

# Faculty Recruitment Guidelines



Indian Institute of Information Technology Vadodara  
September 2024

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# 1 Introduction

These guidelines shall be called Faculty Recruitment Guidelines of IIIT Vadodara, including all the campuses.

If there is any ambiguity in terms of qualification norm and recruitment process, rules and regulations of faculty recruitment at centrally funded technical institutions (CFTIs) will be applicable. These rules will be broadly applicable in principle and spirit.

## 2 Commencement

These guidelines will come into force immediately after the approval by the competent authority of IIIT Vadodara.

## 3 Scope and Applications

These rules shall apply to the employees of IIIT Vadodara recruited under faculty position. These rules are subject to such changes from time to time as may be decided by the Board of Governors of the Institute.

## 4 Definitions

- a. "Institute" means "Indian Institute of Information Technology Vadodara" setup under IIIT(PPP) act of Parliament vide "The Gazette of India, No: 33, Aug 9,2017".
- b. "BoG" means the Board of Governors of the Institute.
- c. "Chairperson" means the Chairperson of the Board of Governors of the Institute.
- d. "Director" means the Director of the Institute.
- e. "Registrar" means the Registrar of the Institute.
- f. "Employee" means any person appointed by the Institute
- g. "Post" means a post created for the Institute by the competent authority.
- h. "Service" means service of the Institute.

## 5 Faculty Designations, Qualification and Pay Structure

### 5.1 Number of posts

- a. BoG will sanction faculty positions based on student strength and research requirements from time to time.
- b. The broad guidelines for the sanction of the number of faculty posts will be 1:12, where 1 faculty position will be provisioned for 12 students. The student count will include all full time students (undergraduates, post graduates). This will not include industry sponsored students, students enrolled on part time studies, and students enrolled for PhD and students enrolled on "Online degree program".
- c. Currently the number of posts at different positions is not specified. In due course the institute will have a mix of faculty members at different levels meeting the holistic growth of the institute considering institute Vision, Mission and long-term sustainability.
- d. The institute shall publish rolling advertisements for recruitment of faculty positions.
- e. The institute will fill up faculty posts to sanctioned posts only. While filling posts, the Director will

evaluate the financial sustainability (in terms of income and expenditures) of the institute considering the budget outlay.

## 5.2 Faculty Designations

### 5.2.1 Designation for Regular Faculty Position:

The designations of faculty positions shall be

- a. Professor HAG
- b. Professor
- c. Associate Professor
- d. Assistant Professor (Grade-I)
- e. Assistant Professor (Grade-II)

### 5.2.2 Designation for Non-Permanent Faculty Positions

The designations of faculty positions shall be

- a. Visiting Faculty
- b. Emeritus Professor
- c. Adjunct Professor
- d. Honorary/Distinguished Professor
- e. Professor of Practice

## 5.3 Minimum Qualification, Experience and Pay Structure

### 5.3.1 Minimum Qualification and Experience for Regular Positions

The Minimum qualification for each post shall be as approved by the Board from time to time. The minimum qualification will only decide the eligibility. This shall not ensure shortlisting for consideration of selection.

Faculty members in regular positions will be eligible for all service benefits. Selection and compensation to the employees shall be made without making any destruction of race, sex, religion, cast and creed.

#### 5.3.1.1 Professor HAG (Level 15)

Ph.D. in the appropriate branch with first class or equivalent (in terms of grade, etc.) in the preceding degree, with a very good academic record throughout. Minimum 15 years of teaching/ research/ industrial experience of which at least six years should be at the level of Professor at the institute/organization of repute. At most 40% of the existing Professors can be in HAG positions.

The candidates should possess following requirements in each of the categories mentioned below:

1. At least six PhD guided  
OR  
At least five PhD guided and at least three high quality research publications or one patent granted with the ongoing PhD student.
2. At least two Sponsored R&D or consultancy projects as PI at the level of Professor.  
OR  
Organizer of at least two short term courses/workshops/conferences in the capacity of Chair/General Chair or equivalent at the level of Professor at the Institute.
3. Publication of at least 8 high quality Journal, conferences, books, monographs, patents filed/granted at the level of Professor.

4. The candidate should have participated in administrative work at the Department/School/Centre/Institute level.
5. Outreach Activities (at least three): Liaison with industry, Member of reputed committee/organization, Contribution to Institute development, Accolades in terms of national or international recognition, Development of self-finance courses or laboratories for UG/PG courses at Department/Institute level, Conference participation, Invited Talks, or equivalent.
6. Teaching experience - UG/PG level courses with a combination of core and elective courses.  
OR  
R&D/Industrial experience - Execution of projects in diverse domains.

### 5.3.1.2 Professor (Level 14A)

Ph.D. in the appropriate branch with first class or equivalent (in terms of grade, etc.) in the preceding degree, with a very good academic record throughout. Minimum 10 years of teaching/ research/ industrial experience of which at least 4 years should be at the level of Associate Professor or equivalent in a reputed Institute/ R&D Lab/ Industry/ Organization. The candidates should possess following requirements in each of the categories mentioned below:

1. At least four PhD guided.  
OR  
At least three PhD guided and at least three high quality research publications or one patent granted/filed with an ongoing PhD student or 3 PG Thesis guided.
2. At least one Sponsored R&D or consultancy projects as PI at the level of Associate Professor.  
OR  
Organizer of at least two short term courses/workshops/conferences in the capacity of Core Committee Chair/General Chair or equivalent at the level of Associate Professor at the Institute.
3. Publication of at least six high quality Journal, conferences, books, monographs, patents filed/granted at the level of Associate Professor or equivalent.
4. The candidate should have participated in administrative work at the Department/School/Centre/Institute level.
5. Outreach Activities (at least two): Liaison with industry, Member of reputed committee/organization, Contribution to Institute development, Accolades in terms of national or international recognition, Development of self-finance courses or laboratories for UG/PG courses at Department/Institute level, Conference participation, Invited Talks, or equivalent.
6. Teaching experience - UG/PG level courses with a combination of core and elective courses.  
OR  
R&D/Industrial experience - Execution of projects in diverse domains.

