



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR

Sub: Adoption of UGC guidelines for empanelment of Adjunct Faculty in the University

UNIVERSITY ORDER NO. : 11 (Est.) of 2022
D A T E D : 29 - 03 - 2022

Consequent upon the approval of the Vice Chancellor and in anticipation of the approval of the Executive Council, sanction is hereby accorded to the adoption of UGC guidelines (forming annexure to this order) for empanelment of Adjunct Faculty in the University.

This order is issued in supersession to all previous orders issued in this regard.

By Order,

Spl
REGISTRAR

No: IUST/Reg/Adm/22/1017

Dated: 29-03-2022

Copy to:

- All Deans / Officers/ Directors of the University
- All Principals / HoDs / Incharge Departments / Centres/ Sections
- All Deputy Registrar / Dy. Finance Officers /AEE/AL/ AR's /AD
- Spl. Secretary to Vice Chancellor for kind information of the Hon'ble Vice Chancellor
- University Order File (w.3.s.c.)

Deputy Registrar
Empanelment

Guidelines for Empanelment of Adjunct Faculty in Universities and Colleges



**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

Website : www.ugc.ac.in

Guidelines for Empanelment of Adjunct Faculty in Universities and Colleges

1. Preamble

The expectations from the higher education system have undergone a significant change over the last few years. The key thrust has been on improving the employability prospects of the graduates and also improving the quality and quantum of research. Therefore, it becomes imperative to involve experts, professionals and researches from diverse fields to contribute to the emerging needs of higher education system. The Indian higher education system is poised to make itself more relevant to the needs of industry and employment opportunities keeping in mind the rapid changes in job requirements and needs of the economy.

Taking an integrated initiative towards skill development and upgradation of the competencies, the Commission has recently launched three new schemes namely Community Colleges, B.Voc degree programme and Deen Dayal Upadhyay KAUSHAL Kendras. Universities and colleges offer courses from certificate up to postgraduate and research level degrees aimed at skill development and upgradation to meet the existing and emerging economic and industrial needs at the regional and national level under these scheme. The courses are offered with active involvement of industry partners in governance, curriculum development, delivery of courses and assessment of learners. Acute shortage of quality faculty is widely felt in the system of higher education as a whole. However, it is felt more prominently in skill based courses.

It is well realized that there is lot of creative talent and intellectual resources available within the country that are not formally connected to the higher education system. It is imperative that the expertise and experience of such individuals, who are outside the main stream academic system, flows into our universities. This would enhance, strengthen and improve the quality of teaching, training and research. The current massive expansion phase in higher education, mandating huge programmatic diversity, also requires that faculty resources be augmented by utilizing the services of superannuated academics, reputed scientists, engineers, physicians, advocates, artists, civil servants including skilled professionals, both serving and retired. It is also essential that such faculty is hired with the same degree of rigour as adopted for full-time faculty so that right type of candidates are identified for such assignments. It is also necessary to have uniformity and transparency in the process of hiring adjunct faculty in the institutions of higher education.

2. Objectives:

- 2.1. To develop a useful and viable collaboration between institutions and industry and enhancing quality of education and skills by involvement of academicians, scholars,

practitioners, policymakers and skilled professionals in teaching, training, research and related services on regular basis;

- 2.2. To attract distinguished individuals who have excelled in their field of specialization like science and technology, industry, commerce, social research, media, literature, fine arts, civil services and public life into the academic arena, to enrich the overall learning processes by bringing external perspectives to regular teaching. Such interactions are expected to foster trans-disciplinary approach and synergize the outside 'real world' experience with the inside intellectual pursuits in the university;
- 2.3. To promote the interaction of skilled professionals with the learners and facilitate the imparting of industry relevant standards in skills, acceptable nationally, which could fulfill the need for skilled workforce and also to undertake R&D in the areas related to skill education & development, entrepreneurship and employability *etc*;
- 2.4. To enable higher educational institutions to access the eminent teachers and researchers who have completed their formal association with the university/college, to participate in teaching, to collaborate and to stimulate research activities for quality research at M. Phil and Ph. D. levels; and to play mentoring and inspirational role;
- 2.5. To recognize the skills of professionals in their respective areas of excellence irrespective of their academic qualifications to impart training to the learners of skill based vocational courses in Universities and Colleges.

3. Target Groups:

Professionals, experts, officials and managers having experience of working in:

- 3.1. Teaching and research organizations supported by bodies like ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, *etc*.
- 3.2. Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.
- 3.3. Civil servants (IAS / IPS / officials from Central and Provincial Services) and professionals & officials from professional councils and statutory bodies like UGC and AICTE, both serving and retired;
- 3.4. Skill training providers recognized by National Skills Development Corporation and / or Sector Skill Councils in their respective area for skills education and training;
- 3.5. NRIs and PIOs working with overseas academic, research and business organizations or having a demonstrated interest in Indian issues.
- 3.6. Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.

4. Engagement Modalities:

4.1. Qualifications:

Candidate for adjunct faculty should satisfy the following norms:-

a) *For Conventional Higher Education Courses:*

- i) Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory councils from time to time. **OR**
- ii) A person of eminence with or without a postgraduate or Ph.D. qualifications.

b) *For Skill based Courses:*

- i) Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. **OR**
- ii) Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role.

They are also expected to have an understanding of industry requirements, National Occupational Standards (NOSs) and Assessment & Certification for skills.

In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.

4.2. Selection Criteria:

Adjunct Faculty will be appointed by the competent authority based on the recommendation of a Committee. Period of empanelment will vary from 06 months to 03 years as decided by the Institution on mutually agreed terms and conditions. It is expected that any application for adjunct faculty is first discussed at the department level. The department may forward the application with comments specifying the suitability of such candidate(s) in the department / institution level academic activities. If the department recommends a case for adjunct faculty, the same should be examined by a Committee comprising of following :

- i) Head of the Institution or his nominee(Chair).
- ii) Head of the concerned Department.
- iii) Dean (Academic / Research) in case of university / senior most faculty in case of college.
- iv) One External Expert (Nominated by head of the institution).
OR
Representative of Sector Skill Council / Industry Associations (for skill based courses).
- v) Registrar / Vice-Principal / Bursar or equivalent person (Convener).

If the committee recommends the case, the same would be forwarded to the competent authority for consideration and necessary approval. The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time.

5. Roles and Responsibilities:

The empanelled adjunct faculty is expected to undertake following assignments:

5.1. Teaching:

- i) **Conventional Higher Education Courses:** Adjunct faculty will be expected to teach courses directly related to his specific expertise and professional experience or the areas of his specialization. He may also contribute to the institution's activities like counseling of students, developing new course(s) and pedagogical improvements.
- ii) **Skill based Vocational Courses:** The core courses pertaining to specialized skills / trades may be imparted by the adjunct faculty from industry, Sector Skill Councils approved trainers or other persons with appropriate skill proficiency. Such faculty, imparting education and training to learners in skill based courses, should have relevant NSQF qualifications, preferably certified by the relevant Sector Skill Council.
- iii) **Research Courses:** Adjunct faculty may also be involved in the M.Phil / Ph.D. coursework based on his professional and research proficiency adjudged by the concerned institution.

5.2. Training: Adjunct faculty will be expected to facilitate the setting of workshops and labs, providing hands on training in the relevant domain areas, development of soft skills, and focus on ensuring competency based learning outcomes among students.

5.3. Research: Adjunct faculty is expected to interact with and supervise the research students in the area of his specialization or professional proficiency. However, there should be preferably one core faculty member associated as Supervisor / Co-supervisor for smooth induction and coordination of academic procedures. The adjunct faculty may lack a traditional academic background in such case, they are not expected to contribute to the institution'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, he may participate by advising faculty on their research projects, serving as a liaison between the institutions and 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.

5.4. Services: Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on departmental committees, serving as advisors to faculty

and/or undergraduate and post graduate students, helping students network, and active collaboration with the industry / employer providing internship and job opportunities.

6. Costs and Honorarium :

- 6.1. Adjunct faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back, maximum six (06) times per academic year. No reimbursement for hiring accommodation will be permissible. However, she/he will be provided free lodging and boarding in the Guest House.
- 6.2. She/he will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 80,000/- (Rs. Eighty Thousand Only) per month. The Adjunct Faculty will work at the host institution for a minimum of 02 days per visit.

7. Monitoring :

At the end of assignment, every Adjunct Faculty will submit a 'performance report' to the host university / college with a copy to the University Grants Commission. The performance report, may be considered for his continuation / renewal of next tenure.



