

Teaching Associate Scheme for IHMs

Under the Academic Umbrella of National Council for Hotel Management and Catering Technology NOIDA

(Made under Clause (a) of Section 30 of the Memorandum of Association and Rules & Regulations of the National Council for Hotel Management and Catering Technology)

1 Introduction

Although the Intake in each course in the IHMs under the academic umbrella of National Council for Hotel Management and Catering Technology is fixed but actual number of enrolment varied from year to year. To avoid the excess expenditure in salaries, the Institute are permitted to fill up to 20% of the total faculties on contractual as per requirement on the basis of actual number of students of an academic year. Therefore the number of contractual faculties will vary in each year depending on number of students. As such the contract should not be made for the tenure more than one academic year. To cope up with the situation, the Teaching Associate scheme has been introduced, which is the mechanism for engagement of contractual person willing to join in the teaching position in future and providing them an opportunity to practice teaching in the IHMs to mature in the profession. It is open for the candidates who qualify the NHTET with required percentage, conducted by the NCHMCT from time to time and fulfilling the requisite qualification.

2 Objective

To make an uniform system of engaging contractual faculties in the IHMs and to avoid the complicity in selecting as well as engaging the required number of contractual faculties under the scheme with nomenclature of Teaching Associates.

3 Target Group and Eligibility

3.1 Target Group

Candidates who have qualified in the National Hospitality Teachers Eligibility Test (NHTET) conducted by National Council for Hotel Management and Catering Technology (NCHMCT). However the Candidate having Ph.D in Hospitality/ Hotel Management topic need not to qualify NHTET

3.2 Eligibility in terms of Age, Qualification, Experience criteria

S.No	Item	Particular
1	Name	Teaching Associate
2	Method of recruitment	NHTET/ Ph.D followed by Practical skill and Teaching skill test
3	Age limit	Not exceeding 30 years. Upper age limit is Relaxable up to 5 years in case of SC, ST& PD and as specified for other categories by Government of India from time to time.
4	Educational and other qualifications	<p>Educational Qualifications: Full time Master's degree in Hospitality / Hotel Administration / Hotel Management/ Culinary Art securing not less than 55% marks in aggregate from a recognized University/ Institute after a full time degree (of minimum of 3 years duration) in Hospitality / Hotel Administration / Hotel Management/ Culinary Art, securing not less than 55% marks in aggregate from a recognized University/ Institute and should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p>OR Full time Bachelor's Degree or Diploma of minimum 3-years duration for which minimum pre-requisite qualification is 12th as framed by regulator/university in Hospitality / Hotel Administration / Hotel Management/ Culinary Art from a recognized University/ Institute securing not less than 55% marks in aggregate and at least 2 years of hospitality industry experience and also should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p>Note: The period of service rendered as a teacher at UG level of Hospitality subject on contract basis shall be reckoned as valid experience for above purpose</p> <p>Those having Ph.D degree in Hospitality related subject from a recognised University / Institute after above prescribed qualification, need not to qualify NHTET.</p>
5	Approving Authority	Executive Committee or any other authority as per the provision in MoA of the Institute.

4 Process of Calculation to ascertain the number of Teaching Associates required.

4.1 NCHMCT's existing Norms

As per existing norms of NCHMCT, every affiliated Institute has to follow the minimum number of faculties of core hospitality subjects, in following manner:

- (i) 1 Principal and 5 faculties for first 100 students and
- (ii) 1 more faculties for every increase of 25 of its fraction number of students
- (iii) While calculating the number of students, the total number of students in each course

- be added together
- (iv) The total number of faculties so calculated be in the different hierarchical position in the following ratio:

Principal	HoD	Sr. Lecturer	Lecturer	Asst. Lecturer	Teaching Associate
1	1	2	3	4	2

Over and above of the core faculties, the Institute has to hire the faculties for other subjects viz. Computer, Accounts, Management and Economics either on contractual or on part time.

4.2 Step one (Calculation of number of faculties required)

Institute has to calculate the required total number of faculties on the basis of sanctioned intake only and not on the basis of actual number of students. Then divide the total number of required faculties in the ratio as per 4.1.(iv) above.