### 5.3.1.3 Associate Professor (Level 13A2)

Ph.D. in the appropriate branch with first class or equivalent (in terms of grade, etc.) in the preceding degree, with a very good academic record throughout. Minimum 6 years of teaching/ research/ industrial experience of which at least 3 years should be at the level of Assistant Professor or equivalent in a reputed Institute/ R&D Lab/ Industry/ Organization. The candidates should possess following requirements in each of the categories mentioned below:

1. At least one PhD guided.  
OR  
One PhD student in continuation, publication of at least one high quality research paper or one patent granted/filed with the particular student.  
OR  
At least 2 Post Graduate Thesis guided.

2. At least one completed/ongoing Sponsored R&D or consultancy projects.  
OR  
Organizer of at least two short term courses/workshops/conferences in the capacity of Core Committee Chair or equivalent at the level of Assistant Professor at the Institute.  
OR  
One Patent filed or a high quality journal paper.
3. In addition to point 1 and 2, publication of at least three high quality papers (min. two in journals) in journals, conferences, books, monographs, patents filed/granted at the level of Assistant Professor or equivalent.
4. The candidate should have participated in administrative work at the Department/School/Centre/Institute level.
5. Outreach Activities (at least one): Liaison with industry, Member of reputed committee/organization, Contribution to Institute development, Accolades in terms of national or international recognition, Development of self-finance courses or laboratories for UG/PG courses at Department/Institute level, Conference participation, Invited Talks, or equivalent.
6. Teaching experience - UG/PG level courses with a combination of core and elective courses.  
OR  
R&D/Industrial experience - Execution of projects in diverse domains.

#### 5.3.1.4 Assistant Professor (Grade-I; Level 12)

Ph.D. in the appropriate branch with first class or equivalent (in terms of grades. etc.) in the preceding degree, with a very good academic record throughout. The candidate must have a minimum of three years of post PhD experience. The candidates should possess following requirements in each of the categories mentioned below:

1. At least one PhD student ongoing.  
OR  
At least 2 Post Graduate Thesis guided  
OR  
At least one ongoing or two submitted Sponsored R&D or consultancy projects  
OR  
Organizer of at least one short term courses/workshops/conferences at the Institute  
OR  
Publication of at least two high quality papers (minimum one in journal) in journals, conferences, books, monographs, patents filed/granted post PhD.
2. The candidate should have participated in administrative work at the Department/School/Centre/Institute/Organization level.  
OR  
Outreach Activities (at least one): Liaison with industry, Member of reputed committee/organization/conferences, Contribution to Institute/Organizational development, Accolades in terms of national or international recognition, Development of self-finance courses or laboratories for UG/PG courses at Department/Institute level, Conference participation, Invited Talks, or equivalent.
3. Teaching experience - UG/PG level courses with a combination of core and elective courses.  
OR  
R&D/Industrial experience - Execution of projects in diverse domains

#### 5.3.1.5 Assistant Professor (Grade-II; Level 10/11)

Ph.D. in the appropriate branch with first class or equivalent (in terms of grades. etc.) in the preceding degree, with a very good academic record throughout with at least two research papers.

- a. One year post phd experience in teaching/ research/ industry may be considered for level 11.

### 5.3.2 Pay Structure for Regular Faculty Positions

Designations and pay structure for positions of regular faculty will be in-line with the current sanction of the Ministry of Education and modifications prescribed to reference are drawn for the same. Faculty members appointed as Assistant Professor/ Associate Professor/ Professor in regular position shall meet qualification criteria as described. Faculty members in regular positions will be eligible for all service benefits.

S. No.	Designation	Table No	Minimum Basic Pay
1.	Professor (HAG)	Table 15	1,82,200/-
2.	Professor	Table 14A	1,59,100/-
3.	Associate Professor	Table 13A2	1,39,600/-
4.	Assistant Professor (Grade-I)	Table 12	1,01,500/-
5.	Assistant Professor (Grade-II)	Table 11 Table 10	71,000/- 70,900/-

Here reference is drawn to following notifications (Annexure - I):

- 7th Pay Commission Recommendation for Faculty members at CFTIs, Ref: pp. 6 of F.No. 15-4/2017-TC dated 27th Oct. 2017, Department of Higher Education, Ministry of Human Resource Development (now Ministry of Education, MoE), Government of India.

### 5.3.3. Minimum Qualification, Experience and Pay Structure for Non-permanent Faculty Positions

#### 5.3.3.1 Emeritus Professor

- An Emeritus Professor may pursue academic work within the framework of the area to which is attached. They will not be provided with any special facilities like a personal office nor will he be a member of any Committee of the Area or of the Institute.
- Emeritus Professor will get a consolidated salary to be negotiated and fixed by the Director at the time of appointment. Residential accommodation and medical facilities will be provided as per IIT Vadodara rules.
- Emeritus professors will be granted an annual increment of 10%. They will not be eligible to receive DA or other financial benefits.
- No person shall be appointed or continued as Emeritus Professor on his attaining the age of 70 years.
- Emeritus professors will receive CPDA if the period of contract is 1 year or more. (50% if the service is below 6 months in a calendar year).

#### 5.3.3.2 Visiting Faculty

- The Institute will invite visiting faculties (domestic/international) based on academic and



research requirements.

- b. The visiting faculty are expected to bring in expertise from academia/ industry.
- c. The visiting faculty will normally visit the institute and participate in courses, research labs for betterment and upbringing of the Institute's academic and research activities.
- d. The modality of the teaching and research activities will be decided by the Director in consultation with Dean/Associate Dean Academics and R&D.
- e. Individuals who have submitted PhD thesis/ completed PhD (but not defended) may be considered for Visiting Faculty position. Candidates from Industry (Government/ PSU/ Research Organizations/ International Corporates/ National corporates) meeting academic qualification and experience will be considered at appropriate level for a Visiting Faculty position.
- f. A visiting faculty will be offered a remuneration as per Institute's policy.

