



SIKKIM ALPINE UNIVERSITY

Kamrang, Namchi, South Sikkim – 737126

(Established under Sikkim Alpine University Act, 2021)

POLICY FOR RECRUITMENT AND ENGAGEMENT OF GUEST, VISITING, ADJUNCT AND OTHER ACADEMIC EXPERTS

(Policy Document – 2025)

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IQAC

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Recommended By:

Academic Council: Date 03 December, 2025

Approved by:

Board of Governors: Date 05 December, 2025

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POLICY FOR RECRUITMENT AND ENGAGEMENT OF GUEST, VISITING, ADJUNCT AND OTHER ACADEMIC EXPERTS

**SIKKIM ALPINE UNIVERSITY
KAMRANG, NAMCHI
SIKKIM**

1. PREAMBLE

Sikkim Alpine University recognizes the need to ensure uninterrupted academic delivery, especially in situations where urgent, unforeseen, or temporary academic requirements arise. To maintain academic quality and ensure smooth functioning of teaching programmes, the University may engage Guest Faculty, Visiting Faculty, Adjunct Faculty, Professors of Practice, Distinguished/Emeritus Professors, and Academic/Research Consultants strictly on a temporary and need-based basis.

This policy establishes a transparent, accountable, and merit-based system for such engagements, ensuring compliance with University norms, good governance practices, and quality standards.

2. OBJECTIVES

This policy aims to:

1. Ensure the transparent and merit-based engagement of academic experts.
2. Supplement regular faculty strength for quality teaching, research, and industry exposure.
3. Provide flexibility for the University to invite specialists for short-term/module-based teaching.
4. Standardize procedures for remuneration, workload, selection, and tenure.
5. Align with UGC Regulations 2023 and best practices followed across Indian universities.

3. SCOPE AND COVERAGE

This Policy applies to the following categories:

1. **Visiting Faculty**
2. **Adjunct Faculty**
3. **Professor of Practice (PoP)**
4. **Distinguished / Emeritus Professor**
5. **Academic or Research Consultant**
6. **Guest Faculty**

3.1 Exclusions

This Policy does not apply to:

- Regular faculty recruitment (covered under University Recruitment Regulations)
- Contractual full-time teachers (covered under HR Manual)
- Administrative/technical contractual staff

3.2 Override Clause

For any matter not explicitly stated herein, the decision of the Vice-Chancellor shall prevail.

4. DEFINITIONS

4.1 Guest Faculty

Experts engaged to teach a course/module for limited hours. Includes part-time teaching faculty.

4.2 Visiting Faculty

Academicians or professionals from reputed institutions invited for short-term teaching/research engagement.

4.3 Adjunct Faculty

Professional experts from academia, industry, research labs, or government departments engaged for long-term part-time teaching and mentoring.

4.4 Professor of Practice

Industry/field professionals with outstanding experience appointed to deliver applied, practice-oriented teaching.

4.5 Distinguished Professor / Emeritus Professor

Internationally or nationally eminent scholars engaged for academic leadership, mentorship, and advanced teaching.

4.6 Academic / Research Consultant

Experts appointed for curriculum development, research guidance, policy formulation, or project-based work.

5. NEED-BASED ENGAGEMENT CONDITIONS

Guest Faculty, Part-Time Faculty, or any other non-regular academic expert may be engaged **strictly on a need basis** under the following circumstances:

1. **Temporary Vacancy:**
When a teaching vacancy arises due to resignation, long leave, sudden departure, or delay in the recruitment of regular faculty.
2. **Excess Workload:**
When the academic workload exceeds the capacity of the existing sanctioned faculty strength, creating a requirement for additional teaching support.
3. **New Programmes / Courses:**
When new academic programmes, specializations, or courses are introduced and immediate subject-specific teaching support is required.
4. **Lack of Subject Expertise:**
When specific expertise, specialization, or technical competency is not available within the existing faculty pool.

5.1 Certification and Approval

- The **Head of Department** shall submit a **Need-Based Requirement Certificate** (as per *Annexure I*) justifying the proposed engagement.
- The recommendation shall be forwarded through the **Dean of the Faculty** to the **Registrar**.
- Final approval shall rest with the **Vice-Chancellor**, in accordance with the selection and engagement procedures prescribed in this Policy.

