



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMILNADU, INDIA.**

**INSTRUCTIONS, APPLICATION FORM AND OTHER DETAILS FOR
THE SELECTION OF ADJUNCT FACULTY**

INSTRUCTIONS TO THE CANDIDATES

- 1) Self-attested copies of all certificates, semester wise mark sheets, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected. The selected candidates shall produce, in original, the Matriculation or equivalent certificate as proof of the date of birth. No other evidence will be accepted.
- 2) Documents enclosed with the application form may securely be tagged to avoid loss in handling and photographs may be properly affixed.
- 3) The candidates have to be academically strong in their respective areas and communicate effectively to the students. Academically strong and brilliant communicators from leading institutions in the country/abroad will stand good chance.
- 4) Persons working in Govt. / University / Public Sector undertaking must send their applications complete in all respects through proper channel by registered post / courier so as to reach in time, otherwise such applications are liable to be rejected. However, an advance copy super scribed as “Advanced Copy” on the application form may be submitted before the last date.
- 5) The Institute reserves the right to reject any or all applications without assigning any reason.
- 6) The Institute reserves the right to fill or not to fill any of the posts advertised.
- 7) Additional sheets may be attached, in the same format, wherever the space allocated is felt to be insufficient.

8) Emoluments and service conditions

- Adjunct Faculty

1. The purpose of these guidelines is to ensure that the hiring of adjunct faculty is done with the same degree of seriousness and follow the same unified process with which the full-time faculty are appointed for the purpose of Teaching, Research and other related services. It is essential to identify the right type of candidates for such posts and appoint them on mutually agreed terms and conditions. These guidelines also seek to bring uniformity and transparency to the process of hiring Adjunct faculty in the centrally funded technical educational institutions. One of the key objectives of these guidelines is to have a strong and robust collaboration between the educational Institutions and industry. The guidelines seek to encourage quality involvement of academicians, scholars, practitioners, 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.

2. Broadly, Adjunct Faculty [may also be referred to as Prof./Associate Prof./ Asst. Prof of Practice] may be engaged to perform the following tasks, in addition to the tasks decided at the department level:-

- i. Teach Core/Elective courses in which the person's practical experience and knowledge can add significant value to theory.
- ii. Supervise student projects and co-supervise research scholars with a view to adding practical dimensions to their work.
- iii. Be a Joint-investigator in sponsored and consultancy projects, bringing in significant expertise to match industry needs and expectations.
- iv. 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.
- v. Support institute development activities with an industry interface - e.g., sponsored & top-up programs, Chair Professorships, awards and scholarships, CSR funding, projects etc.
 - vi. The topics and scheduling of these lectures will be decided jointly by the Adjunct Professor and his counterpart faculty members. The counterpart faculty will also teach the subject and deliver the remaining lectures.
 - vii. The Adjunct Professor will also be associated with the setting of examination papers and the general work of evaluating students performance in the subject the teaching of which he/she is associated with.

3. Adjunct Faculty shall be appointed by the Director based on the recommendation of committee. Duration of appointment shall vary between one semester to six semesters (3 years) as may be decided by the Institute. Reputed scientists, engineers, physicians, advocates, artists, civil servants, bankers and other professionals, both serving and retired can be inducted as adjunct faculty from outside the Institute. It is expected that any requirement/application for adjunct faculty is first discussed at the department level. Department must clearly specify the usefulness of experience of such candidates in their department/institute level academic activities. If the department recommends a case for adjunct faculty, then the same may be examined by a committee comprising as following:

1. Director/Nominee of the Director (chair)
 2. Head of Concerned Department
 3. Dean (Faculty Welfare)
 4. Dean (Research & Consultancy)
 5. Dean (Academic Affairs)
 6. Representative of Senate Post Graduate Board or Senate Under Graduate Board
4. If the committee recommends the case, the same would be forwarded to Chairman Senate for consideration and necessary approval.
- a. Any candidate for adjunct faculty should satisfy the following norms:-
 1. Must be an accomplished professional in her/his chosen field of discipline, comparable to at least the top one third of the regular faculty in

professional expertise and reputation in their own fields and organizations.