### 5.3.3.3 Adjunct Professor

The terms and conditions along with remuneration for Adjunct professor will be as per MHRD, now MoE, notification. (Ref. No: 21-81/2014/TS-II dt. 16 Feb 2015, Annexure -II). The remuneration will be in accordance with Institute's policy for visiting faculty positions based on academic qualification and experience of an Individual.

### 5.3.3.4 Honorary/Distinguished Professor

Honorary/Distinguished Professor will be offered to outstanding Scientists/Engineers in other organizations, who are willing to spend a few days a year at the Institute. Honorary professor will be paid honorarium as an expert for the days of activity. The amount payable per day will be equal to the sitting fee paid to members of the Senate. The Institute will provide travel and local hospitality.

### 5.3.3.5 Professor of Practice

The Professor of Practice position will be governed as per the Senate 12-28 point (Annexure-III).

## 6 Reservation

IIIT Vadodara will implement all reservation norms applicable to IIIT PPP institutes as per the Acts of Parliament mandate.

As per current faculty position sanctioned, faculty recruitment process will follow the 200 point roster for reservation. The institute will maintain a common roster for all campuses (currently Gandhinagar campus and ICD Diu campus). The Non-permanent Faculty Positions will be excluded from the reservation roster.

## 7 Terms and Conditions of Employment for Faculty

### 7.1 Code of Conduct for Faculties (Regular and Non-Permanent)

The Code of Conduct as per Institute's Statutes ([https://iiitvadodara.ac.in/act\\_statutes\\_ordinance.php](https://iiitvadodara.ac.in/act_statutes_ordinance.php)), will be applicable to all faculty members. In case of unavailability of rule, Central Civil Services (Classification, Control and Appeal, <https://dopt.gov.in/sites/default/files/CCS-CCA-Rules-FINAL.pdf>) Rules, 1965 shall be applicable.

### 7.2 Disciplinary Authority

- The Director shall initiate and complete the disciplinary proceedings against complaints on academic staff. The penal action recommended by the Director shall be approved by the Board.
- For Suspension, Penalties, and Disciplinary Proceedings the Central Civil Services (Classification, Control and Appeal, <https://dopt.gov.in/sites/default/files/CCS-CCA-Rules-FINAL.pdf>) Rules, 1965 shall apply to all the employees.

The institute policy will prevail as and when they are formulated with approval of the BoG.

### 7.3 General Terms & Conditions for all positions

- a. All letters of appointment are subject to the candidate's antecedents and credentials being found genuine and satisfactory. If any discrepancy is found in the credentials at any time, the letter of appointment shall stand cancelled and the employment terminated as per IIIT Statutes point 10, clause 6 and clause 7.
- b. At the time of employment, the concerned candidate must submit photocopies of all certificates and testimonials along with the originals which will be returned after verification.
- c. Acceptance of employment by a candidate means and includes acceptance of these Rules and Orders issued from time to time including supplement or modification of these Rules.
- d. Every faculty has to serve a minimum one year probationary period at the time of joining or promotion. At the end of the probation period, the Director would form a committee to evaluate the performance. It may be extended/terminated in case the committee does not find it satisfactory. The recommendation will be put up to BoG for ratification/approval.
- e. Employees will be governed by provisions of IIIT Vadodara Conduct Rules as mentioned in Statutes.

### 7.4 Verification process at the time of Joining

The verification process is compulsory for all joining on regular service under different faculty positions.

### 7.5 Medical Fitness

Every appointment in regular scale shall be subject to the condition that the appointee is certified as being in sound physical and mental health and is declared fit for service by a Institute nominated board or Govt. medical board nearest to the Institute. Provided that the chairperson may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if

any, as may be laid down by the BOG.

## 7.6 Resignation by Faculty

This will be as per IIITV Statutes mentioned in point 10, clause 8.

# 8. Service conditions for all Faculty Positions

## 8.1 Faculty Performance

Faculty members will submit annual self-appraisal and will be evaluated under following heads:

- a. Teaching and feedback
- b. Research, Publications and Conference published and organized
- c. Research & Consultancy Projects carried out
- d. Contribution in Institution Building
- e. General conduct, attitude and work ethics

## 8.2 Service benefits for Regular Faculty Positions

Faculty members who serve the institute will be eligible for benefits as approved by the BoG from time to time. IIIT Vadodara will create a Human Resource Policy with service benefits for all groups of employees. Currently following benefits are being offered:

- a. All types of leaves as defined by the Institute time to time and Statutes (Schedule II).
- b. National Pension Scheme (NPS).
- c. Gratuity.
- d. Leave encashment.
- e. Group life insurance in terms of assured gratuity return in current scale for the employees.
- f. Group medical insurance.

## 8.3 Service benefits for Non-Permanent Faculty Positions

The faculty under this category will not constitute full time employees of the institute. They will be on an engagement on demand. The contract will include teaching a course/research contract to work full time with the institute for one or more semesters/ contract to provide their expert service for a few days to few weeks in a year on a mutual agreement basis. The faculty members under these categories will normally not draw regular salary and will not be full time employee roles. They will not be assigned any major administrative responsibility. The roles and duties will be specific to individual designation.

### 8.3.1 Emeritus Professor

- a. Emeritus Professor may be appointed by the institute on approval of the Board of Governors, on the recommendation of the Faculty Selection Committee. Emeritus Professors will be considered for Professors who have superannuated from active service and have completed 10 years or more service as Professor from reputed institute/s.
- b. The title of Emeritus Professor will be conferred only on scholars who have made outstanding contributions in their area of study through published research work and

teaching. They will not be full time employees at IIT Vadodara.

- c. An Emeritus Professor may pursue academic work within the framework of the area attached. They will also not be a member of any Committee of the areas of the Institute except on invitation for specific events.
- d. Emeritus professors can be invited to teach a course and will be eligible to receive remuneration as a visiting faculty for the purpose.
- e. Emeritus professor will participate in research and consultancy. They will also supervise students as co-supervisor.
- f. Emeritus professors will be eligible for honorarium during their visit to the institute for research work and academic work. The honorarium will be based on the number of days of engagement. The rate of honorarium per day will be fixed by the institute and will be revised from time to time.
- g. The Emeritus professor will normally not be assigned administrative duty and be a member of committee unless specifically invited for the purpose.

### 8.3.2 Visiting Faculty

Visiting faculty will be responsible for academic and research activities. The number of courses to be taught/ assignments to be undertaken will also be specified at the beginning of the semester.

- a. The remuneration/compensation of the visiting faculty will be based on their qualification, experience, schedule of engagement as per Institute's policy (revised from time to time).
- b. Remuneration to the visiting faculty will be made in one/multiple installments on completion of the teaching/research activity for the semester/duration which include conduct of examination, submission of grades, research reports etc. as applicable.
- c. Efforts will be made to invite academicians from reputed institutes, industry experts and professionals and individuals who have superannuated from their active service. Qualified individuals not in full time service with any organization can also be considered for visiting faculty positions during the academic semester.
- d. Individuals beyond the age of 70 will normally not be considered.

### 8.3.3 Adjunct Professor

The terms and service conditions of adjunct faculty will be governed by MHRD guidelines. (Ref. No: 21-81/2014/TS-II dt. 16 Feb 2015. (Enclosed as Annexure - II)

### 8.3.4. Honorary/Distinguished Professor

The Board of Governors on recommendation of the institute may appoint any outstanding scholar or Eminent person in absentia as Honorary/Distinguished professor. These associations with the Institute would help further the academic activities of the Institute.

- a. An Honorary/Distinguished Professor can be associated with the institute for life time.
- b. The Honorary Professor is expected to spend one week/year at the institute. The visit period will be worked out on mutual agreement. During the stay at the institute, the Professor will be provided with travel expenses, accommodation and local hospitality.
- c. No person shall be appointed as Honorary Professor after attaining the age of 70 years. In exceptional cases, age may be relaxed for experts who have been honorary professors with the institute.
- d. The Director of the Institute in consultation with Deans shall suggest the name of Honorary/Distinguished Professor to the Faculty Selection Committee/Senate for their consideration. Based on the recommendation of the Committee/Senate, the Board will

accord approval for appointment.

### 8.3.5 Professor of Practice

The terms and service conditions for Professor of Practice position will be governed as per the Senate 12-28 point (Annexure-III).

## 8.4 Superannuation

The age for superannuation shall be as per the GOI norms for CFTIs (IITs, NITs and IIITs) in vogue from time to time and approved by the Board of the Institute.

- a. Faculty on a regular scale shall continue to hold the office till he/ she attains normal retirement age.
- b. A performance review will be conducted 5 years before superannuation for continuation in service. Individuals failing to meet the quality criteria will be superannuated at this time (5 years before normal superannuation).
- c. Superannuation age for academic positions is currently 65 years.

## 8.5 Faculty on Consolidated contract post superannuation

- a. Beyond the superannuation age, a faculty may be re-appointed on contract not exceeding three years in the first instance and can be further extended for two years as per the requirement. The contractual appointment will be governed by the regulations for contractual appointment laid out in this manual. This will be the prerogative of the institute and individuals will not have any rights under the rule.
- b. A faculty member who serves the institute on contract following superannuation, will receive his service benefits while superannuating from regular service. The extended contract period will provide benefits as eligible to faculty members on consolidated pay.
- c. Following benefits will be eligible to be paid to faculty members during this term of contract:
  - i. Consolidated pay equivalent to maximum 50% of last pay drawn
  - ii. CPDA as eligible to all faculty members
  - iii. Group medical insurance benefits.
  - iv. Campus residential accommodation subjected to availability. Decision of the Director on this issue will be final.

## 9. Power to Modify

On all such matters that are not covered by the above given Rules, the Board shall frame rules, prescribe procedures from time to time. The orders passed by the Board on this behalf shall have the force of rules made under the Recruitment and Service Rules of the Institute.

## Annexures

Annexure-I: Pay matrix Structure for faculty

**15-4/2017-TC**  
**Government of India**  
**Ministry of Human Resource Development**  
**Department of Higher Education**  
**\*\*\***

**Pay Matrix Proposed for IITs/IISc/IIM/NITIE/IISER/NIT/IIIT – in 4-tier structure\* (All figures are in Rupees)**

Cadre Title	Asst. Prof. Grade II		Asst. Prof. Grade I		Associate Prof.		Professor	
	PB3 15600-39100		PB4 37400-67000		PB4 37400-67000		PB4 37400-67000	
6 <sup>th</sup> PC Pay Band	6000	7000	8000	9000**	9500	10000	10500	67000-79000
Grade Pay – IIT etc.	2.67	2.67	2.67	2.67	2.67	2.72	2.72	HAG
Index of Rationalisation	21600	25790	38000	49200	52300	53000	58500	67000
Entry Pay IIT etc.	10	11	12	13A1	13A2	14	14A	I5
<b>Cell No. Pay Level</b>								
1	57700	68900	101500	131400	139600	144200	159100	182200
2	59400	71000	104500	135300	143800	148500	163900	187700
3	61200	73100	107600	139400	148100	153000	168800	193300
4	63000	75300	110800	143600	152500	157600	173900	199100
5	64900	77600	114100	147900	157100	162300	179100	205100
6	66800	79900	117500	152300	161800	167200	184500	211300
7	68800	82300	121000	156900	166700	172200	190000	217600
8	70900	84800	124600	161600	171700	177400	195700	224100
9	73000	87300	128300	166400	176900	182700	201600	
10	75200	89900	132100	171400	182200	188200	207600	
11	77500	92600	136100	176500	187700	193800	213800	
12	79800	95400	140200	181800	193300	199600	220200	
13	82200	98300	144400	187300	199100	205600		
14	84700	101200	148700	192900	205100	211800		
15	87200	104200	153200	198700	211300			
16	89800	107300	157800	204700				
17	92500	110500	162500					
18	95300	113800	167400					
19	98200	117200						

\*As ISM, Dhanbad has become IIT, not shown separately; \*\* 9000 grade pay also has Asso. Prof (pre 4-tier), not shown separately.

