

# Chhattisgarh State Planning Commission

## Procedure for Engagement of Experts and Professionals among Faculty in Higher Education as Part-time Consultants, and facilitation of projects and studies or other research work assigned to such Experts and Professionals

With the approval of the competent authority, the Chhattisgarh State Planning Commission hereby, makes the following Procedure for engagement of experts and professional among Faculty in the Higher Education system of the State, as part-time consultants and for facilitation of projects, studies or other research work pertaining to the functions of the Commission, namely:-

### 1. Short title and commencement.-

- (1) These may be called the Chhattisgarh State Planning Commission, Procedure for Engagement of Experts and Professionals from among Faculty in higher education as Part-time Consultants.  
(2) They shall come into force on the date of their notification by the Commission.

### Definitions.-

In this Procedure, unless the context otherwise requires, -

- (a) "Chairperson" means the Chairperson of the Commission ;  
(b) "Commission" means the Chhattisgarh State Planning Commission;  
(c) "expert or professional" for the purpose of this Procedure means a person of integrity and outstanding ability having special knowledge of, and experience in, economics, law, business, science, technology or such other discipline related to areas of work engaged in by the Commission;  
(d) "Faculty" means persons engaged in academic functions of teaching or research in the higher education system in Chhattisgarh;  
(e) "Government", unless the context otherwise implies, means the State Government of Chhattisgarh;  
(f) "higher education system" means the system of institutions engaged in imparting higher, technical, medical, agricultural or other branches of education at the college, university or any other institution beyond the level of schooling, imparting education whether leading to a degree or not  
(g) "Member" means a Member of the Commission, whether appointed by the Government in the capacity of part-time, full-time, ex-officio, or non-government member, as the case may be;  
(h) "Member Secretary" means the officer so designated by the Government;  
(i) "Part-time Consultant" means any expert or professional so appointed by the Commission;  
(j) "research assistant" means a person assigned to work with, and appointed, on the recommendation of, a Part-time Consultant, to work as such research assistant in a research work.  
(k) "research work" means any project, evaluation study, survey, or any other work requiring research which may be assigned to a Part-time Consultant on behalf of the Commission, and includes report(s) thereof, or scholarly papers worthy of publication in academic journals of repute;  
(l) "Vice Chairperson" means the Vice Chairperson, so appointed by the Government.

### 3. Engagement of Part-time Consultants.-

The Commission may, with the approval of the Chairperson, engage as Part-time Consultants, such number of experts and professionals from among the Faculty working in the higher education system of the State in the fields of economics, law, business, science, technology or such other disciplines related to the functions of the Commission, as it may deem fit.

Provided that no Faculty shall be engaged as Part-time Consultant, where in the opinion of the primary employer, the research work assigned may not be carried out without affecting, adversely, the teaching or research workload of such Faculty.

#### **4. Functions of Part-time Consultants.-**

The experts and professionals engaged by the Commission as Part-time Consultants shall be responsible for research work assigned to them either individually, or collectively as members of a team assigned such research work, and shall discharge such other ancillary functions as are assigned to them without affecting their primary functions of teaching or research in the higher education system.

#### **5. Qualifications, experience and classification of Part-time Consultants.-**

(1) Part-time Consultants shall be classified on the basis of their qualifications and experience in the respective fields of specialization and/or the eminence in their professions as given in Schedule I:

Provided that, the Commission may also engage, as Part-time Consultants, experts and professionals from any other discipline, as deemed necessary to assist the Commission in the discharge of its functions.

(2) Subject to sub-clause (1) and depending upon the qualification, specialization and experience in respective disciplines, the experts shall be categorized into three levels as given in Schedule II.

#### **6. Remuneration payable to Part-time Consultants.-**

The remuneration to be paid by the Commission to different categories of experts and professionals shall be in accordance with Schedule III:

Provided that, the Commission may, for reasons to be recorded in writing, agree to pay higher remuneration than those given in Schedule III, in specially deserving cases.

#### **7. Evaluation of performance of Part-time Consultants.-**

The performance of Part-time Consultant engaged under these regulations, with reference to the research work or other task assigned and output delivered, shall be reviewed periodically, within such time and in such manner, as may be specified by the Commission.

#### **8. Procedure of selection of Part-time Consultants.-**

(1) The experts and professionals shall ordinarily be engaged by the Commission on contractual basis from among Faculty found suitable for such engagement.

(2) The Member-Secretary shall invite applications through the official website of the Commission for each category and level of expert and professional giving a stipulated last date for the receipt of the applications for each category and level.

(3) The Commission, may if it considers necessary, constitute screening committee(s) for the purposes of identifying Faculty considered suitable for being registered as Part-time Consultants; and a Register shall be maintained by the Commission on its web-site, giving details of Faculty found suitable for engagement from time to time.

(3) Each Part-time Consultant shall be engaged for a specific research work.

Provided that, in exceptional cases, a Faculty may be retained as Part-time Consultant beyond the life of a research work or engaged for more than one research work.