6. ELIGIBILITY CRITERIA

Minimum eligibility shall follow UGC norms:

- **For academic subjects:**
 - PhD or Master's degree with NET/SLET/SET, where applicable.
 - *NET/SLET/SET shall not be required in subjects where such examinations are not conducted.*
- **For Professor of Practice / Adjunct:**
 - Minimum **15 years of professional/industry experience**, OR
 - Recognized expertise with demonstrated contribution.
- **For Distinguished/Emeritus Professors:**
 - Exceptional academic standing, publications, awards, or national/international recognition.

7. RECRUITMENT & ENGAGEMENT PROCESS

7.1 Mode of Selection

Engagement may be through:

- a) Open Notification / Advertisement
- b) Invitation by the Vice-Chancellor

- c) Recommendation by the Dean/HoD
- d) Nomination under special academic merit

7.2 Application Requirements

Applicants shall submit:

- CV
- Academic credentials
- Experience certificates
- Proposed teaching/engagement plan

7.3 Interview / Academic Interaction (Mandatory)

All categories shall undergo an **Interaction/Interview**, except Distinguished/Emeritus Professors invited under VC's special approval.

7.4 Selection Committee Composition

1. Dean of the Faculty – Chairperson
2. Head of Department
3. One Subject Expert (internal/external)
4. Registrar or nominee (Member-Secretary)

7.5 Approval Authority

The **Vice-Chancellor** is the final approving authority.

8. WORKLOAD AND RESPONSIBILITIES

8.1 Guest Faculty

- Course delivery as assigned by HoD
- Evaluation duties (as applicable)
- Student mentoring and academic support

8.2 Visiting / Adjunct Faculty

- Teach specialized modules
- Conduct workshops, seminars, and advanced lectures
- Support research collaborations

8.3 Professors of Practice

- Deliver practice-oriented teaching
- Establish industry linkages
- Mentor students in applied domains

8.4 Distinguished / Emeritus Professors

- Guide advanced research
- Deliver special lectures
- Contribute to academic leadership

8.5 Academic / Research Consultants

- Develop curricula, policies, and frameworks
- Provide research/project guidance

9. REMUNERATION & FINANCIAL RULES

9.1 General Rule

Honorarium varies by category.

For all categories other than Guest Faculty:

“Honorarium / remuneration shall be fixed and notified separately by the University from time to time.”

9.2 Guest Faculty Remuneration

- **₹500 per lecture/session**
- **Monthly ceiling: ₹25,000**
- Payment will **not** exceed the monthly cap under any circumstances.

9.3 Ceiling Clause

Notwithstanding the number of classes or hours assigned or delivered, the cumulative monthly remuneration payable to Guest Faculty shall be restricted to the notified ceiling amount. The ceiling is absolute, and no honorarium, arrears, supplementary payment, or financial claim shall be admissible beyond the maximum prescribed limit for any month.

10. TENURE & VALIDITY OF ENGAGEMENT

10.1 Guest Faculty

- Valid only for one 11 months OR
- Until the completion of the assigned course
(whichever is earlier)

10.2 Visiting / Adjunct Faculty

- Maximum tenure: One academic year, extendable based on performance.

10.3 Professors of Practice / Distinguished Professors

- Tenure shall be recommended by Dean and approved by VC.

10.4 Automatic Expiry

All engagements **automatically terminate** at the end of the sanctioned period unless renewed in writing.

Amendment Clause

This Policy is subject to revision, modification, or amendment based on updates in UGC regulations, directives under the National Education Policy (NEP) 2020, changes in national or state policies, or evolving institutional requirements. Any such revisions shall come into effect only upon approval of the Academic Council of Sikkim Alpine University.

11. TERMINATION

The University may terminate the engagement:

- For misconduct, non-performance, or violation of University rules
- For false claims or misrepresentation
- By giving 15 days' notice or honorarium in lieu thereof
- The faculty may resign with 15 days' notice

12. GENERAL CONDITIONS

1. Engagement does **not** create an employer–employee relationship.
2. No service benefits, leave, medical allowance, seniority, PF, or increments shall accrue.
3. Payment is made monthly based on sessions delivered, subject to ceiling.
4. The University's decision shall be final and binding.

13. RECORDS & MONITORING

Departments must maintain:

- Attendance records
- Workload distribution
- Feedback and performance evaluations

14. ANNEXURES

Annexure I: Departmental Requirement Proposal Format

(For seeking approval to engage Guest Faculty)

Department:

Programme/Course:

Reason for Requirement: (Vacancy/Workload/Leave etc.)