## Annexure III: Terms and service conditions of Adjunct Faculty





No. 21-81/2014-TS-II  
Ministry of Human Resource Development  
Department of Higher Education  
Technical Section-II  
\*\*\*\*\*

Shastri Bhavan, New Delhi

Dated 16<sup>th</sup> February 2015.

**Subject: Guidelines for hiring Adjunct Faculty in Centrally Funded Technical Institutions (CFTI's).**

The purpose of these guidelines is to ensure that the hiring of adjunct faculty is done with the same degree of seriousness and follow the same unified process with which the full-time faculty are appointed for the purpose of Teaching, Research and other related services. It is essential to identify the right type of candidates for such posts and appoint them on mutually agreed terms and conditions. These guidelines also seek to bring uniformity and transparency to the process of hiring Adjunct faculty in the centrally funded technical educational institutions. One of the key objectives of these guidelines is to have a strong and robust collaboration between the educational Institutions and industry. The guidelines seek to encourage quality involvement of academicians, scholars, practitioners, policymakers in teaching, research, and related services on a regular basis. Such involvement helps in bringing external perspective to regular teaching to make classes more interesting and to further enrich existing knowledge of faculty members.

2. Broadly, Adjunct Faculty [may also be referred to as Prof./Associate Prof./ Asst. Prof of Practice] may be engaged to perform the following tasks, in addition to the tasks decided at the department level:-

- i. Teach Core/Elective courses in which the person's practical experience and knowledge can add significant value to theory.
- ii. Supervise student projects and co-supervise research scholars with a view to adding practical dimensions to their work.
- iii. Be a Joint-investigator in sponsored and consultancy projects, bringing in significant expertise to match industry needs and expectations.
- iv. Assist the department/institute to break new ground with industry in cutting edge research with a view to developing IP and overcoming technological barriers faced by industry in becoming globally competitive and to be a prime mover in

taking the institute's research-based industrial consultancy to new levels in quality and quantity.

- v. Support institute development activities with an industry interface - e.g., sponsored & top-up programs, Chair Professorships, awards and scholarships, CSR funding, projects etc.
- vi. The topics and scheduling of these lectures will be decided jointly by the Adjunct Professor and his counterpart faculty members. The counterpart faculty will also teach the subject and deliver the remaining lectures.
- vii. The Adjunct Professor will also be associated with the setting of examination papers and the general work of evaluating students performance in the subject the teaching of which he/she is associated with.

3. Adjunct Faculty shall be appointed by the Director based on the recommendation of committee. Duration of appointment shall vary between one semester to six semesters ( 3 years ) as may be decided by the Institute. Reputed scientists, engineers, physicians, advocates, artists, civil servants, bankers and other professionals, both serving and retired can be inducted as adjunct faculty from outside the Institute. It is expected that any requirement/application for adjunct faculty is first discussed at the department level. Department must clearly specify the usefulness of experience of such candidates in their department/institute level academic activities. If the department recommends a case for adjunct faculty, then the same may be examined by a committee comprising as following:

1. Director/Nominee of the Director ( chair )
2. Head of Concerned Department
3. Dean (Faculty Welfare)
4. Dean (Research & Consultancy)
5. Dean (Academic Affairs)
6. Representative of Senate Post Graduate Board or Senate Under Graduate Board

4. If the committee recommends the case, the same would be forwarded to Chairman Senate for consideration and necessary approval.

a. Any candidate for adjunct faculty should satisfy the following norms:-

1. Must be an accomplished professional in her/his chosen field of discipline, comparable to at least the top one third of the regular faculty in

professional expertise and reputation in their own fields and organizations.

2. Must have been recognized by various bodies in his field
  3. Her/his association must add value to the academic programme/students.
  4. In case of candidates from an industry, his/her domain knowledge should be of significant value and possession of M.tech / Phd. may not be considered as an essential condition in such cases.
- b. She/he must spend at least three weeks in the Institute in an academic year.
  - c. Adjunct faculty will supervise student projects at all levels – carry out sponsored research and consultancy, and teach courses (could be full semester long course or only a part thereof in collaboration with a regular faculty). They will bring reputation to the Institute, add valuable expertise and practical knowledge and complement the knowledge pool of the existing faculty.
  - d. Adjunct faculty would be provided with office room, secretarial services and other facilities depending on their involvement in academic activities.
  - e. Adjunct faculty shall not normally be eligible to receive financial support to attend conferences in India or abroad for presenting their work done in the institute, However funds from her/his R&D project in the Institute could be utilized for the purpose. Adjunct faculty may receive financial support at the discretion of the Director to attend conferences in India or abroad for presenting their work done in the institute, if in the opinion of the Director, she/he has contributed significantly to the Institute's academic programme.
  - f. The candidate's contributions to teaching, research and services must be articulated at the time of appointment and the appointee's actual contributions in all three areas must be evaluated at the time of reappointment and advancement.

### **Research**

As Adjunct faculty may lack a traditional academic background, they are not expected to contribute to the institute's research and creative mission by participating in traditional scholarly activities (i.e., they are not expected to conduct independent research and/or publish in peer-reviewed journals).

