

R-1708/ce
19.9.16


OFFICE OF THE REGISTRAR
(ADMINISTRATION SECTION-T)
ALIGARH MUSLIM UNIVERSITY
ALIGARH

Dated: .09.2016

OFFICE MEMO

The Vice-Chancellor on behalf of the Academic Council and the Executive Council has approved the following recommendations of the Committee, constituted to look into the requirements of making provision to facilitate the teachers of AMU to be Adjunct Faculty at other University/ Institution:

1. The faculty members of the University may serve as Adjunct Faculty in other Academic/Research Institutions/Universities in India and abroad.
2. A Maximum of six visits per year may be allowed.
3. The duration of each visit shall not exceed 15 days in India and 30 days abroad.
4. The concerned teacher may be sanctioned Special Duty Leave of 30 days in a year excluding travel time to serve as Adjunct Faculty in other University/Academic/Research Institutions in India and abroad.
5. The teacher concerned shall obtain approval of the competent authority (VC/PVC) before accepting the offer of Adjunct Faculty from some other University (Academic/Research Institutions) in India and abroad. Once formal orders are issued in this regard, the teacher may avail Special Duty Leave by giving information to the concerned Chairman/Director. In case the teacher concerned is the Chairman and /or the Dean he/she will avail Special Duty Leave by giving information to the Dean of the concerned Faculty and/or to the Vice-Chancellor, as the case may be.
6. A proper record be maintained in the office of the Chairman of the concerned Department with regard to availing of Special Duty Leave by the teachers to serve as Adjunct Faculty in other Institutions/Universities. A copy of this information will be formally sent to the Office of the IQAC for maintenance of record.


(MINHAJ A. KHAN)
Joint Registrar

No. Admin/LD/ 2417 /T

Dated: 06 .09.2016

Copy to:

1. Deans of the Faculties/DSW
2. Chairmen of the Departments of Studies/Head of Offices
3. Principals of Colleges / Polytechnics
4. Prof. S. Imtiaz Hasnain, Chairman, Committee to Monitor the Academic Progression and Ranking of the University
5. Chief Medical Superintendent, J.N. