

[REVISED]  
**Guidelines for Engagement of**

- i) Adjunct Faculty/Professor of Practice
- ii) Associated Faculty
- iii) Honorary Professor / Distinguished Fellow / Senior Fellow



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**Guidelines for engagement of Adjunct Faculty / Professor of Practice  
in Arun Jaitley National Institute of Financial Management**

The purpose of these guidelines is to lay down a procedure for engagement of Adjunct Faculty / Professor of Practice by AJNIFM for the purpose of teaching, research and other related services. It is essential to identify appropriate candidates for such assignments and engage them on certain terms and conditions. One of the key objectives of these guidelines is to have a robust collaboration between the Institute and domain experts / experienced resources available outside the Institute. The guidelines seek to encourage quality involvement of retired academicians, scholars, practitioners, policymakers in teaching, research, and related services on a regular basis. Such involvement helps in bringing external & practical perspective to regular teaching to make learning more meaningful, purposeful, & interesting, and to further enrich existing knowledge of participants, complement the knowledge pool of existing faculty, and to add value to the various programmes of the Institute.

**2. Role & Responsibilities of Adjunct Faculty & Professor of Practice:**

Broadly, Adjunct Faculty (retired academicians or scholars) or Professor of Practice (retired policy makers, bureaucrats, or professional) may be engaged to perform the following tasks, in addition to the tasks decided by the Institute:-

- i. Teach Core / Elective courses in which the person's expertise and / or practical experience and / or knowledge can add significant value. The topics and scheduling of lectures will be decided by the Programme/Course Director/Faculty in charge in consultation with Adjunct Faculty / Professor of Practice.
- ii. Be associated with the setting of examination papers and the general work of evaluating students' performance in the subject, the teaching of which s/he is associated with.
- iii. Contribute to the institution's activities like developing new course(s) and pedagogical improvements.
- iv. Supervise student projects and co-supervise research scholars with a view to adding practical dimensions to their work.



- v. Be a Team Lead or Member in Consultancy projects, bringing in significant expertise to contribute to the project execution & completion to the satisfaction of the client organisation.
- vi. Assist the Institute in cutting edge research with a view to establish AJNIFM as a premier Institute in Public Financial Management.
- vii. Support and supplement Institute's business development efforts.
- viii. Otherwise add value to the mission of AJNIFM.

### **3. Selection Criteria:**

- 3.1 Adjunct Faculty / Professor of Practice shall be engaged by the Director, AJNIFM based on the requirements of AJNIFM and the person's qualifications, experience / expertise / knowledge / likely value addition.
- 3.2 The engagement of adjunct faculty / professor of practice will be informed to the Board of Governors in the meeting subsequent to the engagement.

### **4. Engagement Modalities:**

#### **4.1 Qualifications:**

- i) Adjunct Faculty should have the minimum qualifications as prescribed in the regulations framed in the Faculty Recruitment Rules (as amended);
- ii) Professor of Practice should be an accomplished professional / expert in his/her chosen field or discipline with or without Ph.D. qualification.

In addition to the above, it is expected that the Adjunct Faculty / Professor of Practice would be an accomplished scholar or professional in his area of specialization and his/her association would add value to the academic programmes, research & consulting s/he is associated with.

#### **4.2 Duration of engagement:**

Duration of engagement may be up to three years, as may be decided by the Director of the Institute, keeping in view the requirements of the Institute. It may be extended further depending upon the requirement of the Institute and performance & health of the Adjunct Faculty / Professor of Practice.

#### 4.3 Age:

The maximum age limit for Adjunct Faculty / Professor of Practice will normally be 70 years. However relaxation of age may be considered in exceptional cases depending upon the performance, usefulness, and health of such faculty & the requirement of the Institute.

#### 5. Strength:

The strength of Adjunct Faculty / Professor of Practice will not be counted against the sanctioned strength of the Institute. However, it may not exceed 25% of the sanctioned strength of faculty, i.e. seven numbers at any time. Any relaxation above that will need the approval of Chairman, Board of Governors.

#### 6. Remuneration:

Adjunct Faculty / Professor of Practice would receive lump sum remuneration, depending upon duration of their engagement, as follows:

- i. First two years: ₹1,00,000/- (₹ One Lakh only) per month
- ii. Next three years: ₹1,25,000 (₹ One lakh twenty five thousand) per month
- iii. Beyond five years: ₹1,50,000 (₹ One lakh fifty thousand only)

However in exceptional cases depending upon the profile and stature of the person higher remuneration package can be considered with the approval of Chairman, Board of Governors.

Adjunct Faculty / Professor of Practice will be provided with transport from his/her place of stay and back on the days s/he visits the Institute.

No allowance / reimbursement for hiring accommodation will be permissible.

No allowance / reimbursement of any other facilities provided to regular/deputation faculty at AJNIFM will be permissible.

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No allowance or separate remuneration will be payable for their involvement or contribution to consulting or research activities of the Institute.

Adjunct Faculty / Professor of Practice, if interested to stay in campus, can be provided with accommodation subject to availability of vacant quarter and deduction of licence fee & other charges as applicable from time to time.