2. Must have been recognized by various bodies in his field
 3. Her/his association must add value to the academic programme/students.
 4. In case of candidates from an industry, his/her domain knowledge should be of significant value and possession of M.tech / Phd. may not be considered as an essential condition in such cases.
- b. She/he must spend at least three weeks in the Institute in an academic year.
 - c. Adjunct faculty will supervise student projects at all levels – carry out sponsored research and consultancy, and teach courses (could be full semester long course or only a part thereof in collaboration with a regular faculty). They will bring reputation to the Institute, add valuable expertise and practical knowledge and complement the knowledge pool of the existing faculty.
 - d. Adjunct faculty would be provided with office room, secretarial services and other facilities depending on their involvement in academic activities.
 - e. Adjunct faculty shall not normally be eligible to receive financial support to attend conferences in India or abroad for presenting their work done in the institute, However funds from her/his R&D project in the Institute could be utilized for the purpose. Adjunct faculty may receive financial support at the discretion of the Director to attend conferences in India or abroad for presenting their work done in the Institute, if in the opinion of the Director, she/he has contributed significantly to the Institute's academic programme.
 - f. The candidate's contributions to teaching, research and services must be articulated at the time of appointment and the appointee's actual contributions in all three areas must be evaluated at the time of reappointment and advancement.

Research

As Adjunct faculty may lack a traditional academic background, they are not expected to contribute to the institute'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, they may advise faculty on their research projects, serving as a liaison between the institute and the 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. However, subject to due procedure spelt out, scientists from scientific laboratory of Government of India may be appointed as Adjunct Professors to lead research, associated with the research with the CFTI's without payment of wages/honorarium. In such event no travel allowance etc. will be paid.

Teaching

Generally Adjunct faculty do not teach established core courses, rather they are expected to teach only courses directly related to his/her specific expertise and unique professional experience. These are generally courses that cannot be offered except through appointment of a Adjunct faculty. He/She may also contribute to the institutes instructional programs by advising students and helping to develop innovative new courses. Again, these activities would necessarily revolve around their extraordinary domain skills and practical experience. While Adjunct faculty need not teach a formal course, meaningful contributions to the institutes instructional program are always required and must be documented. However, whenever there is dearth of permanent faculty to teach core courses and other adjunct faculty has the Credentials to teach core courses, then he may also teach core courses.

Service

Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on department committees, serving as advisors to faculty and/or undergraduate and post graduate students, helping students network, and providing internship and job opportunities.

- g. Adjunct faculty would be provided travel assistance from her/his Institute to his/her place of stay and back, maximum 6 times per academic year, No accommodation would be permissible, However she/he shall be provided free lodging and boarding in the Institute Guest House. She/he shall be given

of respective institutes subject to a maximum ceiling of Rs. 1,20,000/- per month.

- h. The post of Adjunct faculty may not exceed **25 %** of the sanctioned strength and the total number should not exceed the sanction strength including the Adjunct faculty, if appointed for a period of one semester or more. Research adjunct faculty described in detail with the para Research will not be computed against it.
 - i. The above mentioned clauses are applicable to external Adjunct Faculty only.
 - j. These consolidated instructions should be the basis for decision making and guidance in the Board of Governors meetings of institutions.
- 9) The application forms in all respect is to be submitted in hard copy to **“The Dean (Faculty Welfare), National Institute of Technology, Tiruchirappalli – 620015, Tamilnadu, India”** so as to reach on or before **08-06-2015**



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI
TAMIL NADU - 620 015

Application form for Adjunct Faculty

APPLICATION FOR THE POST OF ADJUNCT FACULTY

DEPARTMENT _____

SPECIALIZATION _____

RECENT
PASSPORT SIZE
COLOR
PHOTOGRAPH
TO BE AFFIXED

1. Name in Full (Capital Letters) : _____ Gender : Male/Female

2. Date of Birth : _____ Age : _____

3. Marital Status : _____

4. Citizenship Status : **Citizen of India**
(tick the appropriate box) by Birth By Domicile

5. Address to which Communications should be sent (also furnish email, fax, telephone number, if any) :

E mail: _____

Phone: _____ Mobile: _____

6. Permanent Home Address :

E mail: _____

Phone: _____ Mobile: _____

7. (a)Educational Qualifications :

Degree	Discipline	University	Class	% of marks/CGPA	Year of passing
Bachelor's Degree					
Master's Degree					
Ph.D. Degree					
Others (if any)					

8. Details of PG/Ph.D. thesis

Degree	Title of the thesis
P.G.	
Ph.D.	

9. Professional Experience (Teaching/Research/Industrial) in chronological order up to the present post

Organization	Designation	From	To	Last pay band and Grade pay

10. Publications (Give details of the following in separate sheets)

(a) Publication details (Give numbers) (Attach reprints of best 5 recent publications)

Sl.No	Nature		Published	Accepted
1.	Journals #	National		
		International		
2.	Conferences/Presentations (proceedings)	National		
		International		
3.	Books			
4.	Book Chapters			

Attach a separate sheet with the list of all publications / presentations classified as National/ International along with science citation Index (SCI)

(b) PG Dissertations/Ph.D. thesis guided/co guided:

(i) No. of PG Dissertations guided : (ii) No. of Ph.D. thesis guided : (iii) No. of Ph.D. thesis Co-guided :

(Attach the titles of the P.G./Ph.D.s guided)

(c) No. of Workshop/Training Programmes/Summer/ Winter Schools / Conferences Attended /Organized: _____

(d) Awards, Patents, Prizes , Honours : _____

(e) Any other relevant information on your academic standing in brief:

_____**11. Sponsored or consultancy Projects:**

Sl. No.	Title of the Project	Amount in Rs.	Funding Agency	Period	Remarks (Completed/ Ongoing)
1.					
2.					
3.					
4.					

12. Patents:

SI. No.	Patents filled with detail	Patent issued (give details)	Patent Number
1.			
2.			
3.			

13. Consultancy:

SI. No.	Name of Organization	Year	Amount (Rs.)
1.			
2.			
3.			

14. Administrative Experience (Department / Institutional Level):

SI. No.	Post Held	Function	Duration
1.			
2.			
3.			

15. Professional Affiliation, Indian and Foreign (Membership of Societies, etc.)

Organization	Year of induction	Grade of Membership	Remarks

16. Present Basic Pay: _____ Time required to join if post is offered: _____

17. DECLARATION

I hereby declare that the information given above is correct and to the best of my knowledge and belief. I fully understand that if it is found at a later date that any information given in the application is incorrect/false or if I do not satisfy the eligibility criteria, my candidature/ appointment is liable to be cancelled/terminated.

Place :

Date :

Signature of the Applicant

18. Endorsement of the Present Employer:

The application of _____

(Name and Designation of applicant) for the post of _____ in the

department of _____ NIT, Tiruchirappalli -15 is forwarded to

The Dean (Faculty Welfare), National Institute of Technology, Tiruchirappalli - 620 015.

Date :

Signature of the Head of the Institution with Seal

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-620 015

SUMMARY SHEET

(To be filled by the candidate)

Post applied for: ADJUNCT FACULTY **Department:** _____

1.	Name and Address					
2.	Age/Date of Birth					
3.	Educational Qualifications:					
	Degree	Specialization	University	% of marks /CGPA	Class	Year
	UG					
	PG					
	Ph.D.					
	Others					
4.	Post Doctoral Specialization					
5.	Present Position, with salary details					
6.	Total Experience : Years <input type="text"/>		Post Ph.D. experience: Years <input type="text"/>			
	Teaching Experience					
	Research Experience					
	Industrial Experience					
7.	Publication details (give numbers)		International		National	
	Journal Papers					
	Conference Publications					
	No. of M.S./ M.Tech. Projects guided					
	No. of Ph.D. thesis guided					
	No. of Ph.D. thesis co guided					
8.	Books and/or Chapters Authored/Co-authored					
9.	Patents	Name of Patent		Year	Organization	
10.	Research projects/Consultancy	Name of Organization		Year	Amount	
11.	Awards/ Distinctions, if any-					
12.	Any other relevant information-					
Place:						
Date:		Signature of the Applicant				