



# SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY COIMBATORE 641 010

(Approved by AICTE, New Delhi & Affiliated to Anna University)  
NAAC Accredited Institution with 'A' Grade



## **Guidelines for Empanelment of Adjunct Professor of Practice in Sri Ramakrishna Institute Of Technology, Coimbatore**

### **I. PREAMBLE**

It is well appreciated by Sri Ramakrishna Institute of Technology, Coimbatore (hereinafter referred as the 'the Institute') that there is lot of creative talent and intellectual resources available within the country that are not formally connected to the higher education/research system. It is imperative that the expertise and experience of such individuals, who are outside the main stream academic system/research, flows into our Institute as Adjunct Professors of Practice. This would enhance, strengthen and improve the quality of teaching, training and research. It is also essential that such Adjunct Professors of Practice are hired with the same degree of rigour as adopted for full-time faculty so that right type of candidates is identified for such assignments.

### **II. OBJECTIVES**

- 2.1. To develop a useful and viable collaboration between the Institute and Industry and enhancing quality of education and skills by involvement of 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 in Science, Technology and Management 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 Institute.
- 2.3. To promote the interaction of skilled professionals with the learners and facilitate the imparting of industry relevant standards in skills, acceptable nationally and internationally, 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 in the Institute.

### **III. DEFINITION OF ADJUNCT PROFESSOR OF PRACTICE**

The title of Adjunct Professor of Practice shall be conferred to Industry Practitioners, Professionals, Researchers, Consultants or Civil Servants whose primary employment activity is outside the Institute and who are not interested in seeking fulltime appointment with the Institute, but can contribute to teaching in the academic programmes and research work of the Institute. Adjunct Professor of Practice should be a M.E. / M.Tech / MBA holder from a UGC recognized University/Institution with 15 years of experience in Industry / Research / Consultancy / Civil Service. Holding of a Ph.D degree is desirable. On exceptional circumstances Non-M.E., M. Tech, M.B.A. person of eminence will also be considered. The Adjunct Professor of Practice should be an eminent Professional / Scientist / Engineer / Consultant having recognition at national / international level and having outstanding contributions to their field.

### **IV. TARGET GROUPS**

Engineering Professionals, Scientists, Technocrats, Researchers, Civil Servants, Consultants in service or retired from national and international Industrial Organizations.

### **V. PROCEDURE FOR EMPANELMENT AND APPOINTMENT OF ADJUNCT PROFESSOR OF PRACTICE:**

#### **5.1. Procedure for Empanelment:**

5.5.1. HODs will identify prospects for empanelment of Adjunct Professor of Practice and forward the application in Form APF -1(Annexure -I) to the Principal with the consent of the Applicant. After approval by the Management, the Principal will constitute a committee comprising of Management Representative, External Subject Expert, Principal and HOD(s) to scrutinize the profile of the prospects for empanelment as Adjunct Professor of Practice for a period of three years. The empanelment offer will be given in Form APF-2 (Annexure –II). Their service will be utilized by the Institute for specific semesters whenever required. Nevertheless they are entitled to use the title Adjunct Professor of Practice throughout the period of their empanelment.

#### **5.2. Procedure for assignment of duty:**

5.2.1. The Principal will assign duty to the Adjunct Professor of Practice on need basis. Assignment can be made to a specific department or at the Institute level for specific semesters.

5.2.2. For assignment at the Department level, the concerned HOD for which the assignment is considered should identify specific teaching and research needs and also other responsibilities of the assignee and place request with the Principal.

5.2.3. For assignment at the Institute level, Dean (Research) / Dean (PG Studies) shall identify teaching, research tasks and responsibilities of the assignee and place request with the Principal.

5.2.4. Principal shall with approval of the Management, issue the assignment order in Form APF-3 (Annexure –III) with terms and conditions of the service.

## **VI. PERMITTED STRENGTH AND HONORARIUM**

6.1. Empanelment: A minimum of two Adjunct Professors of Practice shall be empanelled for each department.

6.2. Assignment:

6.2.1. Maximum two Adjunct Professors of Practice may be assigned for a department at any point of time. But the total Adjunct Professors of Practice assigned in the Institute shall not exceed 10 at any point of time.

