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Ref. No :	TMU/R.O./2024-25/Adm/086	Date:	23.01.2025
SOP No :	25.0	Issued By:	Joint Registrar
Total Pages :	05	Approved By:	Vice Chancellor

## Standard Operating Procedure (SOP) Empanelment of Adjunct Faculty/Visiting Faculty/Emeritus Faculty/ Professor of Practice at the University

To enhance graduates' employability and boost research quality, University shall engage experts and professionals from various fields to address the evolving needs of higher education. The expertise and experience of these individuals will strengthen and elevate the standards of teaching, training, and research. The University shall augment its adjunct faculty by including renowned Academicians, Scientists, Engineers, Advocates, Artists, and Civil Servants, both active and retired. This approach will integrate real-world practices and experiences into the classroom, enriching the educational experience for students.

### 1. Objectives

- (i) To develop courses and curricula that address industry and societal needs, facilitating collaboration between the University and industry experts on joint research projects and consultancy services that provide mutual benefits.
- (ii) To invite distinguished experts from diverse fields—including Engineering, Science, Technology, Entrepreneurship, Management, Commerce, Social Sciences, Media, Literature, Fine Arts, Civil Services, Armed Forces, Legal Profession, and Public Administration—into academic institutions.
- (iii) To enable the University to formally engage with eminent individuals, encouraging their participation in experiential learning, research, training, skill development, entrepreneurship, and outreach activities while fostering a mentoring role.

### 2. Target Groups

Professionals, Experts, Senior Academicians having experience working in:

- (i) Teaching and Research organizations supported by bodies like ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, etc.
- (ii) Central and State Public Sector Undertakings (PSUs), Business Corporations, NGOs and Professional Associations.

  
**Dr. Vaibhav Rastogi**  
 Joint Registrar  
 Teerthanker Mahaveer University  
 Moradabad

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(iii) Civil Servants (IAS / IPS / Officials from Central and State Governments)

(iv) Professionals & Officials from professional councils and statutory bodies like UGC and AICTE, BCI, PCI, INC etc.

(v) Skill training providers recognized by National Skills Development Corporation and/or Sector Skill Councils in their respective areas for skills education and training.

(vi) NRIs and PIOs working with overseas academic, research and business organizations or having a demonstrated interest in Indian issues.

(vii) Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.

(viii) The University may also appoint retired professionals.

### 3. Eligibility

(i) **Professional Excellence:** Distinguished experts with remarkable contributions in their respective fields, including but not limited to Engineering, Science, Technology, Entrepreneurship, Commerce, Social Sciences, Media, Literature, Fine Arts, Civil Services, Armed Forces, Legal Profession, Community Development, Rural Development, Public Administration, etc.

(ii) **Experience:** Relevant experience in the field as approved by the competent authority.

(iii) **Academic Qualifications:**

Candidates for Adjunct Faculty/Visiting Faculty/Emeritus Faculty/ Professor of Practice should satisfy the following norms:

**a) For Conventional Higher Education:**

- Should have the minimum qualification as prescribed by the regulatory bodies such as: UGC/AICTE/BCI/PCI/NMC/DCI/NCTE etc. **OR**
- A person of eminence with or without postgraduation or Ph.D. qualifications.

**b) For Skill Based Courses:**

- Should be an accomplished Professional / Expert in his chosen field of discipline and may not necessarily possess qualification prescribed under UGC regulations. **OR**

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- 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 roles.

He/She is 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/Visiting Faculty/Emeritus Faculty/ Professor of Practice in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programs he is associated with.

- (iv) Research & Development:** He/She would have a good profile in Research & Development in terms of Publications, Patents, Book Publications, Consultancy etc. Candidates should possess the Skills to fulfill the specified duties and responsibilities.

#### 4. Role and Responsibilities

- (i) Develop and design courses and curricula.
- (ii) Introduce new programs/courses as per the latest requirements of academics & industry.
- (iii) Teach at least one course and carry out teaching work as assigned to a regular professor. He/she should carry out the students' projects, assessments, examination work etc.
- (iv) Encourage student innovation and entrepreneurship projects, providing necessary mentorship.
- (v) Enhance industry-academia collaborations.
- (vi) Enhance collaborative research.
- (vii) Conduct Workshops, Seminars, Special Lectures, and Training Programs jointly with regular faculty members.
- (viii) Engage in joint research projects or consultancy services in collaboration with regular faculty members.
- (ix) Any other duty as assigned by the competent authority of the University.

# TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)  
Delhi Road, Moradabad (U.P)

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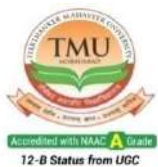
## 5. General Conditions

- (i) **Limit on Appointments:** The number of Adjunct Faculty/Visiting Faculty/Emeritus Faculty/ Professor of Practice shall not exceed 10% of sanctioned posts at any point in time.
- (ii) **Fixed Term:** The engagement of Adjunct Faculty/Visiting Faculty/Emeritus Faculty/ Professor of Practice will be for a fixed term as mutually decided.
- (iii) **Exclusivity:** This role is exclusive to the sanctioned posts of the University and will not affect regular faculty recruitment.
- (iv) The initial engagement may be from 06 months to one year. Extensions will be based on an assessment by the University. The maximum duration of service in the University is three years, extendable by one year in exceptional cases, with a total service limit of four years.
- (v) The appointment shall be as per the guidelines and norms of the University.

## 6. Selection Procedure

- (i) The University may invite nominations for Adjunct Faculty/Visiting Faculty/Emeritus Faculty/ Professor of Practice positions based on the requirements of the Departments/College/University.
- (ii) The experts willing to serve may also be nominated or he/she can send his/her nomination to the University with detailed biodata and a brief write-up of their potential contributions to the University.
- (iii) A committee consisting of the following, will review nominations:
  - a) Vice-Chancellor (Chairperson)
  - b) Dean Academics
  - c) External Expert
  - d) Registrar (Member Secretary)
- (iv) The committee's recommendations/decision will be placed before the Academic Council for ratification.

  
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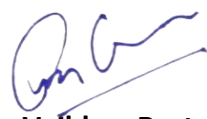
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## 7. Honorarium

- (i) Experts fulfilling the eligibility criteria for the Adjunct Faculty/Visiting Faculty/Emeritus Faculty/ Professor of Practice may like to share their expertise with students and come forward to teach on an honorary basis.
- (ii) Honorarium may be decided by the University on a case-to-case basis. This can be on a per hour/per day/monthly basis as mutually decided by the University and the concerned expert.

## 8. Offer Letter

On the recommendation of the Committee, HR office will issue an offer letter by mentioning all the terms & conditions of engagement. At the end of each month/semester, the details of the honorarium will be prepared by the HR office in consultation with the concerned College/Principal/Dean and will be put up to the Vice Chancellor for approval.

  
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