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BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA  
KHANPUR KALAN

"Guidelines for Appointment of Distinguished Visiting Faculty, Honorary Faculty, Visiting Professor, Scholars-In-Residence, Adjunct Faculty, Professor Emeritus, Chair Professor and Floating Faculty in the University"

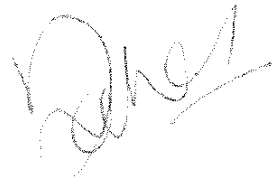
**I. DISTINGUISHED VISITING FACULTY**

1. The senior academicians, government officers, industry personnel and eminent personalities who have made significant contribution to the knowledge in the concerned/allied/relevant/applied disciplines are eligible to be invited as Distinguished Visiting Faculty.
2. Distinguished Visiting Faculty shall be provided an honorarium of Rs. 5000/- (Rs. Five Thousand Only) per hour to a maximum of Rs. 10000/- (Rs. Ten Thousand Only) per day.
3. **Terms and Conditions**
  - a. The Distinguished Visiting Faculty shall be from outside the University.
  - b. Normally, the duration of visit of Distinguished Visiting Faculty must not exceed two days per single visit and maximum of two visits per month. If the concerned department wishes to engage the Distinguished Visiting Faculty for more than two days per visit / two visits per month, prior approval of Vice Chancellor be obtained.
  - c. Distinguished Visiting Faculty will be provided travel cost, as per entitlement, from her/his institution/place of stay and back, and will be provided free lodging and boarding in the Guest House.
  - d. There is no minimum period of appointment of Distinguished Visiting Faculty.
4. **Broad Expectations**
  - a. Distinguished Visiting faculty be engaged in substantial scholastic activity using facilities of the institute and contribute academic services to the institute.
  - b. Mentoring of faculty towards teaching and research.
  - c. Delivery of public lectures on contemporary issues.



**II. HONORARY FACULTY**

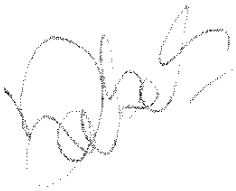
1. The purpose of appointment of Honorary faculty is to recognize the presence of intellectual and scholarly resources available outside the University mainstream with rich and varied background and experience and have the ability to enrich academic and research ecosystem of the University. The University may also engage distinguished academicians including its own retired faculty members by conferring on them the status of "Honorary Faculty".
2. A professional who is active in the sectors of industry, business and commerce, arts, literature, public administration and the practice of law with urge to payback to society may be appointed as honorary faculty.
3. Honorary Faculty shall be provided an honorarium of Rs. 5000/- (Rs. Five Thousand Only) per day of service (having minimum interaction of 2 hours per day).
4. **Terms and Conditions**
  - a. Honorary faculty will be provided travel cost, as per entitlement, from her/his institution/place of stay and back.
  - b. No reimbursement for hiring accommodation will be permissible. However, she/he will be provided free lodging and boarding in the Guest House/transit accommodation.
  - c. Normally, the duration of visit of Honorary Faculty must not exceed two days per single visit and maximum of two visits per month. If the concerned department, wish to engage the Honorary Faculty for more than two days per visit / two visits per month, prior approval of Vice Chancellor be obtained.
  - d. There is no minimum period of appointment of Honorary Faculty.
5. **Broad Expectations**
  - a. Honorary faculty commits to be engaged in substantial scholastic activity using facilities of the institute and contribute academic services to the institute.
  - b. Mentoring of faculty towards teaching and research.
  - c. The Honorary faculty will be expected to have a significant presence within the University by delivering lectures, conducting seminars and participating in discussions concerning new courses of study projects and areas of research.



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### III. VISITING PROFESSOR

1. A Visiting Professor should be an outstanding scholar who has contributed significantly to the discipline with proven credentials in her/his 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 i.e. industry, should be considered for appointment as Visiting Professor. Due weightage will be given for other honors and awards such as national awards and international awards, patents granted, membership of high level Committees of State and Central Government organizations etc.
2. A Professor will not be appointed as a Visiting Professor in the university in which who has held a post immediately before superannuation in BPSMV.
3. If a superannuated person is appointed as a visiting professor, the honorarium payable should not exceed Rs.1,00,000/-p.m. (One Lakh Only) excluding any superannuation benefits. A person appointed as Visiting Professor from outside the country may be paid an honorarium of up to Rs.1,50,000/p.m.(One Lakh Fifty Thousand Only). 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.
4. **Terms and Conditions**
  - a. The appointment of visiting professor is independent of sanctioned strength but normally doesn't exceed 02 per department.
  - b. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave or any other kind of leave permissible by the parent university without pay.
  - c. 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.



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- d. Guest House accommodation or any other transit accommodation may be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.
- e. The maximum tenure of appointment of a Visiting Professor is two years and the minimum of not less than three months.

**5. Broad Expectations**

- a. Stimulating the activities for quality research at master and Ph.D. levels besides playing mentoring and inspirational roles.
- b. Sharing real time experiences and practical knowledge.
- c. Facilitating industry institutes-interaction and entrepreneurial activities
- d. Mentoring of faculty towards teaching and research.

**IV. SCHOLARS-IN-RESIDENCE**

- 1. The purpose of Scholars-in-Residence appointment is to strengthen the research or professional activities of the university and to foster co-operative arrangements between the University and eminent persons at national and international levels.
- 2. Senior professionals and specialists from research and professional organizations and those with PSUs and business corporations, with post-graduate or doctoral qualifications and with academic and research credentials will be eligible for appointment as Scholar-in- Residence.
- 3. This scheme will be open to overseas professionals and specialists (both Indian and Foreign).
- 4. The Scholars-in-Residence will be provided a consolidated remuneration of Rs. 1,00,000 (Rs. One Lakh Only) per month. Travel expenses may be met in accordance with the rules of the University.

**5. Terms and Conditions**

- a. It is expected that the parent institution will grant academic/duty leave with pay and usual allowance for the duration of the appointment as Scholars-in-Residence.
- b. The host University would provide accommodation to the Scholars-in-Residence in the University Guest House or transit accommodation free of charge, but food charges would be paid by the Scholars-in-Residence.
- c. The minimum tenure of a Scholars-in-Residence should not be less than three months and maximum up to 24 months.



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- d. On the request of Scholars-in-Residence, the University may allow the split up of period of engagement. However, the duration of visit of Scholars-in-Residence should not be less than 3 months per visit and maximum of two visits per year.

#### 6. Broad Expectations

- a. To conceive new areas for project and research.
- b. To Mentor the faculty and research scholars towards high-end research.
- c. To conduct a limited number of post-graduate classes.

### V. ADJUNCT FACULTY

1. The purpose of appointment of Adjunct Faculty is to enable Higher Educational Institutions to access the eminent teachers, researchers, professionals and specialists from reputed research institutes, PSUs, business corporations, etc. to encourage interdisciplinary collaboration in teaching and research. Such interactions are expected to foster trans-disciplinary approach and synergize the outside 'real world' experience with the inside intellectual pursuits in the university.
2. The professionals, experts, officials and managers having experience of working in HEIs, reputed research organizations, PSUs, business corporations, NGOs and professional associations, civil servants and skilled professionals working in organized and unorganized sectors known for their hands on skilling techniques and expertise or eligible to be engaged as adjunct faculty.
3. Adjunct Faculty will be provided an honorarium of Rs. 5000/- (Rs. Five Thousand Only) per day of service (having minimum engagement of 2 hours) subject to a maximum of Rs. 1,00,000/- (Rs. One Lakh Only) per month.

#### 4. Terms and Conditions

- a. Adjunct Faculty will be provided travel cost, as per entitlement, from her/his institution/place of stay and back for a maximum of two visits per month.
- b. Adjunct Faculty will be provided free lodging and boarding in the Guest House.
- c. The strength of Adjunct Faculty may not exceed 25% of the sanctioned strength of faculty in the University.



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d. 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.

5. **Broad Expectations**

- a. Adjunct faculty is expected to share her/his domain expertise for improvement in academics, research, startup and innovation, placement, consultancy, human resource and other activities.
- b. She/He may also contribute to the institution's activities like counseling of students, developing new course(s) and pedagogical improvements.
- c. Adjunct Faculty will be expected to teach courses directly related to his/her specific expertise and professional experience or the areas of his/her specialization.
- d. Adjunct Faculty may also be involved in the Ph.D. coursework based on his/her professional and research proficiency adjudged by the concerned institution.

**VI. PROFESSOR EMERITUS**

1. Emeritus Professor is an honorary title, recognizing distinguished academic service. It may be conferred upon fully retired professors who meet the eligibility criteria as per UGC norms. This position provides an opportunity to the superannuated teachers who have been actively engaged in research and teaching programmes in the preceding years to undertake research, without any restriction of position or pay scales.
2. The eligibility conditions for appointment as Professor Emeritus are as follows:
  - a. The University may confer the title of Professor Emeritus on a Professor of BPSMV after her/his retirement, if she/he has served in such capacity for at least 10 years in the BPSMV out of total of 15 years' service in the university.
  - b. The title will be conferred only on the scholar who has made outstanding contribution to her/his subject through her/his published work. Number of such publications in the last 7 years of her/his career should be substantial.
  - c. The Professor should have been constantly engaged in the research throughout her/his career upto the year of her/his superannuation as apparent by research publications in National and International journals



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of repute, research projects guided, theses supervised and/or books, monographs etc. favourably reviewed by competent authority in the field.

- d. She/He has supervised some major research projects assigned by well-known agencies.
- e. She/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.

3. Honorarium at par with UGC norms excluding any superannuation benefits shall be admissible to Professor Emeritus.

**4. Terms and Conditions**

- a. The Professor Emeritus 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 her/his contribution in her/his first tenure as well the recommendation of the Departmental Committee.
- b. She/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 her/his tenure as Professor Emeritus.
- c. The consultancy project undertaken and IPR generated during the tenure of Professor Emeritus shall be governed by the University consultancy and IPR policies.
- d. A person who avails the Professor Emeritus from any funding agency to work at BPSMV is not eligible to be considered for the grant of Professor Emeritus from BPSMV.
- e. The upper age limit shall be 70 years at the time of appointment.

**5. Broad Expectations**

- a. Professor Emeritus may mentor the young faculty for research and also to submit research proposal to funding agencies.
- b. Professor Emeritus must publish at least one research / review article in SCOPUS/ICI indexed journals in each academic year.
- c. Professor Emeritus may co-supervise Ph.D. students of the University.
- d. Professor Emeritus may accept teaching assignment of one course (including Theory & Practical) on the request of the Department without

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having any detrimental impact on the total teaching workload of the Department.

- e. 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.

## VII. CHAIR PROFESSOR

1. The objective of Chair Professorship is to utilize the expertise of highly qualified and experienced professionals in academics and research in a specified area relevant to the Chair.
2. Prominent professionals who have worked in well-recognized teaching/research institutions in India/ existing regular faculty / Honorary Faculty / Emeritus Professor / Adjunct Faculty at BPSMV may be appointed / engaged as a Chair Professor.
3. **Terms & Conditions**  
Remuneration and period of engagement may be fixed as per terms and conditions of sponsoring agency/donor.
4. **Broad Expectations**
  - a. To engage in research and, in turn, contribute to the advancement of knowledge in the area of the study.
  - b. To design and execute short-term capacity-building programmes for teachers in higher education focused towards the designated discipline of the Chair.
  - c. To publish articles/research papers/reports/books/ monographs.
  - d. To participate in teaching and Ph. D. program of the Department or School in which it is located.

## VII. FLOATING FACULTY:

1. To meet out the requirement of National Education Policy - 2020 and Choice Based Credit System adopted by the University many courses have been / are being developed cutting across the rigid disciplinary areas. The paucity of relevant expertise is experienced to address the requirement of many such courses having multi-disciplinary nature. The provision of Floating Faculty addresses the issue.
2. The eminent scholars including those who may have retired as professors from this University or any other University or similar Higher Education / Research Institutions in India and abroad are eligible for engagement as floating faculty on contract for a specific period.






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3. The Floating Faculty shall not be assigned to any particular department but the incumbent of such posts will serve more than one department based on her/his expertise/experience and workload of the concerned department(s). Dean, Academic Affairs may initiate the process of appointment /engagement of Floating Faculty to address the needs of various departments.
4. Floating Faculty will be provided an honorarium of Rs. 1,00,000/- (Rs. One Lakh Only) per month. A separate budget head be created for engagement of Floating Faculty.
5. **Terms and Conditions**
  - a. Guest House accommodation or any other transit accommodation may be provided free of charge by the host University, but food charges would be paid for by the Floating Faculty.
  - b. The floating faculty should be appointed for a period of six months at first instance. The tenure may be extended as per requirement.
5. **Broad Expectations**
  - a. Floating Faculty will be expected to teach courses directly related to her/his specific expertise and professional experience or the areas of her/his specialization. She/He may also contribute to the institution's activities like counselling of students, developing new course(s) and pedagogical improvements.
  - b. Floating Faculty may also be involved in the Ph.D. coursework based on her/his professional and research proficiency adjudged by the concerned institution.

**SECTION CRITERIA:**

Distinguished Visiting Faculty, Honorary Faculty, Visiting Professor, Scholarship, Adjunct Faculty, Chair Professor and Floating Faculty will be appointed/engaged by the competent authority. The mode of appointment for the above posts is as follows:

**By Invitation**

The Curriculum Vitae of eminent Academicians/ Scientists/ Professionals/ Artists/Administrators with proven credentials in their respective fields identified and recommended by the concerned Department/ Centre/ Institute/ Faculty for engagement shall be placed before the committee comprising of following:

- a. The Vice Chancellor (Chair)
- b. Dean Academic Affairs




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- c. Dean of the concerned faculty
  - d. Head of the concerned Department.
  - e. One External Expert (Nominated by the Vice Chancellor)
  - f. Registrar (Secretary)

Final recommendations of the committee would be forwarded to the Executive Council for information.

## 2. On receipt of applications in response to advertisement

The university will place the rolling advertisement on its website for the engagement of Distinguished Visiting Faculty, Honorary Faculty, Visiting Professor, Scholars-in- Residence, Adjunct Faculty and Floating Faculty. The applications received in response to the rolling advertisement on the University website shall be examined by committee comprising of following:

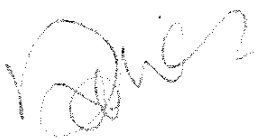
- a. The Vice Chancellor (Chair)
- b. Dean Academic Affairs
- c. Dean of the concerned faculty
- d. Head of the concerned Department.
- e. One External Expert (Nominated by Vice Chancellor).
- f. Registrar (Secretary)

The candidates recommended by the committee may be called for interaction with the committee, if required, and the final recommendations of the committee would be forwarded to the Executive Council for information.

## 3. Selection Procedure for Professor Emeritus:

- a. The aspiring Professor Emeritus shall approach the Vice-Chancellor with biodata within 6 months before her/his retirement.
- b. The bio-data shall be placed before the committee consisting of the following :
  - i. The Vice Chancellor (Chair)
  - ii. Dean Academic Affairs
  - iii. Dean of the concerned faculty
  - iv. Head of the concerned Department.
  - v. One External Expert (Nominated by Vice Chancellor).
  - vi. Registrar (Secretary)

The final recommendations of the committee would be forwarded to the Executive Council for information.



**Note:**

The following terms and conditions shall be applicable to Distinguished Visiting Faculty, Honorary Faculty, Visiting Professor, Scholars-in-Residence, Adjunct Faculty, Professor Emeritus, Chair Professor and Floating Faculty

- The upper age limit for engagement shall be 70 years. However, in exceptional cases, the monitoring committee, with reasons recorded, may recommend the case up to 75 years.
- All such appointments are independent of faculty strength except in case of Adjunct Faculty.
- The offer of appointment shall be issued by the Establishment Branch.