Instead, they may advise faculty on their research projects, serving as a liaison between the institute and the 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. However, subject to due procedure spelt out, scientists from scientific laboratory of Government of India may be appointed as Adjunct Professors to lead research, associated with the research with the CFTI's without payment of wages/honorarium. In such event no travel allowance etc. will be paid.

### **Teaching**

Generally Adjunct faculty do not teach established core courses, rather they are expected to teach only courses directly related to his/her specific expertise and unique professional experience. These are generally courses that cannot be offered except through appointment of a Adjunct faculty. He/She may also contribute to the institutes instructional programs by advising students and helping to develop innovative new courses. Again, these activities would necessarily revolve around their extraordinary domain skills and practical experience. While Adjunct faculty need not teach a formal course, meaningful contributions to the institutes instructional program are always required and must be documented. However, whenever there is dearth of permanent faculty to teach core courses and other adjunct faculty has the Credentials to teach core courses, then he may also teach core courses.

### **Service**


Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on department committees, serving as advisors to faculty and/or undergraduate and post graduate students, helping students network, and providing internship and job opportunities.

- g. Adjunct faculty would be provided travel assistance from her/his Institute to his/her place of stay and back, maximum 6 times per academic year, No accommodation would be permissible, However she/he shall be provided free lodging and boarding in the Institute Guest House. She/he shall be given honorarium payable per day/per class/per session as decided by the FC/BoG

of respective institutes subject to a maximum ceiling of Rs. 1,20,000/- per month.

- h. The post of Adjunct faculty may not exceed 25 % of the sanctioned strength and the total number should not exceed the sanction strength including the Adjunct faculty, if appointed for a period of one semester or more. Research adjunct faculty described in detail with the para Research will not be computed against it.
- i. The above mentioned clauses are applicable to external Adjunct Faculty only.
- j. These consolidated instructions should be the basis for decision making and guidance in the Board of Governors meetings of institutions.

**Directors of all CFTI's**

  
(Amarjeet Sinha)  
Additional Secretary (T)

**Copy to :**

- (i) PS to HRM
- (ii) PPS to Secretary (HE)
- (iii) All divisional Heads of Technical Bureau
- (iv) All sections of Technical Bureau
- (v) Guard file.
- ✓(vi) CMIS Unit, MHRD with the request to upload this on the Ministry's website.

## Annexure III: Professor of Practice

**Guidelines for Engaging Professor of Practice in Universities and Colleges**  
**(Ref: Sen 12-28, IITV)**

The National Education Policy 2020 seeks to transform higher education by focusing on skill-based education to meet needs of the industry and the economy. Further, the NEP also recommends integrating vocational education with general education and strengthening industry-academia collaboration in HEIs. For skilling of youth at the optimum level, learners are required to think like employers and employers are to think like learners. Towards this, the UGC has taken a new initiative to bring the industry and other professional expertise into the academic institutions through a new category of positions called “Professor of Practice”. This will help to take real world practices and experiences into the class rooms and also augment the faculty resources in higher education institutions. In turn, the industry and society will benefit from trained graduates equipped with the relevant skills.

**1. Objectives:**

- i. To develop courses and curriculum to meet the industry and societal needs and enable the HEIs to work with industry experts on joint research projects and consultancy services which will be mutually beneficial;
- ii. To bring in distinguished experts from various fields such as engineering, science, technology, entrepreneurship, management, chartered accountancy (CA), commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession and public administration into the academic institutions;
- iii. To enable the higher education institutions to formally associate with persons of eminence and encourage them to participate in experiential learning, research, training, skilling, entrepreneurship and extension and to play mentoring roles.

**2. Eligibility:**

- i. Distinguished experts who have made remarkable contributions in their professions from various fields such as engineering, science, technology, entrepreneurship, commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession, community development, panchayati raj, rural development, watershed development, water-harvesting, organic farming, small green energy systems, municipal planning, community participation, gender budgeting/planning, inclusive development of tribals and public administration among others. Those who have proven expertise in their specific profession or role with at least 15 years of service/experience, preferably at a senior level, will be eligible for Professor of Practice.
- ii. A formal academic qualification is not considered essential for this position if they have exemplary professional practice in lieu. These experts will also be exempted from the requirement of publications and other eligibility criteria stipulated for the recruitment of faculty members at the Professor level. However, they should possess the skills to carry out the duties and responsibilities specified in the following section.
- iii. The number of Professors of Practice in a HEI, at any point in time, should not exceed 10% of the sanctioned posts in a HEI.

**3. Duties and Responsibilities:**

- i. Involve in the development and designing of courses and curriculum.
- ii. Introduce new courses and deliver lectures as per institutional policies.
- iii. To encourage students in innovation and entrepreneurship projects & provide necessary mentorship for these activities.
- iv. To focus on enhanced industry-academia collaborations.

- v. Conduct jointly in collaboration with regular faculty member of the institution, workshops, seminars, deliver special lectures and training programmes.
- vi. Carryout joint research project or consultancy services in collaboration with the regular faculty member of the concerned HEI.

#### **4. General Conditions:**

- i. The engagement of Professor of Practice will be for a fixed term.
- ii. The engagement of Professor of Practice will be exclusive of the sanctioned posts of a university/college. It will not affect the number of sanctioned posts and the recruitment of regular faculty members.
- iii. Professor of Practice is not open for those in the teaching profession- serving or retired.

#### **5. Categories of Engagement:**

It is envisioned that Professor of Practice can be engaged in one of the following categories:

- A. Professor of Practice funded by Industries
- B. Professor of Practice funded by HEIs from their own resources
- C. Professor of Practice on Honorary basis

A. Professor of Practice funded by Industries: Today's industry looks for graduates with specific skill sets. But the higher education system is churning out graduates who fall short of the required skills. As a result, many industries now hire graduates and provide adequate training before employing them. Involving experts from industry in teaching will benefit both the industry and the higher educational institutions. For engaging industry experts and professionals in this category, HEIs may collaborate with the industries to support the Professor of Practice positions.

