marks (50% for SC/ST/Physically and Visually Handicapped) (3/4 years degree or 3 years Diploma after 10+2) in Hospitality & Hotel Administration/Hotel management from a recognized University or equivalent with Master's degree in Hospitality and Hotel Administration /Hotel management with first class or equivalent , **and**
- ii) A minimum of (3) three years of experience of industry and/or teaching (industry experience of 4 Star and above category hotels. Teaching experience (after post-graduation) in an Institute affiliated to National Council for Hotel Management and Catering Technology/State board of technical education/recognized University).

The above assignment will be on lecture basis with a token honorarium of Rs. 1000/- per lecture with an upper limit of Rs. 25,000/- per month. The candidate shall have to give an undertaking that he/she will not draw any fellowship/ stipend or any financial assistance from any agency till they are in the department as a guest faculty. The candidates who are already availing JRF scholarships in the University are not entitled for the honorarium but they will be issued experience certificate for the guest faculty.

All eligible candidates called for the interview shall be intimated by email / phone. No separate interview letter shall be sent.

All the applicants are advised to bring their original certificates and other relevant documents for verification at the time of interview.

Director (UIHTM)

Table 3-A (Appendix-II) (As per UGC Regulations, 2018)

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N	Academic Record	Score			
		1.	Graduation	80% & above = 15	60% to less than 80%=13
2.	Post Graduation	80% & above = 25	60% to less than 80%=23	55% (in case of SC/ST/ PWD) to less than 60% = 20	
3.	M.Phil	60% & above =07		55% to less than 60% =05	
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International/ National Level (Awards given by International Organizations/ Govt. of India/ Govt. of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D. Maximum = 30 Marks
(ii) JRF/NET/SET Maximum = 07 Marks
(iii) In awards category Maximum = 03 Marks

(B) Number of candidates to be called for interview shall be decided by the concerned Universities.

(C)	Academic Score	=	80
	Research Publications	=	10
	Teaching Experience	=	10
	<hr/>		
	Total	=	100
	<hr/>		

(D) Score shall be valid for appointment in respective State SLET/SET Universities/Colleges/Institutions only.

		Website: http://jobs.puchd.ac.in
The candidate should attach eleven Photostat copies of this form along with the original	PANJAB UNIVERSITY, CHANDIGARH	Serial No. _____
		Advertisement No. _____
	Application for the Post of Assistant Professor (Use separate form for each post)	Fee Deposited _____ Branch _____ City _____ Bank Journal No. _____ Dated: _____
Name of the Post with specialization _____		(For Office Use)
Department _____		Diary No. _____ Dated: _____
A Name in Full Mr./Mrs./Ms. _____ (In block letters)		Affix recent Passport size photograph
Father's Name: _____		
Mother's Name: _____		
Date of Birth: _____ Place of Birth: _____		
Nationality: _____ Marital Status: _____		
Member of Scheduled Caste/Tribe/Backward Class/Person with Disability _____ Yes/No (If Yes, please attach certificate from Tehsildar /First Class Magistrate of the area)/ concerned authority		

B. Addresses :
Permanent address(in block letters): _____ _____ _____
Present Address: (for Correspondence) (in block letters): _____ _____ _____

Phone/Mobile No. _____ E-mail: _____

B. Minimum Pay acceptable: _____ Joining time (If Selected) _____

F: Post-Doctoral Experience (details in chronological order)							
Name & Address Employer/Institution	Date of		Designation	Nature of Job	Date of approval from the concerned University, if any.	Basic Pay (p.m.) & Grade (Pay- scale)	Reason For Leaving
	Joining	Leaving					

(G) Awards/ Fellowships

S.N.	Title	International/ National	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee

H. Research Publications in Peer Reviewed or UGC listed Journals (Attach proof of all published paper showing title of paper (alongwith proof of peer reviewed/UGC listed Journal) and attach full copies of five best publications in Peer reviewed/UGC Journals.

