

THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

F. No: LNMIIT/Reg/Policy-Matters/61/2017-18

Date: January 7, 2023

Guidelines for One-Year Contract based Faculty Appointments

The Institute has been appointing tenure track (regular) and long-term contract-based faculty members through a well-defined process, the last phase of which involves approval of the Acting Chairman of the Governing Council on behalf of the Governing Council, prior to issue of letter of appointment (for the first time). In addition, there are two separate guidelines issued for appointing course-specific visiting faculty members and guest / part time faculty members.

This specific set of guidelines is meant for appointing faculty members on one-year contract on purely temporary basis, subject to:

- A. Recommendation of a recruitment panel of involving external experts and internal members of the Faculty recruitment Panel, as approved by the AC:GC.

OR

- B. A need-based recommendation initiated by the HoD / DoAA / DoAR, along with a note of recommendations from the DoFA, for a period of one year contractual position on purely temporary basis.

The terms and conditions of the appointment would be as under

1. Such contractual appointment for one-year period assumes full time involvement of the appointed faculty members as per the need of the department.
2. The qualification for Contractual Faculty would be the same as those prescribed for the regular teachers of universities by Regulatory/statutory body as applicable.
3. The only exception in such cases is that due to their very nature such appointments are limited to a maximum of a period of one year, unless otherwise stated in the appointment letter in the context of "A" above in which case, provision mentioned in offer shall apply.
4. In all other cases, if so required by the department, as a short term measures of fresh one-year purely temporary contractual appointment may be issued subject to the context mention in "B" above.
5. In all such cases, the amount that shall be paid as salary to faculty members on one-year contract in both the cases "A" and "B" shall be a fixed consolidated amount.


The table given below without any scale or any additional allowances. In other words, in no such cases just like in the case Guest / part time faculty members and course specific visiting faculty members no basic, no grade/level no DA, no TA and HRA or no special allowances shall be admissible.

	Assistant Professor (on contract)	Associate Professor (on contract)	Professor (on contract)
Total emoluments*	Rs.1,05,000 CTI Per month	Rs.1,75,000 CTI Per month	Rs.2,00,000 CTI per month

*Emolument will be subject to TDS as per Income tax rules.



6. However, in case of faculty members appointed under this category, the Institute may provide a limited support for conference registration charges and in-country travel support provided that such a Research Conference is one of top conferences in area, as recognized by the department and the DQARC.
7. In order to use this provision, the departmental list of recommended conference must include the recommended conference for this support to be requested.
8. Attending Class Committee meetings and departmental meetings as and when called by the HoD is mandatory.
9. Faculty member will also be required to show evaluated answer sheets of all evaluation components like mid-term and end-term examinations to the students on time (usually within two weeks' time since the date of the examination for that course).
10. CL, CCL, DL, OD leaves are identical for all one-year contractual positions irrespective of these being faculty / non-faculty positions. In addition, such one-year contractual faculty members may be provided a limited amount of addition of leave days not exceeding twice the number of the months spent by them at the Institute, subject to due justification of such request for leaves as vetted by the HoD and approved, prior to proceeding on leave, by the DoFA. This is in order to take care of legitimate research/academic/extra ordinary purposes and but it cannot be claimed as a matter of right.
11. All such one-year contractual positions require 'in-person' presence in campus during the Institute working hours on all working days.
12. It may be noted that this mode is not a recommended mode of primary appointment and may be considered only in cases wherein a department has a justifiable workload plan or commitment that cannot be handled only by the faculty members currently on roll.
13. Such faculty members for the period of their stay in the Institute would be given the benefits of medical insurance just as in case of contractual non-teaching staff of contractual kind (one-year), as per rule.
14. Provident Fund rules as applicable to non-teaching staff of one-year purely temporary contractual type shall apply in such cases as well.
15. All such appointments will be subject to general terms and conditions of service for contractual appointments as in force for this purpose by the institute.
16. The Institute reserves the right to modify (add, delete or change) any of these provisions without any prior intimation.
17. These guidelines will come into force from the date of its notification.
18. This bears approval of the competent authority.


(Dr. Vikram Sharma)
Acting Registrar

Copy for information to:

1. PS to Director
2. All Deans and HoDs
3. Finance Officer
4. In-Charge, IDAAR Cell