B. Professor of Practice funded by HEIs from their own resources:

As per the policy directives of NEP 2020, graduate programmes are revised with the holistic and multidisciplinary approach. HEIs may assess the required gap areas in different fields and engage experts working in leadership positions in various fields. In this category, the remuneration for the Professor of Practice is made by HEIs from their own resources as indicated below:

Remuneration: Part-time/Full-time engagement: Consolidated amount, mutually agreed between the institution and expert.

C. Professor of Practice on Honorary basis:

Experts fulfilling the eligibility criteria for the Professor of Practice may like to share their expertise with students and come forward to teach on honorary basis. Such experts may be engaged on honorary basis as Professor of Practice and their services may be utilized for the benefit of the students.

The HEIs may decide on the amount of honorarium to be paid to the Professor of Practice in this category from their own resources.

#### **6. Procedure for selecting Professor of Practice**

a) The Vice-Chancellors/Directors may invite nominations from eminent experts for Professor of Practice positions.

b) The experts willing to serve may also be nominated or they can send their nomination to the Vice-Chancellor/Director with a detailed biodata and a brief write-up about their potential contribution to the HEI.

c) Such nominations will be considered by a selection committee consisting of two senior Professors



from the HEI and one eminent external member. Based on the recommendations of this committee, the Academic Council and the Executive Council or statutory bodies of the HEI will decide on the engagement.

### **7. Tenure**

The engagement may be initially for up to one year. At the end of the initial engagement or subsequent extension, the HEI will make an assessment and take the decision about extension. The HEI will devise its own assessment procedure for extension based on the contribution and requirement of the experts engaged as Professors of Practice.

The maximum duration of service of Professor of Practice at a given institution should not exceed three years and is extendable by one year in exceptional cases and the total service should not exceed four years under any circumstances.

Annexure-IV: Application form format for faculty position



Indian Institute of Information Technology Vadodara  
भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा  
APPLICATION FORM FOR FACULTY POSITION

Application Number: \_\_\_\_\_ (To be filled in by IIIT Vadodara)

ADVT. NO: \_\_\_\_\_ DATE: \_\_\_\_\_

Details of Application Fee:

DD No./UTR Number/ NEFT	Date	Amount	Details of Issuing Bank	Account Number

Post Applied: \_\_\_\_\_

Department: \_\_\_\_\_

**1. Personal Details**

Full Name: \_\_\_\_\_ Email ID: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Father's/Husband's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Marital Status: \_\_\_\_\_ (Spouse name if married): \_\_\_\_\_

Nationality: \_\_\_\_\_

Category. (OPEN/SC/ST/OBC/EWS): \_\_\_\_\_ If PWD: (VH/HH/OH): \_\_\_\_\_

Permanent Address	Address for Correspondence

**2. Educational Qualification Details** (Attach Photocopies of Relevant Certificates & Marksheets):

#	Examination	Degree and Specialization	School/ College/ Institute	Board/ University	Year of Passing	Marking Mode	%of Marks/ CGPA/CPI	Class/ Grade/ Division
1	10th	--						
2	10 + 2 or equivalent							
3	Graduation							

4	Post Graduation							
---	-----------------	--	--	--	--	--	--	--

**3. Details of Doctoral Degree** (Attach Photocopies of Relevant Certificate):

Thesis Title:

College/ Institute/ University:

Name of Supervisor(s):

Date of Defense (Date of Submission, if not yet defended):

**4. Details of Post-Doctoral Work/Teaching/Industrial/R&D Labs in chronological order with recent on the top** (Add new rows/ Remove unused rows):

#	Name and address of Organization	Designation	Pay Scale / Gross Annual Pay	From	To	Organization Type (Govt./PSU/ Private etc.)
1						
2						
3						

**5. Publication Details:**

Researcher ID: \_\_\_\_\_ ORCID ID: \_\_\_\_\_

Scopus ID: \_\_\_\_\_ Scopus h-index: \_\_\_\_\_

Google Scholar ID: \_\_\_\_\_

Google Scholar: h-index: \_\_\_\_\_ i10-index : \_\_\_\_\_

**6. Papers Published in National/ International Journals and conferences** (Add new rows/ Remove unused rows):

#	Authors; Title; Journal/Conference; Vol; No; Pages; Year of Publication	Indexed By	DOI
1.			
2.			
3.			

**7. Details of Thesis/Project Supervision (Thesis Submitted and Awarded):**

#	Name of the Student	Program (Ph.D./M.Tech./B.Tech. etc.)	Thesis/Project Title	University/ Institute	Thesis /Project Status Submitted/ Awarded	List of supervisor/s with roles

**8. Patents and Copyrights:**

#	Category	Title of Patent/ Copyright	Owner(s)/ Investor(s)	Description	Current status

**9. Books/ Monographs/ Book Chapters Published:**

#	Type	Title of Books/ Monograph/Book chapter; Authors	Year of Publication	Publisher

**10. Membership of Professional Bodies:**

#	Name of Professional Bodies	Year of Membership	Grade of Membership	Membership Number

**11. Seminars/ Conferences/ Short-Term/Professional Training Courses/ Workshop Organized:**

#	Type	Title of the Program	Sponsoring Agency/ Self-financed	Date (duration)	Role/Responsibility

**12. Sponsored and Consultancy Project Details (projects handled as PI/ Co-PI):**

#	Project Title	Sponsor Agency	Start and end MM–YYYY	Amount (INR in Lakhs)	Status	Number of Investigator(s)

**13. Administrative/ Institute Support Work (Attach Photocopies of Relevant Certificates):**

#	Section/ Office/ Institute level Committee	From	To	Position Held	Responsibility details

**14. Details of Outreach Activities:**

#	Outreach Activities	Year

**15. Awards/ Honors/ Distinction (received):**

**16. Teaching and Research Plan for Next Five Years (One Page - Attach extra sheet):**

**17. Any Other Relevant Information (One Page - Attach extra sheet):**

**18. Name and Address of three References**

**First Reference:**

Name: \_\_\_\_\_  
Position \_\_\_\_\_ Official Address: \_\_\_\_\_  
\_\_\_\_\_  
Email ID: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**Second Reference:**

