

## **General Terms and Conditions for the Engagement of Guest Faculty at NLUO**

1. **Nature of Engagement:** The engagement is purely temporary, on a semester-to-semester basis. This engagement does not confer any right, claim, or entitlement to regular appointment, absorption, or regularization of service at the University under any circumstances.
2. **Honorarium and Payment Terms:** A consolidated honorarium of Rs. 1,00,000/- (Rupees One Lakh only) per subject, per semester, shall be paid to the Guest Faculty. The disbursement of this honorarium will be made in four equal instalments. The final instalment will be disbursed upon the successful completion of the semester and the fulfilment of the following academic and administrative responsibilities.
3. **Academic and Administrative Responsibilities**
  - **Course Delivery:** The Guest Faculty shall teach a 4-credit course per subject, ensuring the comprehensive coverage of the prescribed syllabus.
  - **Teaching Hours:** A minimum of 60 hours of direct teaching/contact classes must be conducted over the duration of the semester.
  - **Project Evaluation:** The faculty must assign project topics to students at the commencement of the semester, evaluate the submitted projects/assignments, and submit the final marks to the Examination Department within the stipulated deadlines.
  - **Examination Duties:** The faculty is required to set the question papers for end-semester examinations strictly in accordance with University guidelines. Furthermore, they must evaluate the answer scripts and submit the results within the prescribed timeframe.
  - **Internal Assessment:** Continuous internal assessments of the students must be conducted and recorded as per the academic regulations of the University.
  - **Record Maintenance:** Proper and accurate records of student attendance and academic progress must be maintained and submitted to the administration as required.
  - **Reporting:** The Guest Faculty shall report to the Dean of Academics for all academic matters.
  - **Availability:** The faculty shall make themselves available for academic meetings or interactions with University Authorities, even on short notice, if required.
4. **Allowances and Facilities** No separate Travel Allowance (TA), Dearness Allowance (DA), or any other perquisites shall be admissible for commuting to the University or for the discharge of these duties. The honorarium is completely consolidated.
5. **Compensation of Classes:** Guest Faculty are not entitled to the standard leave policies applicable to regular employees. In the event of an unavoidable absence, the faculty must inform the Dean of Academics in advance and arrange to compensate for the missed classes to ensure the 60-hour mandate is met.

6. Code of Conduct and Confidentiality: The Guest Faculty must strictly adhere to the academic integrity, code of conduct, and professional ethics of National Law University Odisha. Complete confidentiality must be maintained regarding examination question papers, evaluation processes, student data, and other sensitive University matters.
7. Termination of Engagement: The University reserves the right to terminate the engagement at any time during the semester, without assigning any prior notice or reason, if the faculty's performance, conduct, or teaching quality is found to be unsatisfactory, or if a regular faculty member is appointed for the subject.

Sd/-  
**Registrar**