6.2.2. The Adjunct Professor of Practice will handle minimum of three periods per week during their period of assignment. They will handle a minimum of 36 hours and maximum of 42 hours during the Semester.

6.2.3. Empanelled Adjunct Professor of Practice will be entitled for honorarium only when they are assigned with teaching, research or other services which will be for three months during the specific Semester.

6.2.4. Adjunct Professor of Practice will be provided an Honorarium of Rs.20,000/- (Rupees Twenty Thousand only) per month. The payment is subject to Tax deductions as per the laws prevailing time to time.

## **VII. GENERAL TERMS AND CONDITIONS OF SERVICE**

7.1. Adjunct Professor of Practice shall be awarded a term appointment not exceeding three years. The terms of appointment would state the specific term with ending date. In absence of a reappointment prior to the expiry of the specified term, the appointment *ipso facto* terminates on the date the term ends.

7.2. The Adjunct Professor of Practice shall deliver lectures and render help and guidance pertaining to the education and research programmes of the Institute especially in developing research projects and providing guidance to the core faculty of the Institute.

7.3. A regular faculty will be nominated by the Principal on the recommendation of the HOD to assist in the administrative work connected with the assignment given to the Adjunct Professor of Practice.

7.4. Adjunct Professor of Practice shall be given duties as per their expertise and as may be considered appropriate by the Principal. The Faculty members of the concerned department shall associate with the Adjunct Professor of Practice to imbibe the expertise demonstrated by him/her during the course of the assignment.

7.5. At the end of assignment/ academic year the Adjunct Professor of Practice will submit a 'work report' to the HOD in Form APF-4 (Annexure –IV). His/her report will be evaluated internally by the HOD and finally by Principal. The work accomplished report may be considered for his/her continuation/renewal of next tenure.

7.6. The appointment / engagement may be terminated by both parties with one month notice.

7.7. Reappointment or extension of current appointment would follow the same procedure of selection.

7.8. Adjunct Professor of Practice may be invited to a specific faculty meeting by the Principal.

## **VIII. ROLES AND RESPONSIBILITIES**

### **8.1. The empanelled Adjunct Professor of Practice is expected to undertake following responsibilities when they are given assignments during the period of empanelment:**

#### 8.1.1. Teaching:

i) Conventional Higher Education Courses: Adjunct Professor of Practice will teach courses directly related to his specific expertise and professional experience or the areas of his/ her specialization. He/ She may also contribute to the institution's activities like counseling of students, developing new course(s) and pedagogical improvements.

ii) Skill based Vocational Courses: The core courses pertaining to specialized skills / trades may be imparted by the Adjunct Professor of Practice.

iii) Research Courses: Adjunct Professor of Practice may also be involved in the Ph.D. coursework based on his professional and research proficiency adjudged by the concerned institution.

#### 8.1.2. Training:

i) Adjunct Professor of Practice 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.

### 8.1.3. Research:

i) Adjunct Professor of Practice is expected to interact with and supervise the research students in the area of his/her 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 Professor of Practice may lack a traditional academic background and 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/she 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.

### 8.1.4. Services:

i) Adjunct Professor of Practice 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.

## **8.2. The empanelled Adjunct Professor of Practice is expected to perform the following during the period of empanelment even when he has not been assigned for specific assignments:**

8.2.1. Adjunct Professor of Practice has to be present at the Institute whenever any Committee including Committees of Anna University, University Grants Commission, All India Council of Technical Education, Accreditation, Central and State Governments visit for Inspection or any other purpose.

## **IX) AMENDMENTS**

The Guidelines will be reviewed and modified as and when the management deems fit and necessary.