4.3 Step two (Ascertain the actual number of Teaching Associates required in the particular Academic Year)

Institute has to calculate the actual number of faculties required on the basis of actual number of students enrolled in the Institute in all the approved courses. If that figure is different from the calculation made under Step one as per 4.2 above, then the different figure should be subtracted or added, as the case may be from the number of Teaching Associates arrived at as per 4.1.(iv) above. Therefore the total number of regular faculties calculated from Principal to Assistant Lecturer on the basis of sanctioned intake will remain unchanged. The number of Teaching Associates is variable in year to year, on the basis of actual number of enrolled students.

5 Tenure and Terms of engagement

5.1 Tenure of contract will be one Academic Year or for any lesser period. However, fresh contract can be signed with the same Associates in the subsequent Academic Years, if found satisfactory in the previous tenure and if required as per the fresh calculation of Teaching Associates (TA) in those particular year.

5.2 Tenure of a Teaching Associate should not be renewed without assessment of the performance and without calculating the number of TA in the particular Academic Year. In no circumstance, the tenure of Teaching Associate (TA) of a particular person be renewed or extended beyond third year in a particular Institute. However, such candidate are free to apply for Associateship in other IHMs against vacancy and other IHM can engage him on contract on the same manner. In such case, the tenure of contract in the other IHM will be treated as fresh and can be renewed for further two more years subject to satisfactory performance and requirement.

5.3 Contract terms should be defined in very clear terms while engaging the person in the IHM.

- (i) The candidate will have to teach in theory and practical classes on regular basis in the Institute. Although, he/ She will conduct the regular classes, but it will be considered as practice teaching as an Associate towards improving his/ her teaching skill only.
- (ii) They have to report and remain in the Institute during normal duty hours since it is the full time Associateship with the Institute.

- (iii) He/ She will not be treated at par with the regular teacher of the Institute. As such they will not be treated as vacation staff, as other regular teachers are.
- (iv) They will not be entitled to salary. They will only be entitled for monthly Associateship from the contingency fund of the Institute.
- (v) During summer and winter vacation of students, they will be engaged by the Institute in any technical/ non-technical job of the Institute viz. consultancy, survey, research data collection, paper review, admission campaign, conduct of training/ workshops/ seminars, liaisoning with Industry and Govt. or for their own skill improvement etc.
- (vi) They will be entitled to one day paid leave in a month, which can be accumulated to avail normally up to 4 leave at a time. However, the Principal will have the discretion to permit the Associate to avail more than 4 at a time on special circumstance. The leave they have to earn first and then can avail and no advance credit of leave will be admissible. In case of no leave in credit, Leave not due, without Associateship can be granted by the principal on case to case basis.
- (vii) The above said leave can be availed in ½ days also. If the total number of leave earned is not availed during the Academic year of contract, the balance leave will be forfeited. There is no provision of encashment of such unused leave.
- (viii) In case of remaining on permitted leave not due, without Associateship, proportionate amount of Associateship be deducted in the same or next month.
- (ix) In case of remaining absence without prior permission or overstay without permission followed by approved leave, the Principal will have the full discretion either to discontinue the Associateship or permitting him/ her to re-join with special instruction, seeing the justification of such act of misconduct.
- (x) The Teaching Associates have to follow all the Do's and Don'ts as prescribed in the conduct rules followed in the Institute for the regular employees.
- (xi) In case of any other misconduct, the Principal will have the full discretion to take action as deemed fit in his opinion and on the basis of nature as well as gravity of the misconduct, which can be maximum of termination of Associateship (if administrative issue) and in addition to that, even up to police FIR in case the misconduct is of criminal nature.
- (xii) They cannot be the member of employee association, if any in the Institute, since they are not considered as employee.
- (xiii) Contract can be terminated from either side on a one month notice or by paying/ depositing the Associateship money of one month without assigning any reason.
- (xiv) Other than monthly Associateship, they will not be entitled of any other payment or allowance. However, the Teaching Associate who will function as hostel warden or shouldering any other responsibility during the tenure of Associateship, may get the monetary or other fringe benefits as applicable in the IHM for such responsibilities.
- (xv) They cannot be associated with other organisation/ Institute during the valid contract period.
- (xvi) They will not be issued any formal appointment/ engagement letter. Rather they will be called to sign a contract of Associateship for one year on the above terms only. The date of joining and date end of the contract must be mentioned in the contract to be signed by the Associate and the Institute before two witnesses.
- (xvii) If feels necessary, the Institute may conduct a Character and antecedent verification

through Police.

