

**Adjunct Faculty Scheme**  
**And**  
**Guidelines for empanelment of Adjunct Faculties**  
**in NCHMCT and its affiliated IHMs**



**National Council for Hotel Management and  
Catering Technology  
A-34, Sector-62, NOIDA**

(Made by Board of the Council, in exercising the powers vested under Clause (a) of Section 30 of the Memorandum of Association and Rules & Regulations of the National Council for Hotel Management and Catering Technology)

## **1 Preamble**

The expectations from the hospitality education system have undergone a significant change over the last few years since the work style and business strategy of Hospitality Industry is changing very frequently. The key thrust has been on improving the employability prospects of the hospitality graduates and also improving the quality and quantum of research in the field of Hospitality. Therefore, it becomes imperative to involve experts, professionals and researches from beyond the Academic fields to contribute to the emerging needs of hospitality education system. The Indian hospitality education system is poised to make itself more relevant to the needs of industry and employment opportunities keeping in mind the rapid changes in job requirements and needs of the economy.

It is well realized that there is lot of creative talent and intellectual resources available within the Hospitality Industry that are not formally connected to the hospitality education system. It is imperative that the expertise and experience of such individuals, who gathered experience in the need base changed in the Industry but not in the Hospitality education, flows into our system. This would enhance, strengthen and improve the quality of teaching, training and research. The current massive expansion phase in Tourism and Hospitality Industry, mandating huge programmatic diversity, also requires that faculty resources be augmented by utilizing the services of veterans in the Industry including skilled professionals, both serving and retired. It is also essential that such faculty may not have with the same degree as adopted for full-time faculty but their experience in the Industry and improved hands on skill will equate the higher degree. It is also necessary to have uniformity and transparency in the process of hiring/ nominating adjunct faculty in the institutions.

This arrangement definitely will make a conjugal environment for Industry-Academia coordination towards improving the course content as per requirement of the Industry. At the same time students motivation will be improved.

## **2 Objectives**

- 2.1 To develop a useful and viable collaboration between institutions and industry and enhancing quality of education and skills by involvement of Industry veterans, practitioners, policymakers and skilled professionals in teaching, training, research, Consultancy and related services on regular basis;
- 2.2 To attract distinguished individuals who have excelled in their field of Hospitality to enrich the overall learning processes by bringing external perspectives to teaching. Such interactions are expected to foster trans-disciplinary approach and synergize the outside 'real world' experience with the inside intellectual pursuits in the Institute;
- 2.3 To promote the interaction of skilled professionals with the learners and facilitate the imparting of industry relevant standards in skills, acceptable nationally, which could fulfill the need for skilled workforce and also to undertake R&D in the areas related to skill education & development, entrepreneurship and employability *etc*;
- 2.4 To recognize the skills of professionals in their respective areas of excellence irrespective of their position to impart training to the learners of skill based Hospitality courses.

### **3 Target Group**

- 3.1 Hoteliers working in Managerial capacity (One level below GM Level or GM Level) or above in 5 star / Heritage Grand or above category approved hotel.
- 3.2 Hoteliers of GM Level or above in 4 star and 3 star / Heritage or above category approved hotel.
- 3.3 Professionals in the field of Hospitality having reputation in the Industry.
- 3.4 Chefs having brand value in the Hospitality field.
- 3.5 Professionals having special knowledge of leading organization with life skills, administrative and management experience.

### **4 Engagement Modalities**

#### **4.1 Qualification and Experience**

One has to fulfill the Educational Qualification and experience as prescribed below. However, person fulfilling the eligibility criteria as per (d), need not to possess academic qualifications and experience as prescribed in (a), (b) & (c):

(a) Full-time Degree/3-Yr. diploma in Hotel/Hospitality Management/ Administration / Culinary Art from NCHMCT/AICTE/State Board of Technical Education/ Recognized University.

**OR**

(b) Master's degree in Hospitality/ Hotel Administration / Hotel Management/ Culinary Art or MBA from a recognized University/ Institute.

**AND**

(c) At least 15yearstotal experience (Teaching and/ or Industry). Hotel industry experience minimum 5 years in Managerial capacity (One level below GM Level) or above in 5 star / Heritage Grand or above category approved hotel and fulfilling the educational as prescribed in either (a) or (b) above.

