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**Ministry of Human Resource Development**  
**Department of Higher Education**  
**Technical Section-II**  
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Shastri Bhavan, New Delhi

Dated 16<sup>th</sup> February 2015.

**Subject: Guidelines for hiring Adjunct Faculty in Centrally Funded Technical Institutions (CFTI's).**

The purpose of these guidelines is to ensure that the hiring of adjunct faculty is done with the same degree of seriousness and follow the same unified process with which the full-time faculty are appointed for the purpose of Teaching, Research and other related services. It is essential to identify the right type of candidates for such posts and appoint them on mutually agreed terms and conditions. These guidelines also seek to bring uniformity and transparency to the process of hiring Adjunct faculty in the centrally funded technical educational institutions. One of the key objectives of these guidelines is to have a strong and robust collaboration between the educational Institutions and industry. The guidelines seek to encourage quality involvement of academicians, scholars, practitioners, policymakers in teaching, research, and related services on a regular basis. Such involvement helps in bringing external perspective to regular teaching to make classes more interesting and to further enrich existing knowledge of faculty members.

2. Broadly, Adjunct Faculty [may also be referred to as Prof./Associate Prof./ Asst. Prof of Practice] may be engaged to perform the following tasks, in addition to the tasks decided at the department level:-

- i. Teach Core/Elective courses in which the person's practical experience and knowledge can add significant value to theory.
- ii. Supervise student projects and co-supervise research scholars with a view to adding practical dimensions to their work.
- iii. Be a Joint-investigator in sponsored and consultancy projects, bringing in significant expertise to match industry needs and expectations.
- iv. Assist the department/institute to break new ground with industry in cutting edge research with a view to developing IP and overcoming technological barriers faced by industry in becoming globally competitive and to be a prime mover in

taking the institute's research-based industrial consultancy to new levels in quality and quantity.

- v. Support institute development activities with an industry interface - e.g., sponsored & top-up programs, Chair Professorships, awards and scholarships, CSR funding, projects etc.
- vi. The topics and scheduling of these lectures will be decided jointly by the Adjunct Professor and his counterpart faculty members. The counterpart faculty will also teach the subject and deliver the remaining lectures.
- vii. The Adjunct Professor will also be associated with the setting of examination papers and the general work of evaluating students performance in the subject the teaching of which he/she is associated with.

3. Adjunct Faculty shall be appointed by the Director based on the recommendation of committee. Duration of appointment shall vary between one semester to six semesters ( 3 years ) as may be decided by the Institute. Reputed scientists, engineers, physicians, advocates, artists, civil servants, bankers and other professionals, both serving and retired can be inducted as adjunct faculty from outside the Institute. It is expected that any requirement/application for adjunct faculty is first discussed at the department level. Department must clearly specify the usefulness of experience of such candidates in their department/institute level academic activities. If the department recommends a case for adjunct faculty, then the same may be examined by a committee comprising as following:

1. Director/Nominee of the Director ( chair )
2. Head of Concerned Department
3. Dean (Faculty Welfare)
4. Dean (Research & Consultancy)
5. Dean (Academic Affairs)
6. Representative of Senate Post Graduate Board or Senate Under Graduate Board

4. If the committee recommends the case, the same would be forwarded to Chairman Senate for consideration and necessary approval.

a. Any candidate for adjunct faculty should satisfy the following norms:-

1. Must be an accomplished professional in her/his chosen field of discipline, comparable to at least the top one third of the regular faculty in

professional expertise and reputation in their own fields and organizations.

2. Must have been recognized by various bodies in his field
  3. Her/his association must add value to the academic programme/students.
  4. In case of candidates from an industry, his/her domain knowledge should be of significant value and possession of M.tech / Phd. may not be considered as an essential condition in such cases.
- b. She/he must spend at least three weeks in the Institute in an academic year.
  - c. Adjunct faculty will supervise student projects at all levels – carry out sponsored research and consultancy, and teach courses (could be full semester long course or only a part thereof in collaboration with a regular faculty). They will bring reputation to the Institute, add valuable expertise and practical knowledge and complement the knowledge pool of the existing faculty.
  - d. Adjunct faculty would be provided with office room, secretarial services and other facilities depending on their involvement in academic activities.
  - e. Adjunct faculty shall not normally be eligible to receive financial support to attend conferences in India or abroad for presenting their work done in the institute, However funds from her/his R&D project in the Institute could be utilized for the purpose. Adjunct faculty may receive financial support at the discretion of the Director to attend conferences in India or abroad for presenting their work done in the Institute, if in the opinion of the Director, she/he has contributed significantly to the Institute's academic programme.
  - f. The candidate's contributions to teaching, research and services must be articulated at the time of appointment and the appointee's actual contributions in all three areas must be evaluated at the time of reappointment and advancement.

### **Research**

As Adjunct faculty may lack a traditional academic background, they are not expected to contribute to the institute's research and creative mission by participating in traditional scholarly activities (i.e., they are not expected to conduct independent research and/or publish in peer-reviewed journals).

Instead, they may advise faculty on their research projects, serving as a liaison between the institute and the industry or government entities to identify research and/or funding opportunities, or by working with faculty to identify research projects that would benefit private industry and/or government entities. However, subject to due procedure spelt out, scientists from scientific laboratory of Government of India may be appointed as Adjunct Professors to lead research, associated with the research with the CFTI's without payment of wages/honorarium. In such event no travel allowance etc. will be paid.

### **Teaching**

Generally Adjunct faculty do not teach established core courses, rather they are expected to teach only courses directly related to his/her specific expertise and unique professional experience. These are generally courses that cannot be offered except through appointment of a Adjunct faculty. He/She may also contribute to the institutes instructional programs by advising students and helping to develop innovative new courses. Again, these activities would necessarily revolve around their extraordinary domain skills and practical experience. While Adjunct faculty need not teach a formal course, meaningful contributions to the institutes instructional program are always required and must be documented. However, whenever there is dearth of permanent faculty to teach core courses and other adjunct faculty has the Credentials to teach core courses, then he may also teach core courses.

### **Service**

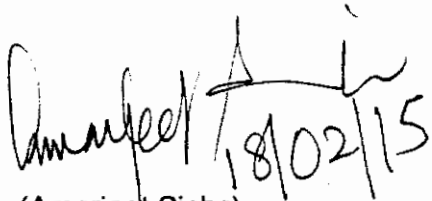
Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on department committees, serving as advisors to faculty and/or undergraduate and post graduate students, helping students network, and providing internship and job opportunities.

- g. Adjunct faculty would be provided travel assistance from her/his Institute to his/her place of stay and back, maximum 6 times per academic year, No accommodation would be permissible, However she/he shall be provided free lodging and boarding in the Institute Guest House. She/he shall be given honorarium payable per day/per class/per session as decided by the FC/BoG

of respective institutes subject to a maximum ceiling of Rs. 1,20,000/- per month.

- h. The post of Adjunct faculty may not exceed 25 % of the sanctioned strength and the total number should not exceed the sanction strength including the Adjunct faculty, if appointed for a period of one semester or more. Research adjunct faculty described in detail with the para Research will not be computed against it.
- i. The above mentioned clauses are applicable to external Adjunct Faculty only.
- j. These consolidated instructions should be the basis for decision making and guidance in the Board of Governors meetings of institutions.

**Directors of all CFTI's**

  
(Amarjeet Sinha)  
Additional Secretary (T)

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