S.N.	Title with page no.	Journal/ Book	ISSN No.	Whether peer reviewed. Impact factor, if any	Whether you are first/ principal/ corresponding author/ supervisor/ mentor	Score claimed by candidate	Score to be given by screening committee
1							
2							
3							
4							
5							
6							
7							
8							

Please attach separate sheet, if required

ADDITIONAL INFORMATION

I. Publications (other than Research Papers)

(a) Books authored, which are published by -

(i) International publishers

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

(ii) National publishers

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

(iii) Chapters in Edited books

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

(iv) Editor of Book by International Publisher/Forum

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

(v) Editor of Book by National Publisher

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

J. Translation works in Indian and Foreign Languages by qualified faculties

(i) Chapters or Research papers

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

(ii) Book

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

K. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

S.N.	Title	Details	No. of Co-contributors	Enclosures: Pl. mention page number where proof is attached
	(a) Development of Innovative pedagogy			
	(b) Design of new curricula and courses			
	<p>(c) MOOCs</p> <ul style="list-style-type: none"> • Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit) • MOOCs (developed in 4 quadrant) per module/lecture • Content writer/subject matter expert for each module of MOOCs (at least one quadrant) • Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) 			
	<p>(d) E-Content:</p> <ul style="list-style-type: none"> • Development of e-Content in 4 quadrants for a complete course/e-book • e-Content (developed in 4 quadrants) per module • Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) • Editor of e-content for complete course/ paper /e-book 			

L. (a) (i) : Research Guidance:

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached
Ph.D. (as Supervisor)				
Ph.D (as Co-supervisor), if there are more than one supervisor				
M.Phil./P.G dissertation				

(a) (ii) : Research Projects Completed:

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached
			From	To		
1.						

(a) (iii) : Research Projects ongoing:

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached
			From	To		
1.						

(a) (iv): Consultancy

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention Page number(s) of Application form where proof is attached
			From	To		
1.						

(a) (v) : Patents

S.N.	Name	Agency (International/ National)	Details of patent	Enclosures: Pl. mention Page number(s) of application form where proof is attached
1.				

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/
World Bank/ International Monetary Fund etc. or Central Government or State Government)

S.N.	Name	Body (International/ National/ State)	Details	Enclosures: Pl. mention Page number(s) of application form where proof is attached
1.				

(c) Awards/ Fellowships

S.N.	Title	International/ National	Enclosures: Pl. mention page number(s) of application form where proof is attached

M. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full
paper in Conference Proceedings (Paper presented in Seminars/Conferences and also
published as full paper in Conference Proceedings will be counted only once)

S.N	Title of the paper presented/ Lecture delivered/ paper published	Category {International (Abroad)/ International (within country)/ National /State/ University}	Title of Conference/Semina r etc.	Date (s) of the event	Organised by	Enclosures: Pl. mention page number(s) of application form where proof is attached

N. Academic Distinctions

S.N.	Detail

O. Membership of Professional Societies, if any :

P. Paragraph of self-evaluation regarding different fields of activity relating to the job (maximum 100 words):

Q. Referees:

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character. For applicants having done post-doctoral and/or doctoral research, the research supervisors must be listed. At least three Testimonials obtained from these referees be attached to the application form.

	Name	Occupation/Position	Address	E.mail and Tel./Mobile No.
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

R. List of Enclosures:

1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____ 7. _____ 8. _____

S. Declaration: I solemnly declare that:

- i) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Panjab University, Chandigarh.
- ii) I have never been dismissed either from Govt. or from University, College or other Public or Private Organisation service.
- iii) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

Place: _____

Date: _____

Signature of Applicant

Signature of Employer
With Official Seal

Summary-Sheet

	Sr. No.	Particulars of Academic/other information	Score		Remarks, if any
			To be filled by the candidate	To be verified by Screening Committee	
A.	Academic Score (Maximum 80)				
	1.	%age of Graduation Marks 80% & above = 15 60% to less than 80%=13 55% to less than 60%=10 45% to less than 55%=05			
	2.	%age of Post-graduation Marks 80% & above = 25 60% to less than 80%=23 55% (50% in case of SC/ST/PWD) to less than 60% = 20			
	3.	%age of M.Phil. Marks 60% & above = 07 55% to less than 60% = 05			
	4.	Ph.D. Marks Ph.D. = 30			
	5.	NET with JRF = 07			
		NET = 05			
		SLET/SET = 03			
	6.	International/National Awards = 03 International/ National Level (Awards given by International Organizations/ Govt. of India/ Govt. of India recognized National Level Bodies)			
		State level Awards = 02 State Level (Awards given by State Government)			
B. 1	7.	Research Publications (Maximum 10) (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)			
C.1	8.	Teaching Experience (Maximum 10) Teaching/Post Doctoral Experience (2 marks for one year each)#			
		Total (out of 100)			

Signature of the Candidate

However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D. Maximum = 30 Marks
(ii) JRF/NET/SET Maximum = 07 Marks
(iii) In awards category Maximum = 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned Universities.
- (C) Academic Score = 80
Research Publications = 10
Teaching Experience = 10
- (D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only.