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**SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY  
COIMBATORE 641 010**

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**Department of .....**

**APPLICATION FOR EMPANELMENT AS ADJUNCT PROFESSOR OF PRACTICE**

1	Name				
2	Gender				
3	Date of Birth & Age				
4	Total Experience (Years)				
5	Present Occupation:				
i	Name of the Company				
ii	Designation				
iii	Nature of Work				
iv	Working from (date)				
6	Area of Expertise				
7	Experience:				
	Name of Company	Designation	From	To	No. of years
i					
ii					
iii					
8	Education:				
	Name of Degree	Specialisation	University	Grade	Year
i	PG:				
ii	UG:				
iii	Others:				
9	Other relevant Information: (May enclose Annexures if required)				
10	Contact Details:				
		Address	Phone	E-mail	
i	Official				
ii	Personal				

I furnish the above details seeking empanelment as Adjunct Professor of Practice. The information given are true to the best of my knowledge and belief.

SIGNATURE OF APPLICANT

Recommendation of the HOD:

.....

SIGNATURE OF HOD



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## EMPANELMENT OFFER

No.: .....

Date: .....

To:

Mr. / Ms.....

.....

.....

Dear Sir/ Madam,

### **Sub: Empanelment Offer**

- 1) Sri Ramakrishna Institute of Technology is pleased to include you in the Panel of Adjunct Professor of Practice in the discipline of .....Engineering / Management for three Academic years from 2017-18 to 2019-20.
- 2) During this period you may be called upon by way of an Assignment Order for contributing your professional expertise to teaching/ training/ research/ consultancy for the benefit of the students and faculty.
- 3) While there is no remuneration for being empanelled, you will be paid honorarium when you are given assignments in terms of the Assignment Order. Nevertheless you are entitled to use the title Adjunct Professor of Practice throughout the period of your empanelment.
- 4) The empanelment and assignment mentioned above does not constitute employer – employee relationship between the Institute and yourself.
- 5) The relation between the Institute and you will be governed by the ‘Guidelines for Empanelment of Adjunct Professor of Practice in Sri Ramakrishna Institute of Technology, Coimbatore’ as amended time to time.
- 6) Kindly signify your acceptance by signing and returning the duplicate copy of this letter of offer within three days from to date.

**PRINCIPAL**

CC: Dean / HOD  
Department of .....



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No.:.....

**ASSIGNMENT ORDER**

Date: .....

Mr./ Ms.....  
.....  
.....

Dear Sir/ Madam,

**Sub: Letter of Assignment of Work**

**Ref: Empanelment Offer No. .... and dated .....**

- 1) Sri Ramakrishna Institute of Technology is pleased to assign the work to teach..... Course for ..... Programme in the Department of ..... of our Institute during the ..... Semester of the Academic Year .....
- 2) You shall involve yourselves in teaching, training, research, consultancy activities during the Semester.
- 3) You shall receive instructions from the Head of the Department from time to time to carry out the above work. You are required to submit a Report on the Work performed by you at the end of the assignment period.
- 4) You will receive Honorarium of Rs.20,000/- (Rupees twenty thousand only) per month subject to tax deduction for three months during the above Semester. You will handle minimum of three periods per week during the period of assignment subject to a minimum of 36 hours and maximum of 42 hours during the Semester.
- 5) This assignment does not create an Employer – Employee relationship between the Institute and your selves.
- 6) The relation between the Institute and yourself will be governed by the ‘Guidelines for Empanelment of Adjunct Professor of Practice in Sri Ramakrishna Institute of Technology, Coimbatore’ as amended time to time.
- 7) Kindly signify your acceptance by signing and returning the duplicate copy of this letter of assignment within three days from to date.

**PRINCIPAL**





**SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY  
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**WORK REPORT PROFORMA FOR ADJUNCT PROFESSOR OF PRACTICE**

Name of the Adjunct Professor of Practice: .....

Assignment Order No. & Date: ..... Department: .....

Kindly provide the details regarding accomplishment of the assigned work on the following, whatever applicable, information being within 300 words per segment. (Annexures may be enclosed)

1) Teaching:

2) Research:

3) Consultancy:

4) Training/ Other works:

Signature of APP:.....

Date:.....

Remarks of HOD:

.....  
.....

Signature of HOD:.....

Date:.....

Remarks of PRINCIPAL

.....  
.....

Signature of Principal:.....

Date:.....