Adjunct Faculty / Professor of Practice may be provided free lodging and boarding in the Hostel, subject to the availability, if desired, but not exceeding five days at a time. Relaxation may be given by the Director, AJNIFM based on work requirement.

#### **7. Workload management:**

An Adjunct Faculty / Professor of Practice would be required to put in 40 hours every month in teaching work / new course development work / training material development work / research work / consulting work / business development work etc.

#### **8. Facilities:**

Adjunct Faculty / Professor of Practice may be provided with office room (shared or single), secretarial services, and other facilities depending on their involvement in academic / research / consulting activities.

Adjunct Faculty / Professor of Practice 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, an Adjunct Faculty / Professor of Practice may receive financial support at the discretion of the Director to attend conferences in India 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. The funds from the project in which he/she was working in the Institute could be utilized for the purpose.

**9. Termination:**

The tenure of an Adjunct Faculty / Professor of Practice should end as per terms of his engagement unless extended. However, the tenure of an Adjunct Faculty / Professor of Practice could be terminated before that based on his/her performance and / or for any conduct related issue or due to change in work requirement by the Director of the Institute.

**11. Relaxation:**

The power to relax any of the above provisions shall remain with the Chairman, Board of Governors.

**Guidelines for engagement of Associated Faculty  
in Arun Jaitley National Institute of Financial Management**

The purpose of these guidelines is to lay down a procedure for engagement of Associated Faculty by AJNIFM for the purpose of teaching, evaluation and other related services. One of the objectives of these guidelines is to have a collaboration between the Institute and domain experts / experienced resources available outside the Institute. The objective is to involve retired academicians, or serving / retired professionals / practitioners in teaching, evaluation and related services based on requirements of the Institute. Such involvement would help in bringing external & practical perspective to regular teaching to make learning more meaningful, purposeful, & interesting, and to further enrich existing knowledge of participants, complement the knowledge pool of existing faculty, and to add value to the various programmes of the Institute.

**2. Role & Responsibilities of Associated Faculty:**

Associated Faculty (retired academicians / scholars or serving / retired professionals / practitioners may be engaged to perform the following tasks, in the Institute:-

- i. Teach Core / Elective courses in which the person's practical experience and knowledge can add significant value. The course and scheduling of sessions of that course will be decided by the Programme/Course Director/Faculty in charge in consultation with Associated Faculty;
- ii. Setting of examination papers and evaluation of papers including continuous evaluation of the students' performance in the subject, the teaching of which s/he is associated with;
- iii. Contribute to the institution's activities like developing new course(s) and pedagogical improvements;
- iv. Supervise student projects.

**3. Selection Criteria:**

Associated Faculty shall be engaged by the Programme Chair / Programme Director / Course Director with the approval of the Director of the Institute. The engagement will be through short term contract for specific period to cover a subject/s in a course/programme.

#### **4. Engagement Modalities:**

##### **4.1 Qualifications:**

It is expected that the associated faculty would be an accomplished scholar or professional in his/her area of specialization with or without Ph.D qualifications and his/her association would add value to the academic programmes s/he is associated with.

##### **4.2 Duration of engagement:**

Duration of engagement shall be for the specific course or subject, as may be decided by the Programme Chair / Programme Director / Course Director with the approval of the Director. This will also include evaluation period and/or re-evaluation period as well as supplementary examination.

##### **4.3 Age:**

The maximum age limit for Associated Faculty will normally be 70 years. Exceptions can be made for specific requirements of the Institute with the approval of the Director.

#### **5. Strength:**

The strength of Associated Faculty will not be counted against the sanctioned strength of the Institute. They will be treated like guest faculty except that they will be given the responsibility of teaching a complete or substantial part of a full subject / course.

#### **6. Remuneration:**

Associated Faculty would receive lump sum remuneration of Rupees One Lakh for a 3 credit course of 40 hours and Rupees Fifty Thousand for 1.5 credit course of 20 hours besides additional remuneration for setting questions, evaluation, re-evaluation, re-examination etc at the rate prescribed by the Institute. If however the Associated Faculty does not take all the classes / sessions of the subject assigned to him / her, the remuneration will be proportionately adjusted.

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The remuneration of Associated Faculty will be suitably revised as and when the remuneration of guest faculty is revised by the Institute.

Associated Faculty will be provided with transport from his/her place of stay and back on the days s/he visits the Institute as in the case of guest faculty.

No allowance / reimbursement for hiring accommodation will be permissible.

No allowance / reimbursement of any other facilities provided to regular/deputation faculty at AJNIFM will be permissible.

An Associated Faculty may also be engaged as a Consultant for which h/she will receive separate remuneration or consulting fees depending upon the quantum of work.

However, s/he will be provided free lodging and boarding in the Hostel, subject to the availability, if desired, but not exceeding five days at a time. Relaxation may be given by the Director, AJNIFM based on work requirement.

