



GOVERNMENT OF KERALA

Abstract

Higher Education Department-Revising the guidelines of Visiting Faculty Scheme-in Government Engineering Colleges and Fine Arts Colleges and Polytechnic Colleges-Orders Issued

HIGHER EDUCATION(G) DEPARTMENT

G.O.(Rt)No.622/2026/HEDN Dated,Thiruvananthapuram, 03-06-2026

Read 1 G.O(Rt)No.1355/08/H.Edn dated 06.09.2008.

2 G.O(Rt)No.629/11/H.Edn dated 02.05.2011.

3 Letter No.L2/7133/2024/DTE dated 15.10.2024.

ORDER

As per the G.O read as 1st paper above, Government implemented Visiting Faculty Scheme in Government Engineering Colleges and Fine Arts Colleges with the view of providing opportunity for tapping the services of experienced teachers and experts from the industrial sector to the students.As per G.O read as 2nd above the scheme was extended to the Government Polytechnic Colleges. As per the letter read as 3rd paper above,Director of Technical Education has informed that the low rate of honorarium and other allowances stipulated in the existing guidelines creates difficulties in implementing the scheme. Experienced faculty members from the prestigious institutions and experts from the reputed industries do not desire to participate the scheme with such a low rate of remuneration and it affects the prospects of the students. Under this circumstance, a proposal for revising the existing guidelines is prepared by including the timely changes is submitted by the Director of Technical Education.

2. Government have examined the matter in detail and are pleased to approve the following Guidelines for Visiting Faculty Scheme(Offline mode)in Government Engineering Colleges/Polytechnic Colleges/College of Fine Arts under Directorate of Technical Education.

No.	Particulars of the item	Permitting limit of expenditure(in Rs)	Conditions/Remarks
			The expert selected should

1.(a)	Honorarium for a Faculty/External expert from AICTE/UGC approved institutions.	Rs.1500/- per hour. Limited to a maximum of Rs.7500/- per day	be a faculty from AICTE/UGC approved institution at appropriate level (Degree/diploma) with expertise and experience in the relevant field. The maximum remuneration to an expert payable per programme shall be limited to 22500/-
(b)	Honorarium for an expert from reputed Industries.	Rs.1500/- per hour. Limited to a maximum of Rs.7500/- per day	The expert selected should be from a reputed industry with expertise and experience in the relevant field. The expert invited should be having professional recognition of eminence by work. The maximum remuneration to an expert payable per programme shall be limited to 22500/-
(c)	Honorarium for a Faculty/External expert from IITS/HSC/UST/IIM/IISER/NITS/Premier institutions	Rs.2000/- per hour. Limited to a maximum of Rs.10,000/- per day	The expert selected should be a faculty from IITs/IISC/IIST/IIM/IISER/NITS/ and such equivalent Premier Institutions/Research organizations with expertise and experience in the relevant field. The maximum remuneration to an expert payable per programme shall be limited to 30,000/-
2.	Travel expenses including airfare as per Government norms and eligibility	At actual, including air fare	No ceiling
			Limited to a maximum of

3.	Accommodation expenses for External faculty/expert.	At actual	Rs.5000/- per day for food and 'accommodation. Maximum Rs.8000/- per day if faculty is from IIT/NIT/IISC/IIM/IISER/ such equivalent premier institutions
4(a)	TA to faculty /external expert from AICTE/UGC approved institutions within the state	As per Govt rules	
(b)	TA to expert from reputed industrial organization	At actual	No Ceiling
5.	Honorarium to Programme Coordinator (only one coordinator per programme)	Rs. 500 per day limited to Rs.1500 per programme.	Limited to Rs.7500 per academic year for a faculty/staff coordinator.
6.	Refreshment expenses	Rs. 50/-per participant per day	
7.	Expenditure towards Stationery, Consumables and learning resources	3% of total estimate.	
8	Contingent expenses	Maximum of Rs. 2000/- per programme	Maximum Rs.5000/- per programme if hospitality needs involved in case of faculty from IIT/IISC/NIT/equivalent premier Institutions

General instructions:

- i.The expert faculty shall provided a hard/soft copy of lecture notes and other relevant materials to the programme coordinator.
- ii.The subject topic and experts for the VFS programmes should be selected with the recommendation of the Institutional IQAC(Internal Quality Assurance Committee)before getting administrative sanction from DTE.
- iii.The programme coordinator should be a regular faculty/staff of the institutes.