6 Entitlement of TA/DA for undertaking tour

In case the Teaching Associates are to visit the places for the official purpose or he/ she has been deputed by the Institute for any other assignment, the Associate will be eligible for TA/DA at per with the entitlement of the Assistant Lecturer in the Institutes.

7 Reservation and concession

Existing reservation rule of engagement as per 13 point roster as applicable for direct recruitment be followed to give fare chance to the candidate belong to the reserved community and of in the category of special concession.

8 Procedure of selection

8.1 After ascertaining the requirement of actual number of Teaching Associates for the Academic year as prescribed in point 4.3 above, a newspaper advertisement may be published by the Institute in this regard in addition to sending the same notification to all the NHTET qualified candidates to their mail id, to be provided by NCHMCT.

8.2 After getting response from the candidates, they may be called for Practical Skill test/ Teaching Skill test in the Institute in a specific date. Skill tests should be arranged before the selection committee. However, the Institute may call subject expert during the skill test, who can assist in the skill test to the selection committee. No further written test is required since the candidate have already qualified in NHTET, conducted by NCHMCT. No personal interview is to be conducted for selection, which has already been discontinued by an order of Govt. of India.

8.3 Skill test would be of 20 marks. However the Chairman Selection committee may decide the marks for skill test where both the skill tests (Practical and Theory Teaching) are to be conducted. But, in no case one skill test be of more than 20 marks.

8.4 Necessary weightage of the NHTET score be given to the candidates an per following manner:

Particular	Aggregate Percentage obtained	Factor	By	Weightage admissible (to be rounded off up to two decimal)
NHTET - April/October or any batch		÷	2	

8.5 Practical Skill test (to be taken for all the four core area of Hospitality. Each practical is for 7 to 8 marks and the total marks for Practical skill is 30)

Candidates have to score pass marks separately in Practical Skill and Teaching Skill. Therefore, merely on qualifying the NHTET with prescribed percentage or having Ph.D. degree will not confer any right to a candidate to be selected without obtaining pass marks in the Skill tests. Pass marks prescribed in the skill test is as under:

Particular	Practical Skill Test (Aggregate of Four core area of Hospitality)	Teaching Skill Test
Full Marks	30	20
Pass Marks for Assistant Lecturer	15	10

Pass Marks for Teaching Associate	12	8
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8.6 Teaching Aptitude Test for 18 marks Classroom teaching (Assessment is more on the technique and not on the topic)

8.7 Those **became eligible on the basis of Ph.D in hospitality topic**, will not have weightage of NHTET and in those case to make a combined merit list with the NHTET qualified, a weightage of 95% of their aggregate number obtained in Skill test will be added in the final score sheet.

Particular	Marks obtained in Practical Skill test	Marks obtained in Teaching Skill Test	Aggregate Score obtained in Skill Test	Factor	Weightage admissible (to be rounded off up to two decimal)
Ph.D. in Hospitality Topic				95%	

8.8 Final Score Sheet to make the merit List for selection

SI No	Name	Roll No/ Appli- cation No	Marks of Skill Test		Whether NHTET or Ph.D. in Hospitality	Weightage of NHTET or Ph.D.	Final Score
			Marks obtained in Practical Skill	Marks obtained in Teaching Skill			
1	2	3	4	5	6	7	8 (4+5+7)

9 Procedure For Monitoring and Feedback

9.1 HoD of the department, where the Associate will be attached, function as the mentor. As such the teaching materials to be prepared by the Associate under the guidance of mentor. In case the Institute has no sanctioned post of HoD, then the senior most Teacher of the Department would be nominated as mentor to the Teaching Associates by an order of the Principal of the Institute.

