

ORDINANCE-XXIII

SELECTION COMMITTEES FOR FACULTY POSITIONS

[Act Section 28, Statute 18(2) & (4)]

There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Associate Professor and Assistant Professor or equivalent academic positions.

1. Selection Committee for appointment to the post of Professors/Associate Professors:

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| 1.1 | Vice Chancellor | Chairperson (Ex-officio) |
| 1.2 | An academician nominated by the Visitor | Member |
| 1.3 | Dean of the School concerned | Member (Ex-officio) |
| 1.4 | Head/Chairperson of the Department/School | Member (Ex-officio) |
| 1.5 | Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university. | Members |
| 1.6 | An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. | Member |

2. Selection Committee for the appointment of Assistant Professor:

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| 2.1 | Vice Chancellor | Chairperson (Ex-officio) |
| 2.2 | An academician nominated by the Visitor | Member |
| 2.3 | Head/Chairperson of the Department/School | Member (Ex-officio) |
| 2.4 | Dean of the Concerned School | Member (Ex-officio) |
| 2.5 | Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university. be nominated by the Executive Council | Members |
| 2.6 | An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. | Member |

3. At least four members, including two outside subject experts, shall constitute the quorum.
4. The guidelines issued by University Grants Commission from time to time with respect to Selection Committee will be followed.

ORDINANCE-XXIV

ADJUNCT PROFESSOR

[Act Section 6 (1) (xvi), 28 (1) (0)]

1. Selection Committee for the post of Adjunct Professor will comprise of the following:

1.1	Vice Chancellor or his nominee	Chairman
1.2	One of the Deans to be nominated by the Vice Chancellor	Member
1.3	Head of Concerned Department	Member
1.4	One External Expert, to be nominated by the VC	Member
1.5	Registrar	Convener

2. **Qualification, Experience and Selection Criteria:**

Candidate should be a distinguished persons from within the country or abroad, who has special competence in one of the fields of study covered by the University. If the committee recommends the case, the same would be forwarded to the competent authority for consideration and necessary approval from Executive Council.

2.1 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 steams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.

2.2 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 month to 03 years as decided by the Institutions 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 candidates(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.

3. Period of Empanelment:

Period of empanelment will vary from 06 months to 03 years as decided by the University on mutually agreed terms and conditions.

4. Number of Posts:

The strength of Adjunct faculty may not exceed 25% the sanctioned strength of faculty at any time.

5. Roles and Responsibilities:

5.1 Teaching

5.1.1 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 courses (s) and pedagogical improvements.

5.1.2 Skill based Vocational Courses: The core courses pertaining to specialized skills/approved trainers or other persons with appropriate skill proficiency. Such faculty imparting education and training to learners in skill based course, should have relevant NSQF qualifications, preferably certified by the relevant Sector Skill Council.

5.1.3 Research Courses: Adjunct Professor 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 Professor 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 Professor is expected to interact with and supervise the research student in the area of his specialization of professional proficiency. However, there should be preferably one core faculty members associated as supervise/Co-supervise 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 institutions 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 project, 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 and/or funding opportunities or by working with faculty to identify research project 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 committee, 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.

5.5 Subject to the above, the Vice Chancellor will determine, at his/her discretion, such other terms and conditions as may be deemed necessary.

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 with a copy to the University Grants Commission. The performance report, may be considered for his continuation / renewal of next tenure.

8. The guidelines issued by University Grants Commission from time to time with respect to Adjunct Professors will be followed.

**PROCEDURE/NORMS FOR APPOINTMENT AND EMOLUMENTS OF NON-TEACHING
EMPLOYEES EXCEPT FOR STATUTORY POSTS**

[Act Section 28(1) (o); Statute 23(2)]

1. Scale of Pay

The Non-teaching employees of the University shall be paid a monthly salary and allowances admissible as per their respective Pay Bands prescribed by the UGC/GOI and adopted by the University from time to time.

2. Term of Appointment and Qualifications

The employees of the University shall be appointed in accordance with the Recruitment Rules notified by the University from time to time with the approval of the competent authority which will be in consonance with the Govt. of India/UGC guidelines issued from time to time.

3. Constitution of Selection Committees

3.1 The constitution of Selection Committees for appointment at non-teaching positions shall be as prescribed in the Cadre Recruitment Rules notified by the University from time to time.

3.2 The Vice Chancellor may co-opt one or more members as may be required.

4. Probation

The non-teaching employees shall be placed under probation for a period as prescribed in the Cadre Recruitment Rules. On successful completion of their probation, they shall be confirmed as per criteria laid down by the University for this purpose

5. Entitlement of Leave

Employee shall be entitled to all kinds of leave as per rule of Govt. Of India.

6. Medical Insurance/LTC/Other Benefits

Employees shall be entitled to Medical Insurance/LTC/Other Benefits as per rules prescribed by Government of India.

7. Conduct Rules

All employees shall be governed as per rules prescribed by Government of India.

8. Service Contract

All employees shall be required to sign a Service Contract with the University.

9. Removal

A non-teaching employee of the University can be removed from office as per the provisions of the Act, Statutes or relevant Ordinances.

ORDINANCE-XXXI

SELECTION COMMITTEE FOR LIBRARIAN

[Act Section 28, Statute 18(2) & (4)]

1. There shall be Selection Committee for making recommendation to the Executive Council for the appointment of Librarian.
2. The Selection Committee shall comprise of the following:
 - 2.1 Vice Chancellor Chairperson (Ex-officio)
 - 2.2 ***An academician nominated by the Visitor*** Member
 - 2.3 Dean of the School concerned Member (Ex-officio)
 - 2.4 ***Head/Chairperson of the Department/School*** Member (Ex-officio)
 - 2.5 Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university. Members
 - 2.6 An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category. Member
3. At least four members, including two outside subject experts, shall constitute the quorum.
4. The decision shall be arrived at by the Selection Committee by a majority vote. In case there is a tie, the Chairperson shall exercise a casting vote.
5. The guidelines issued by University Grants Commission from time to time with respect to Selection Committee will be followed.