#### **7. Workload management:**

An Associated Faculty will be given the responsibility of teaching a complete or substantial part of a full subject in any of the programmes / course of the Institute. S/he will also be responsible for setting question papers, evaluation of answer sheets, re-evaluation, re-examination etc. The Associated Faculty should ensure that s/he covers at least three fourth of the classes / sessions of the subject assigned to her / him in any programme / course (i.e. 30 hours in a 3 credit course and 15 hours in a 1.5 / 2 credit course).

#### **8. Facilities:**

Associated Faculty would normally not be provided with office room & secretarial services. S/he may however use meeting room or common room depending on his /her involvement in academic activities. In exceptional cases where the associated faculty is also involved in research or consultancy work s/he may be provided with office room (shared or single), and other facilities depending on his/her involvement in academic / research / consulting activities.

**9. Termination:**

The engagement of an Associated Faculty is normally for the duration and completion of the course. He or she may however be disengaged before that based on his/her performance and/or for any conduct related issue by the Director of the Institute.

**10. Monitoring:**

At the end of the course the Programme Chair / Programme Director / Course Director may submit a feedback on the associated faculty. The feedback will be considered for his/ her re-engagement in future.

**11. Relaxation:**

The power to relax any of the above provisions shall remain with the Director, AJNIFM.

**Guidelines for engagement of Honorary Professor / Distinguished Fellow/ Senior Fellow  
in Arun Jaitley National Institute of Financial Management**

The purpose of these guidelines is to lay down a procedure for conferring the status of Honorary Professor / Distinguished Fellow / Senior Fellow by AJNIFM. There are academicians of eminence and distinguished professionals / policy makers, both serving and retired, whom AJNIFM would like to confer the status of Honorary Professor / Distinguished Fellow / or Senior Fellow. Their association would add value to the academic programmes, research & consulting in AJNIFM.

The guidelines seek to lay down a procedure for conferment of such Distinguished Fellow / Honorary Professor or Senior Fellow.

**2 Role of Distinguished Fellow / Honorary Professor:**

Distinguished Fellow / Honorary Professor will be honorary designation. Their services will be advisory in nature. Director, AJNIFM may take their services for designing courses or to revise the curriculum of courses, or for research related advice, or for research publications or for advice on consulting etc.

**3. Modalities of conferment of Distinguished Fellow / Honorary Professor:**

- 2.1 They will mostly be retired scholars of eminence with high reputation in teaching, research, and publications. They would have academic credentials like Ph.D. They would have more than 35 years of teaching and research experience. They would have at least ten research articles published in ABDC or SCOPUS listed journals or equivalent peer reviewed unpaid journals listed by UGC besides publication of text books or other books and articles related to financial management. They would have supervised at least six Ph.D. scholars. OR
- 2.2 They will be retired civil servants who have distinguished service record of more than 30 years. They would have academic credentials like Ph.D. and published research papers or articles in reputed journals and dailies. They would have domain knowledge having served in senior positions in areas of public financial management.
- 2.3 Being honorary, the distinguished fellows / honorary professor will not normally be given any remuneration. However in exceptional cases where they are invited to deliver talks they may be given remuneration as in case of guest faculty.

2.4 They will not be counted against regular strength of the Institute.

#### **4. Modalities for conferment of Senior Fellow:**

Senior Fellows could be serving or retired scholars of eminence or civil servants having distinguished service record.

4.1 They would be retired or serving scholars having more than twenty five years of teaching and research experience. They would have academic credentials like Ph.D. and would have at least five research articles published in ABDC or equivalent peer reviewed unpaid journals recognised by UGC besides publication of text books or other books and articles related to financial management. They would have supervised at least three Ph.D. scholars.  
Or

4.2 They would be retired or serving civil servants who have distinguished service record of more than twenty years. They may or may not have Ph.D but would have academic credentials like published research papers or articles in reputed journals and dailies. They would have domain knowledge having served in senior positions in areas of public financial management or in areas of interest to AJNIFM.

4.3 They will not be engaged for regular teaching, or research work or consulting work.

4.4 They may be invited for specific sessions depending upon their domain knowledge and will receive remuneration like guest faculty as per existing rules of AJNIFM.

4.5 They may also be engaged for research projects or consulting projects of AJNIFM & may receive remuneration as may be decided by AJNIFM depending on quantum of work as in respect of consultants.

4.6 They will not be counted against the regular strength of the Institute.

#### **5. Method of Conferment & Duration**

The conferment of Distinguished Fellow / Honorary Professor or Senior Fellow will be done by Director, AJNIFM with the consent of Chairman, BoG and it will be for a duration of three years. Any extension beyond that will be based on value addition to AJNIFM & subject to approval of the Chairman of BoG. The conferment of such designation will be informed to the Board of Governors in the meeting subsequent to such conferment.

**6. Termination:**

The conferment of Distinguished Fellow / Honorary Professor / Senior Fellow could be withdrawn before three years based on performance or any conduct or other related issue by the Director of the Institute with the approval of Chairman of BoG.

**7. Relaxation:**

The power to relax any of the above provisions shall remain with the Chairman, Board of Governors.