Name: \_\_\_\_\_  
Position \_\_\_\_\_ Official Address: \_\_\_\_\_  
\_\_\_\_\_  
Email ID: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**Third Reference:**

Name: \_\_\_\_\_  
Position \_\_\_\_\_  
Official Address: \_\_\_\_\_  
\_\_\_\_\_  
Email ID: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**19. Did you previously apply for any post at IIIT Vadodara (any of the institutions)? If yes, provide particulars including outcome of application:**

**20. Have you ever been discharged/ suspended from any position? (Yes/ No)**  
If yes, provide particulars:

**21. Have you ever been convicted by any court of Law? (Yes/ No)**

**Declaration**

I hereby declare that I have carefully gone through the **advertisement and recruitment rules** and have understood it. Further, I certify that all particulars provided by me in this application form are correct and true to the best of my knowledge and belief. There has been no suppression of any material facts. Detection of any false information at any point of time will lead to rejection of my candidature/ selection summarily.

Date:

Signature of Applicant

## Annexure-V: Format of Recommendation of selection committee



**Indian Institute of Information Technology Vadodara**  
**भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा**

Report of the Selection Committee on the Interview of the candidates (Advt. No : \_\_\_\_\_)

Post: \_\_\_\_\_ Pay level: \_\_\_\_\_

Date of Selection Committee meeting: \_\_\_\_\_

No. of candidates called for the Process: \_\_\_\_\_

No. of candidates who appeared for the Process: \_\_\_\_\_

The committee interviewed the following candidates

Ser No.	Name of Candidate	Application Form No.	Remarks including location of candidate to appear interview
1.			
2.			
3.			
4.			

The Committee recommends the following candidates:

Ser No.	Name of the Candidate	Starting Salary recommended*			Remarks
		Level No	Cell No	INR	
(1)					
(2)					
(3)					



\*In case of starting salary higher than the minimum of the scale (as per Annexure-1), necessary justification may be indicated by the Committee under the “Remarks” column.

Signature of members of selection Committee

---

(Expert-1)

---

(Expert-2)

---

(Expert-3)

---

(Other Experts)

---

(HOD)

---

(Director)

## Annexure-VI: Format for Appointment Letter



## Indian Institute of Information Technology Vadodara

Block No. 9, c/o Government Engineering College Campus,  
Sector 28, Gandhinagar – 382028, Gujarat.  
Phone No.: 079 - 23977 501 | URL: [www.iiitvadodara.ac.in](http://www.iiitvadodara.ac.in)

**No.: IIITV/DIRECTOR OFFICE/APPOINTMENT LETTER/FACULTY/24-25/**

**August 2024**

Dear Dr. <Name of the Candidate>,  
<Address of the Candidate>  
<Mobile Number and Email Address>

It is my pleasure to inform you that on the recommendation of the Selection Committee, the Chairman of the Board of Governors has approved your appointment to the post of <Faculty Designation> in the <Department/Center/School> at <Campus, with the address> of this Institute.

The pay/allowances, perquisites/benefits, terms and conditions of this appointment are enclosed with this offer letter. The post is permanent but your appointment shall be on probation for a period of one year. On satisfactory completion of the probation period, a formal communication of confirmation will be issued.

I request you to kindly convey your acceptance of the offer immediately by duly signing and returning the duplicate copy of this offer letter. You are required to join as a faculty member of IIIT Vadodara within three months of the date of this appointment letter.

At the time of joining, you will be required to submit a copy of each of your mark sheets, certificates and degrees, relieving order from the previous employer (if applicable) along with the originals for verification. The originals shall be returned to you after verification.

Your appointment shall be effective from the date of joining.

I look forward to your joining.

Encl: Pay Allowances and General Terms & Conditions.

(Name of the Director)  
Director

### ACCEPTANCE

I accept the offer of appointment under the stated terms and conditions.

Signature of the candidate with date

Copy to:

1. Establishment Section
2. .

## Pay Allowances and General Terms & Conditions

Pay and Allowance:-Your Pay and expected Allowances (as per 7PC) will be as under:

Post: <Faculty Designation>

Level: <Level as per 7th CPC>

Basic Pay: <as per Level>

1. DA + Other allowances will be applicable as per rules of the Institute.
2. A faculty member is entitled to Professional Development Allowance @ 3 Lakhs for 3 years as per the relevant rules.
3. Medical Attendance and Treatment: You will be entitled to medical attendance and treatment including reimbursement of medical expenses incurred by you on yourself and your family as provided for in the Statutes/Medical Attendance Rules.
4. You may also be required to attend the Institute on any holiday, if necessary, to attend any other activity connected with the Institute. Whenever your services are required to conduct any extra-curricular activities after the working hours you will do so willingly and as a part of your service.
5. Children Education Allowance: You will be entitled to Children Education Allowance as per rules.
6. Leave: The Leave Rules of the Institute will be applicable.
7. Medical Examination: A medical certificate from the Medical Board of the Institute (or as suggested by Institute) about sound health and physical fitness for service in this Institute is required. After joining, the necessary process in this regard will be carried out.
8. You may be posted at any Campus of Indian Institute of Information Technology Vadodara or at any location as required by the Institute.
9. General: All other terms and conditions of service contained in the Institute Statutes and any other rules framed there under or otherwise shall be applicable.

Signed and delivered for the  
Indian Institute of Information Technology Vadodara

Name & Sign. of the Candidate

Date and place