Policy for Empanelment of Adjunct and Contractual Faculty

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POLICY FOR EMPANELMENT OF ADJUNCT AND CONTRACTUAL FACULTY

Babu Banarasi Das Institute of Technology and Management , Lucknow (BBDITM)

2.0 OBJECTIVE

One of the key objectives is to have a strong and robust collaboration between the educational Institutions and Industry. Our Institutes seeks to encourage quality involvement of persons working in industry, academicians, scholars and 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.

3.0 ELIGIBILITY

3.1 Essential Attributes

3.1.1 Adjunct or Contractual Faculty shall be less than 70 years of age.

3.1.2 Reputed Scientists, Engineers from Industry, Civil Servants, Bankers and other Professionals, both serving and retired, with 10-15 years of experience in the respective field, can be inducted as Adjunct or Contractual Faculty in the Institute.

3.1.3 Must be an accomplished professional in his/her chosen field of discipline.

3.2 Desirable Attributes

3.2.1 Have been recognized by various bodies in his field.

3.2.2 His/ her association must add value to the academic programme /students.

3.2.3 Has M.Tech / Ph. D degree in the concerned field.

4.0 DURATION OF THE ENGAGEMENT

4.1 The duration of the Engagement shall be for a semester.

4.2 Engagement of Adjunct or Contractual Faculty is at least 25 hours per semester.

5.0 DISBURSEMENT OF THE FUNDS FROM INSTITUTE

5.1 Up to Rs. 6,00,000/- (Rupees Six Lakh Only) is allocated in a semester.

5.2 A consolidated amount, including all expenses for each case, not more than Rs.50,000/- (Rupees Fifty Thousand Only) in a semester.

An adjunct or contractual faculty may also teach on voluntary basis without payment.

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6.0 PROCESSING METHODOLOGY

Adjunct or Contractual Faculty will be appointed by the Competent Authority based on the recommendations of a committee. It is expected that any application is first discussed at the department level. The department may forward the application with comments specifying the suitability and usefulness of such candidate(s) in the department level academic activities. If the department recommends any case for 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. Two expert members from the concerned stream.
iv. One External Expert (Nominated by Head of the institution).

OR

Representative of Sector Skill Council / Industry Associations (for skill based courses).

v. Registrar 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.

7.0 ROLES AND RESPONSIBILITIES

The empanelled faculty is expected to undertake the following assignments:

7.1 Teaching

Adjunct or Contractual Faculty will be expected to teach courses directly related to his specific expertise and professional experience or the areas of his specialization as per predefined schedule. He may also contribute to the institution's activities like counseling of students, developing new course(s) and pedagogical improvements.

7.2 Skill based Vocational Courses

The core courses pertaining to specialized skills / trades may be imparted by the Adjunct or Contractual 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.

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7.3 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.

8.0 TRAINING

Adjunct or Contractual 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.

9.0 RESEARCH

Adjunct or Contractual 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 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.

10.0 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 student network, and active collaboration with the industry / employer providing internship and job opportunities.

11.0 MONITORING

At the end of assignment, every Adjunct or Contractual Faculty will submit a 'Performance report' to the Department with a copy to the HR office. The Performance Report may be considered for his continuation / renewal of next tenure.

12.0 TERMS AND CONDITIONS

12.1 Broadly, Adjunct or Contractual Faculty may be engaged to perform the following tasks, in addition to the tasks decided at the department level:

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12.1.1 Teach Core/ Elective courses in which the person's practical experience and knowledge can add significant value to theory.

12.1.2 Supervise student projects and co-supervise research scholars with a view to adding practical dimensions to their work.

12.1.3 Be a Joint-investigator in sponsored and Consultancy projects, bringing in significant expertise to match industry needs and expectations.

12.1.4 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.

12.1.5 Support Institute development activities with an industry interface - e.g. Sponsored & Top-up Programs, Chair Professorships, Awards and Scholarships, CSR funding, Projects etc.

12.1.6 The topics and scheduling of these lectures will be decided jointly by the Adjunct or Contractual faculty and his counterpart faculty members. The counterpart faculty will also teach the subject and may deliver the remaining lectures.

12.1.7 The Adjunct or Contractual Faculty will also be associated with the setting of examination papers and the general work of evaluating student performance in the subject the teaching of which he/she is associated with.

12.1.8 Adjunct or Contractual Faculty would be provided with office room, secretarial services and other facilities depending on their involvement in academic activities.

12.2 All those terms and conditions are applicable which are imposed on regular faculties at the time of their selection.

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13.0 REVIEW

This Policy will be reviewed every year well in advance of the start of the new Academic Session.

14.0 JURISDICTION

Notwithstanding anything contained herein above, in case of any dispute, claim and legal action, the parties shall be subject to the jurisdiction of courts at Lucknow, India only.

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