



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

ESTABLISHMENT BRANCH (TEACHING)

(THROUGH E-MAIL)

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A copy of the guidelines for Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty, Professor Emeritus and Floating Faculty in the University, duly approved by the Vice-Chancellor in anticipation of approval of the Executive Council are forwarded to the all Director/HODs of M.D. University, Rohtak for information.

Encl : As above


**Supdt. Incharge (Estt.T)
For Registrar**

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

“GUIDELINES FOR APPOINTMENT OF VISITING PROFESSOR, VISITING FELLOW, ADJUNCT FACULTY, HONORARY FACULTY, DISTINGUISHED VISITING FACULTY, PROFESSOR EMERITUS AND FLOATING FACULTY IN THE UNIVERSITY”

It is well realized that there is lot of creative talent and intellectual resources from academia/industry 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 from academia and industries, 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 as well professionals from industry, both serving and retired. It is also essential that such faculty/professionals is hired with the same degree of rigor as adopted for full-time faculty so that right types of candidates are identified for such assignments in M.D. University, Rohtak by adopting following guidelines:

1. Guidelines for appointment of Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty, and Floating Faculty in the University.
2. Guidelines for appointment of visiting professor.

Objectives:

- To develop a useful and viable collaboration between institutions and industry and enhancing quality of education and skills by involvement of academicians, scholars, practitioners, policymakers and skilled professionals in teaching, training, research and related services on regular basis;
- 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;
- 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;

- 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 and to play mentoring and inspirational role;
- 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.

PART - 1: GUIDELINES FOR APPOINTMENT OF VISITING PROFESSOR, VISITING FELLOW, ADJUNCT FACULTY, HONORARY FACULTY, DISTINGUISHED VISITING FACULTY, AND FLOATING FACULTY IN THE UNIVERSITY

Visiting Professor:

1. A Visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person, who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor is two years and the minimum not less than three months.
3. A Professor should not be appointed as a Visiting Professor in the same University in which he/ she has held a post immediately before superannuation.
4. If a superannuated person is appointed as a visiting professor, the honorarium payable should not exceed Rs.75,000/ p.m. excluding any superannuation benefits.
5. A person appointed as Visiting Professor from outside the country may be paid an honorarium of up to Rs.1,00,000/p.m.
6. In case a person serving in an Indian University is appointed as visiting professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University.
7. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
8. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel. Visiting Professors appointed may be paid travel expenses within India in accordance with the rules of the University.
9. Guest House accommodation is expected to be provided free of charge by the host University, but food charges would be paid for by the Visiting Professor.



Visiting Fellow:

1. A Visiting Fellow should be a scholar of eminence in his/her/subject. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum up to three months.
2. The Visiting Fellow may be paid daily allowance not exceeding Rs.3000/- per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
3. Travel expenses may be met in accordance with the rules of the University.
4. It is expected that the parent institution will grant academic/duty leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
5. The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge, but food charges would be paid by the Visiting Fellow.
6. The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be split up as desired by the University within the period of one year.

Adjunct faculty:

1. The adjunct faculty should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory councils from time to time or a person of eminence with or without a postgraduate or Ph.D. qualifications. The distinguished alumni may also eligible to be appointed as adjunct faculty.
2. The person should be an accomplished scholar/professional in his/her area of specialization and his/her association would add value to the academic programmes he/she is associated with.
3. 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.
4. She/he will be provided an honorarium of Rs. 2000/- (Rs. Two Thousand Only) per lecture to a maximum of Rs. 6000/- (Rs. Six Thousand Only) per day of service subject to a maximum ceiling of Rs. 80,000/- (Rs. Eighty Thousand Only) per month. The Adjunct Faculty will work at the host institution for a minimum of 02 days per visit.



5. The adjunct faculty should be appointed for a period of one year at first instance. The tenure may be extended on annual basis as per monitoring criteria.

Honorary Faculty

Institutes may honor distinguished academicians including its own retired faculty members by conferring on them the status of "Honorary Faculty". This status will be same as adjunct faculty except that:-

1. Honorary faculty will be drawn from distinguished persons retired from active service, including the Institute's own retired faculty, who commit to be engaged in substantial scholastic activity using facilities of the Institute and contribute academic services to the institute without compensation.
2. Duration of appointment shall be "for 5 years".
3. Honorary faculty will be provided travel cost, as per entitlement, from his/her/her place of stay and back, maximum six (06) times per academic year. No reimbursement for hiring accommodation will be permissible. However, he/she will be provided free lodging and boarding in the Guest House.

Distinguished Visiting Faculty

1. The senior academicians, senior Government officers, senior industry personnel and eminent personalities who have significant contribution to the knowledge in the concerned/allied/relevant/applied disciplines are eligible to be invited as Distinguished Visiting Faculty.
2. The Distinguished Visiting Faculty shall be from outside the concerned University/Institution.
3. The Distinguished Visiting Faculty can be invited for a single/series of lectures.
4. She/he will be provided an honorarium of Rs. 5000/- (Rs. Five Thousand Only) per lecture to a maximum of Rs. 20000/- (Rs. Twenty Thousand Only) per visit.
5. Distinguished Visiting Faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back, and will be provided free lodging and boarding in the Guest House.