- iv. The programme coordinator should submit a detailed completion report with an analysis of feedback from the participants, to the HoD within two weeks after the successful completion of the programme.
- v. All the vouchers, receipts, bills etc. should be verified and certified by the programme coordinator and should be submitted for claim within one month and must be settled within three months. If any exigency in treasury at the end of the financial year delays the settlement, the expense shall be adjusted in the budget for the subsequent Financial year.
- vi. The delay in settlement of bills shall be liable to penal interest as per the Government orders.
- vii. Copy of proceedings after bill settlement should be served only through Institute coordinator to Programme Coordinator.
- viii. Tax (TDS) must be remitted by DDO on honorarium to faculty/industry expert.
- ix. All the purchases, if needed should be as per the store purchase manual and should be recorded in the stock register.
- x. The visiting faculty is expected to deliver lectures for at least 3 hours per day.
- xi. The faculty from the same institution cannot be appointed as an Expert for VPS programme.
- xii. If accommodation is provided, then DA is not admissible.
- xiii. Collecting feedback from participants is mandatory
- xiv. A maximum of 50% of the anticipated expense shall be advanced to programme coordinator.

Guidelines for conducting visiting faculty scheme (Online mode) in GEC/polytechnic colleges/College of Fine Arts under Director of Technical Education

Sl. no	Particulars of the Item	Permitted limit of expenditure (Rs)	Conditions/Remarks
1(a)	Honorarium for a Faculty/External expert from IITs/IISc/IIST/IIM/IISER/NITs/such premier institutions.	Rs.2000/- per hour. Limited a maximum of Rs. 6000/- per day	The expert selected should be a faculty from IITs/IISc/IIST/IIM/IISER/NITs/and such equivalent premier Institutions/Research organizations with expertise and experience in the relevant field.

			The maximum remuneration to an expert payable per programme shall be limited to 30000/- (Max. 5 days)
(b)	Honorarium for an expert from reputed industries	Rs.1500/- per hour. Limited a maximum of Rs. 4500/- per day.	The expert selected should be from a reputed industry with expertise and experience in the relevant field. The expert invited should be having a professional recognition of eminence by work. The maximum remuneration to an expert payable per programme shall be limited to 22500/- (Max. 5 days)
(c)	Honorarium for a Faculty/External expert from AICTE/UGC approved Institutions	Rs.1500/- per hour. Limited a maximum of Rs. 4500/- per day.	The expert selected should be a faculty from AICTE/UGC approved institution with expertise and experience in the relevant field. The maximum remuneration to an expert payable per programme shall be limited to 22500/- (Max. 5 days)
2.	Honorarium to Programme Coordinator (only one coordinator per programme)	Rs. 500/- per programme	Limited to Rs. 2500 per academic year for a faculty/staff coordinator
		Maximum of Rs. 2000/- per	

3.	Contingent expenses	programme.	
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General Instructions:

- i.The expert faculty should provide a soft copy of the lecture notes,PPT/other relevant materials to the pogramme coordinator.
- ii.The subject topic and Experts for the VPS programme should be selected with the recommendation of the Institutional IQAC(Internal Quality Assurance Committee),before getting administrative sanction from DTE.
- iii.Reliable online platforms should be used to conduct the online programmes.
- iv.The programme coordinators should be a regular faculty/staff of the institute.
- v.The programme coordinator should submit a detailed completion report with an evaluation analysis from the participants to the HoD within two weeks after the successful completion of the programme.
- vi.Digital platforms shall be used for sharing certificates, course materials,conducting programme feedback etc.
- vii.All the purchases, if needed for conducting the online programme should be as per the store purchase manual and should be recorded in the Stock Register.
- viii.All the vouchers, bills,etc needed for conducting the online programme should be verified, certified by the programme coordinator and should be submitted for claim within one month, Honorarium can be paid via UPI/netbanking and email acknowledgement of receipts be used instead of signed receipts.
- ix.The delay in settlement of bills shall be liable to penal interest as per the Government orders
- x.Steps may be taken for session recording with the permission of session presenters,organizers and participants.

(By order of the Governor)
C AJAYAN
ADDITIONAL SECRETARY

To:

The Director of Technical Education,Thiruvananthapuram

The Principals of all Govt.Engineering Colleges and Polytechnic Colleges
(through DTE)

The Principal
General(A&E/Audit),Kerala,Thiruvananthapuram

Accountant

Finance Department(2977523/HEDN-C2/287/2024-FIN)

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