FORMAT OF EXPERIENCE CERTIFICATE

This is to certify that _____
S/o, D/o _____ has been working/has worked as
Assistant Professor (Regular/Temporary/Ad-hoc/Contract) in the (mention
consolidated salary/pay-scale of ₹ _____ consolidated
salary/pay-scale) w.e.f. _____ to _____.

This is further certified that he/she has been taking/has taken the
assigned _____ hours per week workload for teaching Under-graduate/
Post- graduate/both Under-graduate and Post-graduate during the
classes above mentioned period.

Full Signature of
Authority with
Official Stamp

Full Name, Designation and Address of the Authority

FORMAT OF EXPERIENCE CERTIFICATE

This is to certify that _____
S/o, D/o _____ has been working/has worked as
Assistant Professor (Regular/Temporary/Ad-hoc/Contract) In the
consolidated salary/pay-scale of ₹ _____ (mention
consolidated salary/pay-scale) w.e.f. _____ to _____.

This is further certified that he/she has been taking/has taken the
assigned _____ hours per week workload for teaching Under-graduate/
Post- graduate/both Under-graduate and Post-graduate classes during the
above mentioned period.

Full Signature of
Authority with
Official Stamp

Full Name, Designation and Address of the Authority

For Candidates working in Distance Education Centres and Open Schools of the Universities

FORMAT OF EXPERIENCE CERTIFICATE

This is to certify that

S/o,D/o_____has been working/has worked as Assistant Professor (Regular/Temporary/Ad-hoc/Contract) in the consolidated salary/pay-scale of Rs. _____(mention consolidated salary/pay-scale) w.e.f._____to_____.

This is further certified that he/she has been taking/has taken the assigned work load of Lesson writing, Lesson Vetting and teaching workload during the Personal Contact Programme (PCP) for teaching Under-graduate/Post-graduate/both Under-graduate and Post-graduate classes during the above mentioned period, as per UGC Guidelines (vide letter no. F-19-1/74 (ER) dated 7th January 1981, copy enclosed).

Full signature of Authority
With Official Stamp

Full Name, Designation and Address of the

Norms of work of teachers of Correspondence Courses

1. The duties of a teacher will include the following:-
 - (a) Teaching under personal contact programmes and such other teaching work as may be assigned by the University.
 - (b) Editing, writing, revising, translating lessons and other reading materials.
 - (c) Correction of student response-sheets.
 - (d) Such other work as may be assigned by the department in connection with teaching.
 - (e) The obligation to take classes will be as relevant on Sundays and other holidays as on working days. In case the teachers are required to take personal contact programme classes on Sundays and/or other holidays, they will be permitted to avail of compensatory leave.
 - (f) If necessary, a teacher will also be required to take classes outside the headquarters, whenever personal contact programmes are arranged by the Directorate of Correspondence Courses.
 - (g) Every teacher shall maintaining a record of work done by him term- wise and shall submit the same to the department.
2. Each teacher shall be available on each working day in the institute for such period as may be specified by the University. The prescribed period should not be less than five hours.
3. A teacher will also be required, if necessary, to work during vacations to prepare reading materials, for reading of proofs, etc.
4. A teacher will be entitled to compensatory leave as per the University rules, if he is required to work during vacations or holidays. The work done by the teacher during such periods shall count towards work done by him.
5. The norms of workload for teachers at the undergraduate level may be as under:-
 - (a) Evaluation of response-sheets (10 per only)
 - (b) Preparation of lessons (each lesson being equivalent to one week's work)
 - (c) Editing of lessons (equivalent to three day's work).
 - (d) Contact programmes (actual number of hours).
 - (e) Guidance to students (actual number of hours).
 - (f) Three lectures each of one hour or four lectures of 45 minutes each (equivalent to one day's work).
6. The norms of workload for teachers at the postgraduate level may be as under:-

- (a) Preparation of each guideline to be equivalent to oneweek's work.
- (b) Editing of a guideline to be equivalent to ½ day's work.
- (c) Contact programmes (actual number of hours).
- (d) Guidance to students (actual number of hours).
- (e) Two lectures each of one hour or three lectures of 45 minutes each to be equivalent to one day's work.

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