**OR**

At least 15yearstotal experience (Teaching and/ or Industry). Hotel industry experience minimum 8 years in GM Level or above in 4 star / Heritage or above category approved hotel and fulfilling the educational as prescribed in either (a) or (b) above.

**OR**

At least 15yearstotal experience (Teaching and/ or Industry). Hotel industry experience minimum 10 years in GM Level or above in 3 star or above category approved hotel and fulfilling the educational as prescribed in either (a) or (b) above.

**OR**

A Professional Consultant in the field of Hospitality for last 5 years, having good reputation in the Industry and having prior experience of at least 10 years in the Hospitality Industry and fulfilling the educational as prescribed in either (a) or (b) above.

(d) An indigenous renowned Chef and hotel professional having public image and carry brand value for last 5 years or more.

**OR**

Special knowledge of Tourism, Indian Heritage and related fields.

**OR**

Any national/international awardee having reputation in the field of hospitality.

#### **4.2 Selection/ Nomination criteria**

Adjunct Faculty will be appointed by the competent authority based on the recommendation of a Committee. The Principal or the senior faculties of the Institute will bring the nomination of probable Adjunct Faculties, who are fulfilling the eligibility criteria as mentioned in clause 4.1 of the scheme and willing. It is expected that any such nomination/ application for adjunct faculty is first discussed at the Institute level. The Institute will make an assessment of the application and make comments specifying the suitability of such candidate(s) in the department / institution level academic activities and Industry-Academia coordination. If the Institute recommends a case for adjunct faculty, the same should be examined and recommended by the Committee comprising of following :

- (a) Principal;
- (b) Representative of NCHMCT;
- (c) Industry representative in the Board of Institute.

Engagement should be made with the approval of the Chairman, BOG of the Institute.

#### **4.3 Maximum number of Adjunct Faculties per Institute**

The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time, subject to maximum of 10 in an Institute. However, this number are supernumerary in nature and the Institute should not count them as regular faculty to fulfill the requirement of Affiliation norms of NCHMCT.

### **5 Role and Responsibilities**

#### **5.1 Teaching**

Adjunct faculty will be expected to teach courses directly related to his/her specific expertise and professional experience or the areas of his specialization. He may also contribute to the institution's activities like counselling of students through motivational talk, developing new course(s) and pedagogical improvements.

#### **5.2 Training**

Adjunct faculty 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.

### **5.3 Research**

Adjunct faculty may also be involved in the M.Phil / Ph.D. coursework based on his professional and research proficiency adjudged by the concerned institution. Adjunct faculty is expected to interact with and supervise the research students in the area of his specialization or professional proficiency. However, there should be preferably one core faculty member associated as Supervisor / Co-supervisor for smooth induction and coordination of academic procedures. The adjunct faculty may lack a traditional academic background in such case, they are not expected to contribute to the institution'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, 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.

### **5.4 Service**

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

### **5.5 Consultancy**

Adjunct faculty is also expected to actively participate in Consultancy Activities undertaken by the Institutes. If there is any honorarium system out of the revenue of such Consultancy, such honorarium is also payable to the Adjunct Faculty in addition to the normal honorarium for teaching.

## **6 Cost and Honorarium**

She/he will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture of One hour to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 80,000/- (Rs. Eighty Thousand Only) per month. The Adjunct Faculty will work at the host institution for a minimum of 01 Lecturer per Month.

## **7 Token of Recognition**

As a token of recognition, the Institute should send him/ her a formal engagement agreement on getting consent. Further his/ her name should be highlighted in the website of the Institute during the contract period. His/ her contribution to the Institute as Adjunct Faculty should be recognized through an appreciation certificate, highlighting his contribution to the Institute along with a memento at the end of the contract tenure.

## **8 Feedback**

At the end of semester, every Institute will collect a feedback of Students on the learning of the topic delivered. Similarly, feedback of students will also be collected on the learning. In case of non-satisfactory feedback, the tenure of adjunct faculty will be discontinued.

## **9 Tenure and continuance**

Period of empanelment will vary from 06 months to 03 years as decided by the Institution on mutually agreed terms. If the incumbent is left the particular Industry group during the agreed tenure and join other similar group or started won consultancy, the candidature be re-consider by the committee for assessment of suitability and continuance for the remaining tenure. In case the incumbent is either left the job or retired during the agreed tenure, the term will be ended on completion of the ongoing semester. Renewal of contract for another term is also allowed through the same process as mentioned in clause 4.2 of the scheme.

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