

ORDINANCE-XXXI

Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Academic Consultant/Academic Advisor

1. The University may appoint Academic Consultant/Academic Advisor to attain the objectives of the University by way of utilizing their services in the development of academic, research and other academic activities of the University.

2. Engagement Modalities:

(i) Qualifications:

The candidates should satisfy the following norms:-

- ***For Conventional Higher Education Courses:***

- Should have the minimum qualifications as prescribed in the regulations framed by the UGC / respective statutory bodies from time to time.

- ***For Skill based Courses:***

- i) Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess the qualifications prescribed under the UGC Regulations. **OR** ii) Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role. ☆

They are also expected to have an understanding of industry requirements, National Occupational Standards (NOSs) and Assessment & Certification for skills.

In addition to the above, it is expected that the Academic Consultant/Academic Advisor in both the above mentioned streams should be an accomplished scholar in his area of specialization and his association would add value to the academic programmes with which he is associated.

(ii) Selection Criteria:

The Academic Consultant/Academic Advisor will be appointed by the Vice-Chancellor based on the recommendation of a duly constituted Selection Committee comprising the following:

- Vice Chancellor or his nominee (Chair).
- Head of the concerned Department.
- Dean (Academic / Research)
- At least One External Expert (Nominated by the Vice Chancellor).

OR

Representative of Sector Skill Council / Industry Associations (for skill based courses).

- Registrar (Convener).

- (iii) The retired teachers of the level of a Professor below the age of 70 years shall be eligible to be considered for appointment as Academic Consultant/Academic Advisor.
- (iv) The appointment of the Academic Consultant/Academic Advisor will be made against the vacant posts of Professor and Associate Professor and/or supernumerary posts created by the Executive Council in terms of the provisions of Statute 19 (I) of the Statutes of the University for a specified period not exceeding six months at a time on a consolidated salary of Rs. 80,000/- and 60,000/-per month respectively, on contractual basis.
- (v) An Academic Consultant/Academic Advisor shall devote his full time in the University as prescribed for the other teaching staff of the University and will be required to do teaching, research and any other work as may be assigned to him from time to time by the University.
- (vi) The Academic Consultant/Academic Advisor shall be entitled for casual leave on pro-rata basis as admissible to the contractual employees and to duty leave subject to a maximum of five days during a tenure of six months at the discretion of the Vice-Chancellor.
- (vii) He/ She shall not be assigned any administrative position like Headship/Chairpersonship of the Department/Centre; Dean of School etc.
- (viii) He/ She shall not be entitled to be a member of any Statutory Body of the University, but may be invited at the meetings as a special invitee, if necessary.
- (ix) Residential accommodation may be provided to the Academic Consultant/Academic Advisor by the University subject to availability of accommodation.
- (x) The University may, if deems necessary, prescribe any other conditions of appointment and/or benefits to be given to such appointed teachers, not inconsistent with any provisions of the Act/Statute or Ordinances of the University.
- (xi) The services of the Academic Consultant/Academic Advisor can be discontinued at any time even before the completion of the term without any advance notice.

3. Roles and Responsibilities:

The Academic Consultant/Academic Advisor is expected to undertake the following assignments:

(i) Teaching:

- **Conventional Higher Education Courses:** Academic Consultant/Academic Advisor will be expected to teach courses directly related to his specific expertise and professional experience or the areas of his specialization. He may also contribute to the institution's activities like counselling of students, developing new course(s) and pedagogical improvements.
- **Skill based Vocational Courses:** The core courses pertaining to specialized skills / trades may be imparted by the Academic Consultant/Academic Advisor from industry, Sector Skill Councils approved trainers or other persons with appropriate skill proficiency. Such faculty, imparting education and training to

learners in skill based courses, should have relevant NSQF qualifications, preferably certified by the relevant Sector Skill Council.

- **Research Courses:** Academic Consultant/Academic Advisor may also be involved in the M.Phil. / Ph.D. Coursework based on his professional and research proficiency adjudged by the concerned institution.
- (ii) **Training:** Academic Consultant/Academic Advisor 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.
- (iii) **Research:** Academic Consultant/Academic Advisor is expected to interact with the research students in the area of his specialization or professional proficiency. But He/ She will not be eligible to act as a supervisor of any Research Student. The Academic Consultant/Academic Advisor may not be expected to conduct independent research, 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.
- (iv) **Services:** Academic Consultant/Academic Advisor is also expected to actively participate in service-related activities, such as departmental committees, serving as advisor to faculty and/or undergraduate and post graduate students, helping students' network, and active collaboration with the industry / employer providing internship and job opportunities.

4. Monitoring :

At the end of the assignment, every Academic Consultant/Academic Advisor will submit a 'performance report' to the University. The performance appraisal report, may be taken into account for his continuation / renewal of his/ her tenure of appointment, if necessary.