9.2 A feedback form be developed by the Institute. The Mentor will constantly monitor the performance of the Teaching Associates and monthly feedback be given in duplicate to the Principal in the prescribed form. One copy of the feedback form with the recommendation will be sent to the Accounts section with the recommendation of the Principal to disburse the Associateship amount. The feedback form must have column to mention the leave/ absence, if any during the month to enable the Accounts section to deduct the proportionate amount, if required.

- 9.3** Adverse remark, if any in the feedback form given by the Mentor, be communicated to the Teaching Associate immediately and a considerable time should be given for improvement. The improvement, if any, after the communication of previous adverse remark be specially mentioned in the next feedback form by the Mentor.
- 9.4** Continuous adverse remark in three consecutive monthly feedback and no improvement even after giving opportunity by communicating the adverse remark will be liable to termination of the contract of Associateship.

10 Monthly compensation/ Associateship and disbursement

- 10.1** Monthly associateship can be decided by the Institute, however, it should not be less than Rs.25,000/- or as revised from time to time and no other allowance. However, the Teaching Associate who will function as hostel warden or shouldering any other responsibility during the tenure of Associateship, may get the monetary or other fringe benefits as applicable in the IHM for such responsibilities.
- 10.2** Associateship amount be disbursed out of the contingency budget of the Institute and the Institute has to make such provision in their budget accordingly. It may be noted that it is not an employment and as such the expenditure cannot be booked in Salary Account.
- 10.3** No Associateship amount be disbursed without receipt of feedback form with the recommendation of the Principal to disburse.

11 Other condition

The Teaching Associate during the period of contract may be assigned other responsibilities with the consent of Mentor. Denial of such responsibility by the Associate will be noted as adverse remark in the feedback form.

Model Offer of Teaching Associateship

On recommendation of the committee constituted to conduct skill test, the Institute of Hotel Management is pleased to offer Shri/ Ms _____ a Teaching Associateship beginning [insert start date] and ending [Insert end date]. Institute delighted that he/ she is coming to this Institute to practice teaching (theory as well as practical) at various level of hospitality program run by this Institute.

This associateship is assigned to him/ her for full time teaching practice in the Institute during the contract tenure and will be regulated under the Teaching Associateship Scheme of the NCHMCT, which has been adopted by this Institute. As such, he/ she has to present in the Institute in all working days during the full working hours even during the extended working hours, if any observing by the Institute for any specific reason. An Associateship amount is payable to him/ her with an monthly rate of Rs.25,000/- (Twenty five thousand) or as amended from time to time in the Scheme. Monthly associateship amount will be paid out of contingency budget of the Institute.

His/ Her primary attachment will be in [insert the Department name] under the mentorship of [insert the name and designation of the mentor faculty]. However, he/ she can be attached with any other Department in the Institute under any other mentor according to need of the Institute. Other than practice teaching, he/ she can be involved in research, consultancy and other academic work of the Institute, as and when required. While involving in such research, consultancy and other academic work, he/ she may have to go on tour in various place at the cost of the Institute.

Other terms of the contract is as under:

- (i) The candidate will have to teach in theory and practical classes on regular basis in the Institute. Although, he/ She will conduct the regular classes, but it will be considered as practice teaching as an Associate towards improving his/ her teaching skill only.
- (ii) They have to report and remain in the Institute during normal duty hours since it is the full time Associateship with the Institute.
- (iii) He/ She will not be treated at par with the regular teacher of the Institute. As such they will not be treated as vacation staff, as other regular teachers are.
- (iv) They will not be entitled to salary. They will only be entitled for monthly Associateship from the contingency fund of the Institute.
- (v) During summer and winter vacation of students, they will be engaged by the Institute in any technical/ non-technical job of the Institute viz., consultancy, survey, research data collection, paper review, admission campaign, conduct of training/ workshops/ seminars, liaisoning with Industry and Govt. or for their own skill improvement etc.
- (vi) They will be entitled to one day paid leave in a month, which can be accumulated to avail normally up to 4 leave at a time. However, the Principal will have the discretion to permit the Associate to avail more than 4 at a time on special circumstance. The leave they have to earn first and then can avail and no advance credit of leave will be admissible. In case of no leave in credit, Leave not due, without Associateship can be granted by the principal on case to case basis.
- (vii) The above said leave can be availed in ½ days also. If the total number of leave earned is not availed during the Academic year of contract, the balance leave will be forfeited. There is no provision of encashment of such unused leave.
- (viii) In case of remaining on permitted leave not due, without Associateship, proportionate amount of Associateship be deducted in the same or next month.
- (ix) In case of remaining absence without prior permission or overstay without permission followed by approved leave, the Principal will have the full discretion either to discontinue the Associateship or

