

Candidates applying for Adjunct Faculty & TPO are requested to read the complete instruction before applying.

E-Mail your CV along with necessary documents at cambridge786@gmail.com

 **CAMBRIDGE INSTITUTE OF TECHNOLOGY**
(Approved By: AICTE, New Delhi and Affiliated to Ranchi University, Ranchi)
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VACANCY

ADJUNCT FACULTY/RESOURCE PERSONS FROM INDUSTRY

Applications are invited with supporting documents from eminent Professional/ Scientist/Engineer having recognition at national/ international level and having outstanding published work to enhance quality of education and skills by involvement of academicians, scholars, practitioners, policymakers in teaching, training, research, and related service on a regular basis and to attract distinguished individuals who have excelled in their field of specialization having 10 to 15 years of experience from industry/ organization with relevant professional qualification in Civil/Electrical and Electronics/Mechanical/Electronics & Communication Engineering/ Computer Science & Engineering/ MBA/Mathematics/Physics/Chemistry/English.

TRAINING & PLACEMENT OFFICER

Qualification:- B.Tech. + MBA with minimum of 05 years experience as TPO
*For necessary details, PI refer to career section in our website
www.citranchi.ac.in or visit following link www.citranchi.ac.in/careers.aspx
Adv. No. CIT/Adv./02/17

Secretary

Important Instructions

How to Apply: Adjunct Faculty

- Since this is a rolling advertisement, applications will be accepted throughout the year. There is no specific last date to apply.
- The applications will be considered on regular intervals.
- Eligible & interested candidates can send their applications, mentioning the post applied for, advertisement no, their qualification/ specialization & experience in the above e-mail or can send it by post in the above address.
- Candidates are requested to provide their active e-mail Id. /Mobile no. /Phone no.
- Applications without complete information/ supporting documents may not be considered.
- Shortlisted candidate will be informed by e-mail for interview.
- The selection process will be based on class room presentation & interview.
- No TA/DA will be paid for attending the interview

For TPO please refer to page no 03

Approval Process Handbook 2017-2018

Page | 271

Annexure 10

GUIDELINES FOR APPOINTMENT OF ADJUNCT FACULTY/ RESOURCE PERSONS FROM INDUSTRY IN AICTE APPROVED TECHNICAL INSTITUTIONS

1. **INTRODUCTION:** The AICTE Approval Process Handbook 2017-18 in Appendix 7 “Norms for Faculty requirements and Cadre Ratio for Technical Institution” has specified that a minimum of 80% should be Regular/ full time faculty and the remaining shall be Adjunct Faculty/ Resource persons from industry.
2. **OBJECTIVE:** The key objective of these guidelines is to develop a useful and viable collaboration between the educational Institutions and industry. The guidelines seek to enhance quality of education and skills by involvement of academicians, scholars, practitioners, policymakers in teaching, training, research, and related services on a regular basis and to attract distinguished individuals who have excelled in their field of specialization.
3. **DEFINITION:** Adjunct Faculty is hired by a college to teach but is not full member of the faculty. Adjunct Faculty is a part-time or contingent instructor. There are academicians, professionals whose primary employment activity is outside the Institution and who are not interested in seeking fulltime appointment with the Institution, but can contribute to teaching in the Technical Institutions/ academic Programmes. The Adjunct Faculty should be an eminent Professional/ Scientist/

Engineer having recognition at national/ international level and having outstanding published work.

4. **EXPERIENCE:** Any candidate for Adjunct Faculty/ Resource person having 10 to 15 years of experience from industry/ organization shall satisfy the following norms:
 - a. Teaching and research organizations of State/ Central government Institutions/ Universities
 - b. Central and State Public Sector Undertakings (PSUs)
 - c. Reputed Industries
 - d. Civil servants (IAS/ IPS/ officials from Central and Provincial Services) and professionals and officials from professional Councils
 - e. NRIs and PIOs working with reputed overseas academic, research and industrial organizations or having a demonstrated interest in Indian issues.
5. **QUALIFICATIONS:** Candidate for Adjunct Faculty/ Resource person from industry should have relevant professional qualifications.
6. **LIMITATION:** Following are the restrictions for engaging the Adjunct Faculty.

In an Academic Year, an Adjunct Faculty can work in 4 Institutions (maximum). The weightage of the Adjunct Faculty in each Institution shall be in proportion to the number of Institutions he/ she is working in. For example, if an Adjunct Faculty is working in 4 Institutions simultaneously, his/ her weightage in each Institution shall be 25% and if in three Institutions simultaneously, then 33% and so on.

At the time of engagement as Adjunct Faculty in any of the Institution, the resource person has to submit a declaration on the number of Institutions he/ she has been appointed as Adjunct Faculty in the current Academic Year.

Any resource person receiving grant under “Adjunct Faculty Scheme” from AICTE cannot work as Adjunct Faculty in other Institutions.
7. **STRENGTH OF ADJUNCT FACULTY:** The strength shall not exceed 20% of the sanctioned strength of faculty at any time. Adjunct as well as resource person from Industry shall not be taken into account while calculating Cadre ratio (the cadre ratio should be calculated for the 80% faculty only)
8. **FUNCTIONS:** Functions of Adjunct Faculty/ Resource person from Industry are:

Teaching Technical Courses: Adjunct Faculty shall be expected to teach Courses directly her specific expertise and professional experience or the areas of his/ her specialization. He/ She shall also contribute to the Institution’s activities like counselling of students, developing new Course(s) and pedagogical improvements.

Participation in service-related activities: Adjunct Faculty 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.
9. **TA/ DA AND HONORARIUM:** The Adjunct Faculty shall work at the host Institution for a minimum of 02 days per visit. TA/ DA, Honorarium and other facilities provided to Adjunct Faculty, as per UGC guidelines, shall be:

Travel cost, as per entitlement, from place of stay to Institution and back, maximum 6 times per Academic Year. No accommodation would be permissible, however, free lodging and boarding in the guesthouse.

An honorarium of ₹ 1,000/- only (Rupees One Thousand Only) per lecture up to a maximum of ₹ 4,000/- (Rupees Four Thousand only) per day of service, subject to a maximum ceiling of ₹ 80,000/- (Rupees Eighty Thousand only) per month.

Other facilities such as Office Room, Secretarial Services, depending on their involvement in academic activities, can be considered.

10. **APPOINTMENT:** Their appointment shall be done by a Competent Authority, based on the recommendations of a Committee. The period of their empanelment shall vary between six months to three years.
11. **MONITORING:** The performance of every Adjunct Faculty shall be monitored at the end of assignment based on the “Performance Report” submitted to the host Institution for continuation/ renewal of tenure.

ROLES & RESPONSIBILITY OF TRAINING & PLACEMENT OFFICER

1. To look after the overall training and placement activities of the Institute.
2. Coordinating with industries for internships and vocational training.
3. Have close liaison with industry for placement of students.
4. To invite resource person from Industry for guest lectures, seminars & workshop to increase Industry- Institute Interaction.
5. Monitor the credentials of the companies visiting the campus for placement
6. Arrange training programmes from different organisations to enhance the technical and soft skills of the students using institutional and external expertise.
7. Corporate communication/networking for relationship building with companies for recruitment.
8. Developing and maintaining database of prospective recruiters and follow up.
9. Preparation of budget for Training & Placement activities
10. Requires intensive travelling for developing corporate relation.
11. Any other duties assigned from time to time.

Only shortlisted candidates will be informed through e-mail, so candidates are required to check their e-mail regularly.