



## Jamia Hamdard, New Delhi

<b>Policy Title- Adjunct Faculty</b>		
<b>1</b>	<b>Policy Number</b>	JH/IQAC/PD-28
<b>2</b>	<b>Brief Description the Policy</b>	<ul style="list-style-type: none"> <li>• The adjunct professor's responsibilities include reviewing and improving syllabi, understanding students' needs, developing engaging lesson plans, and ensuring the relevant learning resources are available. You should also be able to evaluate student performance and address any issues promptly.</li> </ul>
<b>3</b>	<b>Scope/Objectives</b>	<ul style="list-style-type: none"> <li>• Developing, delivering, and reviewing course material and syllabi.</li> <li>• Creating a classroom environment where students feel comfortable participating and learning.</li> <li>• Setting up assessments based on departmental regulations and requirements.</li> <li>• Preparing students for assessments and providing helpful performance feedback.</li> <li>• Providing extra support to students who require it and scheduling consultation times where questions and concerns can be voiced.</li> <li>• Answering students' questions and providing feedback on assignments or essay drafts.</li> <li>• Assisting other faculty members with lesson plans and assessments.</li> <li>• Recommending additional readings or advice to students as required.</li> <li>• Keeping up to date with advancements in the field and integrating new knowledge into lessons.</li> </ul>
<b>4</b>	<b>Policy Applies To (please tick)</b>	All academics Departments and School
<b>5</b>	<b>Last Update</b>	September 03,2022
<b>6</b>	<b>Approved By</b>	Academic Council Board of Management
<b>7</b>	<b>Responsible Authority for Implementation and Monitoring</b>	Vice Chancellor
<b>8</b>	<b>Superseding Authority</b>	Competent Authority/Body of the University
<b>9</b>	<b>References for the policy (please tick)</b>	NAAC accreditation/UGC

**OFFICE OF THE REGISTRAR**  
JAMIA HAMDARD  
(Deemed to be University)  
Hamdard Nagar, New Delhi-110062

No.: AS/ATR-159 SC/AC/JH-5/2022  
11<sup>th</sup> May 2022

**NOTIFICATION**

In pursuance of the resolution adopted by the 159 SC of AC in its meeting held on 06/04/2022, the SC, in order to ensure association of right kind of persons of eminence from research, academic, industry and social spheres, has resolved to approve the guidelines and other relevant issues pertaining to the appointment of Adjunct Professor / Faculty at Jamia Hamdard as under:

1. Eminent personalities from India or abroad having made significant contribution in the field of research, academic, industry and social spheres who may bring reputation and value addition to Jamia Hamdard will be considered for appointment as Adjunct Faculty in Jamia Hamdard.
2. There will be two levels of Adjunct Faculty appointment — i) Adjunct Professor for a senior/experienced person and ii) Adjunct Faculty for all other levels.
3. It will be purely honorary position without any type of remuneration. However, they may be paid honorarium, meeting sitting fee and other applicable allowances with respect to their specified activity/contribution as per Jamia Hamdard norms.
4. An appointed Adjunct Faculty will be affiliated to one or more Departments of the same or different Schools.
5. All proposals of induction of persons as Adjunct Faculty will be processed through the IQAC. Proposals should be routed through Head of the Department/Deans of the School along with CV and list of publications/contributions of the proposed person, consent from the proposed person and recommendation of the Head of the Department/Dean of the school. It would be preferred that such proposals are also placed before the members of the School Board/Board of Studies for their consideration and recommendation
6. All proposals will be sent to the Director, IQAC who will forward it to the Competent Authority after doing a due diligence. Only those proposals for which approval is granted by the Competent Authority will be forwarded to Academic Council/Standard Committee of the Academic Council.
7. The Vice Chancellor may directly refer cases to IQAC or the Academic Council.
8. After Approval Of the Statuary Bodies of the Jamia Hamdard an office order will be issued by the office of the Registrar (Academic Section) detailing all the terms & Conditions. An acceptance letter will be required from the inducted Adjunct Faculty and the date of his/her induction will be the date of his/her acceptance.
9. Appointment for Adjunct Faculty to be for 3 (three) years with a clause of renewal.

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10. Adjunct Faculty will be required to be actively involved in the School Board, Research Advisory Committee, Board of Studies and other relevant Boards, and Committee as a Member. Besides, they may be invited in the meetings of the above Boards/Committees as 'special invitees'. They will be also be invited during the visit of NAAC Peer Team, and visits of teams/committee of other regulatory councils.
11. Adjunct Faculty may be recognized as co-supervisors of Ph.D. scholars with the approval of the relevant Board/Committee.
12. An Adjunct Faculty will be expected to visit Jamia Hamdard at least once in a year to give lectures(s) and interact with Ph.D./PG students. He/she will be provided local hospitality by Jamia Hamdard in the Scholars House. Travel expenses will also be paid to the Adjunct Faculty for their official visit to Jamia Hamdard for maximum two visits in a year. All such visits will be coordinated by the concerned Head of the Department and payment to the Adjunct Faculty will be made from the Departmental grant.
13. Activities/involvement/contribution of Adjunct Faculty to be recorded in the Department and submitted to the IQAC on regular/annual basis.
14. A list of appointed Adjunct Faculty will be uploaded on Jamia Hamdard website
15. Jamia Hamdard will include names of Adjunct Faculty in Prospectus and other publicity material.
16. An Adjunct Faculty shall be expected to have no conflict of interest with any of the Jamia Hamdard activities including those with the sponsoring body.

With regard to all Adjunct Professors/Faculty who have been associated with Jamia Hamdard for more than two years or those whose term of appointment has ended, the Director IQAC will seek their inputs and willingness to continue as Adjunct Professor/Faculty. Depending on their willingness and recommendation by the Head of the Department, renewal of appointment will be processed through the IQAC. If they are not interested, their names will be removed from the list of Adjunct Professors/Faculty of Jamia Hamdard.

The above is notified for information and necessary action to all concerned.

REGISTRAR

Copy to:

- All Deans of Schools
- All HoDs/Directors/Principal
- Finance Officer
- Controller of Examinations
- Director, IQAC
- Advisor (Research)
- A.R. / Secretary to Vice-Chancellor
- P.A. to Registrar
- Guard File

  
(S.S. Akhtar)  
REGISTRAR