- permitting him/ her to re-join with special instruction, seeing the justification of such act of misconduct.
- (x) The Teaching Associates have to follow all the Do's and Don'ts as prescribed in the conduct rules followed in the Institute for the regular employees.
 - (xi) In case of any other misconduct, the Principal will have the full discretion to take action as deemed fit in his opinion and on the basis of nature as well as gravity of the misconduct, which can be maximum of termination of Associateship (if administrative issue) and in addition to that, even up to police FIR in case the misconduct is of criminal nature.
 - (xii) They cannot be the member of employee association, if any in the Institute, since they are not considered as employee.
 - (xiii) Contract can be terminated from either side on a one month notice or by paying/ depositing the Associateship money of one month without assigning any reason.
 - (xiv) Other than monthly Associateship, they will not be entitled of any other payment or allowance. However, the Teaching Associate who will function as hostel warden or shouldering any other responsibility during the tenure of Associateship, may get the monetary or other fringe benefits as applicable in the IHM for such responsibilities.
 - (xv) They cannot be associated with other organisation/ Institute during the valid contract period.
 - (xvi) If feels necessary, the Institute may conduct a Character and antecedent verification through Police.

Performance as teaching associates will be monitored through a monthly feedback system. Associateship amount will only be released after such feedback form containing the approval of Principal is received every month. Denial of any assigned job will be treated as negative feedback and liable to stoppage of associateship money or even termination of contract. Extension of tenure of associateship is subject to good feedback only. In no case the tenure of associateship be extended beyond third year as per the scheme.

On joining as teaching associate, he will not be considered as an employee of the Institute since the offer is only to facilitate the associate to practice teaching. However, the tenure of associateship will be considered as teaching experience and for which necessary certificate will be issued at the end of the tenure.

If the above terms and other terms contained in the 'teaching associateship scheme' are acceptable, his/ her consent of joining the associateship with this Institute be send by mail [to – mail id] within three working days of the receipt of this offer, failing which the offer will automatically be cancelled and the next waitlisted candidate will be offered the associateship in that place.

(Principal)

To,
[Name and address of the Associate]

Draft Certificate of experience

This is to certify that Shri/ Ms _____ was functioning as full time teaching associate in this Institute during the period from _____ to _____. During that period he was involved in the following activities in the Institute:

1. Regular teaching the subjects _____ of M.Sc. (HA) program.
2. Regular teaching the subjects _____ of B.Sc. (HHA) program.
3. Regular teaching the subjects _____ of Diploma and Craft programs
4. Regular teaching in skill programs of the Ministry of Tourism, run by the Institute.
5. He was actively involved in the research project of the Institute – entitled - _____.
6. He was contributed in the consultancy activity of the Institute for _____.
7. He was engaged in _____ of the Institute.

During the tenure, while carrying out of the above assignments, his performance was constantly monitored through a periodical feedback system and found to be satisfactory.

Although his associateship tenure was under a particular scheme, which does not entitle him as a teaching faculty of the Institute, but his experience for the tenure is of the nature of a regular teacher and the same should be considered as full time teaching experience, wherever is required for getting employment or Research in future.

We wish him/ her all success in future endeavours.

(Principal)

Draft Advertisement for calling application for TA

Logo	Name and address of the Institute	
Institute intends to offer Teaching Associateship for the following Department. Teaching Associateship is a chance for practice Teaching in the IHMs and regulated under the Teaching Associateship Scheme of NCHMCT, adopted by the Institute. The candidate must fulfill the following prescribed qualifications. Final selection will be based on a Practical and Teaching Skill test and weightage of the NHTET score/Ph.D. qualification.		
Educational and Other qualification required	Maximum Age required	Number of Associates required
Interested candidate fulfilling the eligibility criteria may apply up to _____ to Principal, _____ (IHM)		