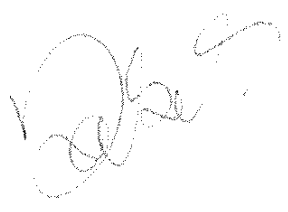
**Monitoring Criteria:**

The concerned faculty (Visiting Professor, Scholars-in-Residence, Adjunct Faculty, Professor Emeritus, Chair Professor and Floating Faculty) shall submit a report on her/his contribution towards academics/research/corporate life to the Centre/institute/Department/Faculty on annual or tenure basis whichever is earlier.

The report shall be considered by committee comprising of following:

- i) The Vice Chancellor (Chair)
- ii) Dean Academic Affairs
- iii) Dean of the concerned faculty
- iv) Head of the concerned Department
- v) Director, IQAC
- vi) Registrar (Secretary)

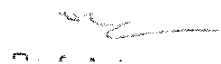
The continuation/ renewal of concerned faculty is subject to the recommendation of the committee.



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DR. ...



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"Guidelines for Appointment of Consultants and Advisors"

**General Terms and Conditions:**


1. The initial engagement of a person(s) as Consultant(s)/Advisor(s) would be for a period of one year or for the period as desired by the University.
2. The review of the contract of the consultant(s)/Advisor(s) will be done on tenure or annual basis whichever is less.
3. The appointment of Consultants/Advisors is of a temporary nature against the specific jobs. The Consultant/Advisor will not be entitled for any benefit/compensation/ absorption/ regularization of service with the University.
4. The university may terminate a contract of a Consultant/Advisor if the Consultant/Advisor:
  - a. is unable to address the assigned work
  - b. refuses to follow directions/orders of the reporting/controlling officer or Competent Authority.
  - c. does not render quality of output on assigned works to the satisfaction of the University.
  - d. lacks honesty and integrity;

The University reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant/Advisor. Termination shall be effected by written notice served on the Consultant/Advisor and shall take effect in fifteen days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

Provided that the University may immediately dispense with the services of a Consultant/Advisor without any notice period if the conduct and activities of such Consultant/Advisor are detrimental to the smooth functioning of the University.

**Desirable Expertise, Experience and Age Limit of Consultants/Advisors:**

- The Consultant/Advisor should have a desirable expertise as recommended by the concerned Office/Centre/Department/Institute in the specific area for which the University wishes to engage them.
- The experience required in the specified area of expertise for different categories Consultants/ Advisors are as follows:
  - i. Advisor - More than 15 years
  - ii. Consultant (Junior) - 5-10 years
  - iii. Consultant Senior - 10-15 years
  - iv. Chief Consultant - More than 15 years



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- The Consultant/Advisor should have effective communication and interpersonal skills with a strong flair for in-depth examination of requisite field.
- Normally, the maximum age limit for engagement of Consultants/Advisors will be 70 years. However, in exceptional cases, engagement may be made upto 75 years.

**Remuneration:** The maximum amount of remuneration payable to Advisor and different categories of Consultants shall be as under:

Category of engagement*	Remuneration **
Advisor	70,000 - 90,000/month
Consultant (Junior)	40,000 - 50,000/month
Consultant (Senior)	50,000 - 70,000/month
Chief Consultant	70,000 - 90,000/month

\*The category of engagement and remuneration shall be recommended by the Selection Committee based on the qualification, experience, expertise and achievements of the person concerned.

\*\*In case the nature of assignment requires periodic or intermittent engagement rather than full-time/continuous engagement, the remuneration of Rs. 5000/day may be paid to the Chief Consultant/ Advisor. In such cases, the duration of visit of Chief Consultant/Advisor should not exceed three days in a week. However, TA/DA will be paid for maximum two visits in a month as per entitlement.

**Allowances**

Consultants shall not be entitled to any kind of allowance or accommodation facility- e.g. Dearness Allowance, Transport facility, Residential Accommodation, Personal Staff and Medical Reimbursement etc. However, outstation Chief Consultant/Advisor may be provided with Faculty House/Transit accommodation free of cost as and when required depending upon the availability of such accommodation with the University. However, they have to pay on account of food charges.

**TA/DA**

No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants/Advisors is not permitted at all. However, should they require to travel inside the country in connection with the official work of the University, TA/DA as admissible as per rules will be paid to him/her after obtaining approval of competent authority.