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

OFFICE OF THE DEAN ACADEMIC AFFAIRS

OFFICE MEMO

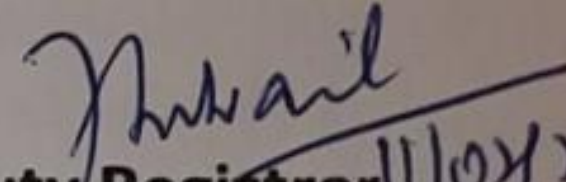
Reference: Modus Operandi for the engagement of teaching staff issued vide Office Memo No. IUST/DAA-Acad/22/125 Dated: 19-01-2022.

A Selection Committee comprising of following is hereby constituted for the engagement of Assistant Professors/ Lecturers/ Teaching Staff on contractual basis against the unfilled sanctioned positions for Departments/Research Centres/ Colleges.

- | | |
|--|------------------|
| 1. Dean of Concerned School | Chairman |
| 2. Associate Dean of School | Member |
| 3. Head/I/C Head/ Principal of Department/Centre/College | Member Secretary |
| 4. Nominee of Vice Chancellor | Member |
| 5. Senior Most teacher of Department/Centre/College | Member |

In absence of Dean, Associate Dean shall function as the Chairman. However, presence of members from S. No. 3 to S. No. 5 is mandatory.

By order,


Deputy Registrar 11/02/22
Academics

No. IUST/DAA-Acad/22/247

Dated: 11-02-2022

Copy to:

- All Deans.
- Finance Officer.
- All Associate Deans.
- All Heads/ICs/Principals of the Departments/Centres/Colleges for information.
- Special Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor.
- P.A to Registrar for information of Registrar.
- File.

**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

OFFICE MEMO

Subject: Modus operandi for the engagement teaching staff.

As approved by Hon'ble Vice Chancellor, the following Modus operandi shall be observed for the engagement of teaching staff on temporary basis as detailed below:

A. In such Departments/ Centres where there are no vacant positions available and the Departments/ Centres require additional teaching staff during the session, the following options shall be adopted:

1. To utilize the experience and expertise of the distinguished individuals who have excelled in their field of specialization, the Heads of Departments/Centres shall propose a list of distinguished individuals based on their specific expertise from sister Universities, Colleges, industry, as the case may be, whom they think will teach the course through their respective Deans of Schools to Dean Academic Affairs for approval of Competent Authority. These could be engaged as Adjunct Faculty for a period of three years and depending upon the requirement of the Department they shall be requested for teaching the said course and paid remuneration as per the University norms.
2. The Departments shall recommend the names of Guest Faculty to be engaged through their respective Deans of Schools to Dean Academic Affairs for approval of Competent Authority. Such Guest faculty shall be paid remuneration as per norms of the University.

B. In such Departments/Centres, where positions are available and the Departments/Centres require Teaching staff during the session, in view of resignation of already engaged Contractual faculty and or to meet additional requirement, the following shall be adopted:-

1. The Departments/Departments may consider the options available as given above "A" or may advertise the position(s) for engagement of Contractual basis for a period of one year as per requirement or till posts are filled on substantive basis, whichever is earlier. The concerned Dean / Associate Deans of Schools are authorised for engagement of such contractual faculty on Contractual basis through a Selection Committee to be approved by Hon'ble Vice Chancellor.

C. The Departments shall mandatorily use the services of Ph.D Scholars to deliver 5 to 6 lectures per semester for the UG/ PG students without any remuneration for gaining teaching experience.

For both 'A' & 'B' following shall be mandatorily:-

- i) Sanctioned posts and status of vacant positions duly certified by Registry.
- ii) Credit load and justification for additional requirement duly recommended by concerned Associate Dean/ Dean of School.
- iii) Prior approval of Competent Authority for advertisement.
- iv) Eligibility shall be as per the concerned Regulatory body viz., UGC, AICTE, COA, INC etc.,
- v) Composition of Selection Committee as per University norms.

By order,

Sd/-
Dean Academic Affairs

No. IUST/DAA-Acad/22/125

Dated: 19-01-2022

Copy to:-

- All Deans of Schools of Study.
- All Associate Deans of Schools of Study.
- Director IT&SS.
- Principal/ I/C Principal Nursing Colleges/ Polytechnic College
- All Head/ Incharge Head of the Departments/ Centres.
- Special Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor.
- P.A. to Registrar for kind information of Registrar.

Abdul
Deputy Registrar (Academics) 19/01/22