



BLDE

(DEEMED TO BE UNIVERSITY)

Declared as Deemed to be University u/s 3 of UGC Act, 1956

The Constituent College

SHRI B. M. PATIL MEDICAL COLLEGE, HOSPITAL AND RESEARCH CENTRE

BLDE(DU)/REG/Guidelines/2018-19/1918'

December 24, 2018

RE-NOTIFICATION

On approval of the Board of Management, the following guidelines have been re-notified as follows:

1. Appointment of Adjunct Professor
2. Appointment of Visiting Professor

The guidelines will be implemented with immediate effect.

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Vijayapura-586103, Karnataka

Copy to:

- The Dean, Faculty of Medicine and Principal
- The Dean, R & D
- The Vice Principal
- The Controller of Examinations
- The Prof. & HOD, Pre, Para and Clinical Departments
- The Co-ordinator, IQAC
- The Finance Officer
- PS to the Hon'ble Vice-Chancellor



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Guidelines for Empanelment of Adjunct Faculty

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.

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2. Objectives:

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

- 2.1. 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;

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- 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.

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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).

4.3. Roles and Responsibilities:

The empanelled adjunct faculty is expected to undertake following assignments:

4.4. 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.

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- 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.

4.5.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.

4.6.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.

4.7.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.

5. Costs and Honorarium:

5.1. 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.

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5.2. She/he will be provided an honorarium as per the University Rules. The Adjunct Faculty will work at the host institution for a minimum of 02 days per visit.

6. 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.


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Guidelines for Appointment of Visiting Faculty

PREAMBLE:

The BLDE (Deemed to University), in its efforts to be widely recognized for the quality of its undergraduate, postgraduate and professional educational programmes, the effectiveness of its research and outreach programmes and the broad access to the university provided through the innovative use of information technology, will ensure the quality of its programme through the careful focusing of its resources in areas of institutional strengths.

In this regard, the role of a visiting Professor is a vital one. The Visiting Professor status is granted to an individual who has the potential to enhance the stature and effectiveness of Teaching-Learning and research. This position, which normally is a result of active research collaboration, does not carry remuneration. Visiting Professors may not represent themselves as employees of the University.

PROCEDURAL GUIDELINES

A candidate for Visiting Professor Status shall be recommended by the Head of the Department upon consensus by all the faculty members of the department, through Principal to the Registrar. The Registrar will ensure that the recommendation is processed through the appropriate administrative channels and appointment order is issued. The appointment shall be normally for a term of two years.

The appointment may be renewed based on Self- Appraisal of the Visiting Professor.

CRITERIA FOR APPOINTMENT

1. The candidate must hold the terminal degree in the discipline (normally MD/MS/M.Ch./Dm or Ph.D.) or have extensive relevant employment-based experience (at least 5 years).
2. The candidate must be able to demonstrate a high level of research capability.
3. The candidate must have significant academic interaction with one or more eligible members of the department/school.

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PROCEDURE FOR INITIAL APPOINTMENT

1. Initiation of the process will normally be via a request to the HoD of the department by the eligible faculty member of them for permission to receive the nomination materials
2. from a specific individual (the candidate). Upon agreement of the Registrar, the HoD will oversee the process of submission of the necessary documents for nomination.
3. The candidate must submit to the Registrar through the HOD and Principal up –to-date curriculum vitae along with a letter of intent.
4. The Head of the department/college will recommend the candidate for an appointment as a Visiting Professor and the same will be forwarded to the University through proper channel.
5. The department/college will take responsibility for identifying and allocating resources.
6. The curriculum vitae of the candidate will be forwarded to the visiting faculty Screening Committee for recommendations and the same will be placed before the Board of Management for approval.

PROCEDURE FOR REAPPOINTMENT

1. At the end of the term of a Visiting Professor, the Head of the Department will ensure from the faculty members of the department the need to reappoint the Visiting Professor.
2. Before recommending the reappointment, the Head of the department shall ensure the consent of the incumbent to continue for another term.
3. The application will be processed based on the recommendation and will take the necessary actions to complete the reappointment process with the approval of the Board of Management.

RESPONSIBILITIES OF THE APPOINTEE

1. The Visiting faculty member has to visit the constituent college at least twice a year and spend a resident period of 2-7 days and deliver lectures/conduct meetings/interact with the students and faculty. The international faculty should visit at least once a year.

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2. Collaborate in the on-going research of a faculty member of the department/college.
3. Participate in the supervision of graduate, honors, and undergraduate research projects or thesis.
4. Wherever possible, participate in the seminars and BoS of the department/college to an extent that is consistent with the needs of the department/college and with the on-going responsibilities of the appointee's regular employment.

ADVANTAGES OF APPOINTMENT

1. Listing in the relevant media in which university faculty are identified.
2. Participation in the research and teaching activities of the department/college as appropriate.
3. Access to department/college research facilities.
4. Ability to apply for external research funding.
5. The tentative dates of the visit of the Visiting faculty member schedule shall be worked out with the Head of the concerned Dept. and the Principal in consultation with the visiting faculty member and the same will be forwarded to the University for necessary approval.

CONDITIONS FOR PARTICIPATION IN RESEARCH ACTIVITIES

1. Visiting Professors may serve as co-supervisors in the supervision of graduate, postgraduate students and must do so in collaboration with an eligible member of the department/college. BLDE (DU) faculty members are required to take responsibility for ensuring that the University's regulations regarding thesis, graduate and postgraduate student research are followed and the established timelines are met.
2. Research contracts will be administered by BLDE (Deemed to be University) when a BLDE (DU) faculty member is designated as Principal Investigator. Visiting Professor will, therefore, be required to apply as a collaborator on the contact with a faculty member of a department/college.
3. Visiting Professor is allowed, however, to apply as Principal Investigator on Research Grants as per the policies of the granting agency

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HONORARIUM

1. The appointment of Visiting Professors is honorary. The expenses towards TA/DA and lecture fees will be reimbursed by the University as per rules.
2. As the invitation as Visiting benefits faculty is honorary, they will not have any claims on service benefits under the rules of BLDE (Deemed to be University) and Constituent College.

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