Provided further that, every Faculty engaged to serve as Part-time Consultant shall give an undertaking that such engagement shall not, in any manner whatsoever, adversely affect the primary functions of teaching or research expected to be performed, and that where so required, a No Objection Certificate to being engaged as Part-time Consultant has been obtained from the primary employer for being furnished to the Commission.

(4) The Commission may decide, from time to time, the number of the experts and professionals to be engaged;

the decision on registering Faculty as suitable for engagement as Part-time Consultant shall rest with the Commission.

#### **9. Terms and condition of engagement of Part-time Consultants.-**

(1) On having accepted the offer of engagement, a Part-time Consultant shall enter into a contract, including the confidentiality clause thereto, with the Member-Secretary, acting on behalf of the Commission, detailing the terms and conditions of engagement, before being assigned any research work.

(2) The terms and conditions of engagement may be modified, in a specific case, where the Commission deems it necessary.

(3) Without prejudice, and in addition to the legal remedies available to the Commission, the breach of agreement executed under sub-clause (1) by or on behalf of any Part-time Consultant shall be considered a sufficient ground for termination of the engagement made under contract and may further debar such Faculty to be engaged at any time in the future.

**10. Engagement of Research Assistants. –**

- (1) A Part-time Consultant may recommend for engagement as Research Assistant, a student enrolled in an institution at not below the level of final year of an undergraduate degree programme in professional courses and not below the Post Graduate level in all other cases, who in the opinion of the Part-time Consultant is in a position to contribute meaningfully to the research work assigned by the Commission.
- (2) A Research Assistant may, on the recommendation of the Part-time Consultant, be engaged and assigned to the Part-time Consultant for the duration of the research work, or for such duration before the termination of the research work as in the opinion of the Part-time Consultant is adequate for research work.
- (3) The Part-time Consultant shall be responsible for the conduct and productive utilization of the Research Assistant, as also for payment of the amount of honorarium as provided in Schedule IV.
- (4) The Part-time Consultant shall submit, at such frequency as may be decided mutually between the Commission and the Part-time Consultant, a report based on the assessment of the performance and research aptitude of the Research Assistant.

**11. Power to relax. –**

The Commission may relax such restrictions imposed in this Procedure, as may be deemed necessary in the discharge of its functions.

**12. Removal of difficulties. –**

In the matter of implementation of this Procedure, if any doubt or difficulty arises, the same shall be placed before the Commission and the decision of the Commission shall be final.

## **Schedule -I: Qualification and Experience**

### **A. Qualification:**

1. Essential: Master degree in relevant subject/ Graduation in Professional/ Technical discipline
2. Desirable: M. Phill/ M.Tech/ M.D/ M.S/Ph. D /Post Doc/ D.Sc. in relevant Subject.

### **B. Experience:**

1. Post qualification experience in teaching and/ or research
2. Research experience as evidence through research paper published in National/ International journal of repute, techniques/ technology developed, national/ international exposures, research projects handled, Book published, awards and recognitions

## **Schedule- II: Classification of part time consultants/Experts/ professionals**

**Group A.** Professor/ National / International Award winner/ Person having published atleast 10 papers in reputed journal in relevant subject, having minimum 15 years experience in teaching/ research

**Group B.** Reader/ Associate Professor in relevant subject, having minimum 10 years experience in teaching/ research:

**Group C.** Other Teaching, research and demonstrator Professional in relevant subject, having minimum 3 years experience in teaching/ research

## **Schedule III: Remuneration/Honorarium for Study/ project**

1. Honorarium will be paid as per the classification made in Schedule II as well as no. of complete months ideally required to complete the study /project. The "No. of months required" will be decided before the award of the project/ study by Technical Advisory Committee of SPC.

*For Group A- 25,000/ month, Gr B- 21,000/ month, Gr-C- 18,000/ month*

2. The Technical Advisory Committee could recommend an additional amount of Rs. 5000/- per month in exceptional cases, for which reasons to be recorded on file.
3. The amount will be consolidated and inclusive of all personal allowances.
4. The project / study cost of each case shall be decided by the TAC after presentation by the consultant.
5. Project cost component for field works, logistics and stationary etc. shall be decided by the TAC for each research work/ study and the same shall be paid through the institution.
6. Institutional charges if any, should be mentioned separately in the project/study cost where the research proposal is initiated by the faculty.
7. All the financial transactions shall be made through institutional bank account.

## **Schedule IV : Remuneration for Research Assistant (Full time)**

**Cat-1:** Research Assistant undergoing final year of under graduate studies in technical subject (Medical/ Engineering/ Law/ etc. requiring 4 years under graduate studies) / post graduate studies in other general subject- Rs.12,000 per month of study/project.

**Cat-2:** Research Assistant with Post Graduate Degree ( in general subject or under graduate degree in technical subject- Rs.15,000 per month of study/project.

The consultant will appoint the research assistant and ensure payment on prescribed rate