Floating Faculty

The floating faculty should be a senior academicians, senior Government officers, senior industry personnel and eminent personalities who are eligible to teach classes for multiple Departments of the University. The other terms and conditions are same as given in adjunct faculty.



Selection Criteria:

The Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty, Professor Emeritus and Floating Faculty will be appointed by the competent authority based on the recommendation of a Committee. It is expected that any application for concerned 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 appointment of concerned faculty, the same should be examined by a Committee comprising of following:

- i) Vice Chancellor/Dean Academic Affairs(Chair)
- ii) Dean of the concerned faculty
- iii) Head of the concerned Department.
- iv) One External Expert (Nominated by Vice Chancellor).
- v) Registrar

If the committee recommends the case, the same would be forwarded to the competent authority for consideration and necessary approval.

Note:

The following terms and conditions shall be applicable to Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty and Floating Faculty

- The strength of concerned faculty may not exceed 25 % the sanctioned strength of faculty of a Department at any time.
- The tenure of any of the above faculty should not exceed five years.
- The maximum age limit of 70 should be adopted for appointment.

Monitoring criteria:

At the end of tenure, the concerned faculty (Visiting Professor, Visiting Fellow, Adjunct Faculty, Honorary Faculty, Distinguished Visiting Faculty and Floating Faculty) shall submit a report on his/her contribution towards academic / research / corporate life of the Department/University. The report shall be considered by the Departmental Committee. The continuation/renewal of concerned faculty is subject to the recommendation received from the concerned Department.

PART - 2: GUIDELINES FOR APPOINTMENT OF PROFESSOR EMERITUS**Eligibility:**

1. The University may confer the title of Professor Emeritus on a Professor of the University after his/her retirement, if he/she has served in the capacity for at least 10 years in the M.D. University out a total of 15 years service in this organization.



2. The title will be conferred only on the scholar who has made outstanding contribution to his/her subject through his/her published work. Number of such publications in the last 7 years of his/her career should be substantial.
3. The Professor should have been constantly engaged in the research throughout his/her career upto the year of his/her superannuation as apparent by research publications in National and International journals of repute, research project guided, these supervised and/on books, monographs etc. favorably reviewed by competent authority in the field.
4. He has supervised some major research projects assigned by wellknown agencies.
5. He has been a recipient of national/international award/fellowship from extremely reputed national/International agency. It must be checked that the agency does not merely award this honour against some sort of payment of money.

Terms and Conditions

1. The University has no financial commitment or responsibility of providing residential accommodation even for a limited period to Professor Emeritus. However, he/she will be entitled for office accommodation and lab, facility (if required) in the Department for 5 years as Professor Emeritus at first instance and the tenure may be extended for a period of another 5 years subject to his/her continuation in his/her first tenure as well the recommendation of the Departmental Committee.
2. He shall not be a member of any administrative body of the University such as Board of Studies, Faculty, Executive Council, Court etc. though he shall be the ex-officio member of the Academic Council without voting right for a period of 5 years in the beginning of his/her tenure as Professor Emeritus.
3. The consultancy project undertaken and IPR generated during the tenure of Professor Emeritus be governed by the University consultancy and IPR policies.
4. A person who avails the Professor Emeritus from any funding agency to work at M. D. University, Rohtak is not eligible to be considered for the grant of Professor Emeritus from M.D. University, Rohtak.
5. The maximum age limit of 70 should be adopted for appointment.

Procedure:

1. The Professor Emeritus aspirant shall approach the Vice-Chancellor with unsigned biodata within 6 months before his/her retirement. The Vice-Chancellor shall ask three senior Professors of the Department and in case the number of Professors in the Department is less or nil then the remaining number of very senior Professors



from the Departments of allied subjects in the University to consider the bio-data and give verdict within one month for further processing the case.

2. The Vice-Chancellor will ultimately send copies of the bio-data to a committee consisting of the following :
 - One nominee of the University Grants Commission.
 - One nominee of the Academic Council.
 - Three outside experts, out of a panel supplied by the concerned Head of the Department.
3. The bio-data and reports of these outside experts shall be put before the Academic Council for consideration and approval.
4. If approved by the Academic Council, the case shall be placed before the Executive Council for the final conferment of the title.
5. Exercise of conferment should not take more than a year from the date of submission of the bio-data.

Responsibilities of Professor Emeritus

1. Professor Emeritus may mentor the young faculty for research and also to submit research proposal to funding agencies.
2. Professor Emeritus must publish atleast one research / review article in SCOPUS/ICI indexed journals in each academic year.
3. Professor Emeritus may co-supervise Ph.D. students of the University.
4. Professor Emeritus may accept teaching assignment of one course (including Theory & Practical) on the request of the Department without having any detrimental impact on the total teaching workload of the Department.
5. Research Publications/Projects or any other academic/research work of Professor Emeritus during the period shall be reported in the corresponding Annual Report of the University.

Monitoring criteria:

At the end of tenure, the Professor Emeritus shall submit a report on his/her contribution towards academic / research / corporate life of the Department/University. The report shall be considered by the Departmental Committee. The continuation/renewal of Professor Emeritus is subject to the recommendation received from the concerned Department.