Justification:

Number of Faculty Required:

Recommended Mode: Advertisement/Panel/Walk-in

HoD Signature:

Dean Recommendation:

Date:

SIKKIM ALPINE UNIVERSITY
APPOINTMENT LETTER (CONTRACTUAL)

Mr./Ms./Dr. _____,

Address: _____

You are hereby appointed on a **contractual basis** as _____ in the Department of _____, Sikkim Alpine University, for a period of **** months** (or until the end of the current academic semester, whichever is earlier)** with a consolidated monthly remuneration of ****₹ _____/-**** under the following terms:

1. **Nature of Appointment:** This engagement is purely temporary and contractual, and does not confer any claim for permanent absorption or continuation beyond the contract period.
2. **Duties:** You shall undertake teaching, evaluation, mentoring, and administrative duties assigned by the HoD/Dean/University, and follow all Academic and Administrative rules of the University.
3. **Reporting:** You will work under the direct supervision of the HoD/Dean/Registrar, as applicable. The University may modify or assign any duties as required.
4. **Termination:** The contract may be terminated by **either side with one month's notice** or one month's remuneration in lieu thereof. In cases of misconduct or policy violation, the University may terminate without notice.
5. **Benefits:** No terminal benefits, pension, increments, or regular employee facilities are admissible. No concurrent employment/fellowship may be undertaken without written approval.
6. **Expiry:** The contract will automatically end on the last date of the term without further notice. No claim for extension shall be entertained.
7. **Document Verification:** At the time of joining, you must submit address proof, PAN card, and original academic documents with self-attested copies.
8. **Joining:** You must report for duty within **15 days** from the date of this letter, failing which this appointment shall stand cancelled.

Please sign and return the attached acceptance copy as confirmation.

By Order

Registrar
 Sikkim Alpine University
 (Seal)

Acceptance by Candidate

I, _____, accept the above terms and conditions and agree to join the post of _____ at Sikkim Alpine University.

Signature: _____

Date: _____

Annexure II: Interview Evaluation Form

(For Selection Committee)

Criteria	Marks	Score
Subject Knowledge	40	
Teaching Aptitude	20	
Communication Skills	20	
Experience & Research	20	
Total	100	

Annexure III: Engagement Order Format (Official appointment letter for Guest Faculty)**SIKKIM ALPINE UNIVERSITY
APPOINTMENT LETTER (CONTRACTUAL)**

Mr./Ms./Dr. _____,

Address: _____

You are hereby appointed on a **contractual basis** as _____ in the Department of _____, **Sikkim Alpine University**, for a period of **** months**** (or until the end of the current academic semester, whichever is earlier) with a consolidated monthly remuneration of ****₹ _____/-**** under the following terms:

9. **Nature of Appointment:** This engagement is purely temporary and contractual, and does not confer any claim for permanent absorption or continuation beyond the contract period.
10. **Duties:** You shall undertake teaching, evaluation, mentoring, and administrative duties assigned by the HoD/Dean/University, and follow all Academic and Administrative rules of the University. The University reserves the right to assign any other work deemed suitable in the larger interest of the University.
11. **Reporting:** You will work under the direct supervision of the HoD/Dean/Registrar, as applicable. The University may modify or assign any duties as required.
12. **Termination:** The contract may be terminated by **either side with one month's notice** or one month's remuneration in lieu thereof. In cases of misconduct or policy violation, the University may terminate without notice.
13. **Benefits:** No terminal benefits, pension, increments, or regular employee facilities are admissible. No concurrent employment/fellowship may be undertaken without written approval.
14. **Expiry:** The contract will automatically end on the last date of the term without further notice. No claim for extension shall be entertained.
15. **Document Verification:** At the time of joining, you must submit address proof, PAN card, and original academic documents with self-attested copies.
16. **Joining:** You must report for duty within **15 days** from the date of this letter, failing which this appointment shall stand cancelled.

Please sign and return the attached acceptance copy as confirmation.

By Order

Registrar
Sikkim Alpine University
(Seal)

Acceptance by Candidate

I, _____, accept the above terms and conditions and agree to join the post of _____ at Sikkim Alpine University.

Signature: _____

Date: _____

Annexure IV: Monthly Attendance & Payment Sheet

(To process honorarium)

Date	Topic Taught	Duration	Verified by HoD	Eligible Amount

Amendment Clause

This Policy is subject to revision, modification, or amendment based on updates in UGC regulations, directives under the National Education Policy (NEP) 2020, changes in national or state policies, or evolving institutional requirements. Any such revisions shall come into effect only upon approval of the Academic Council of Sikkim Alpine University.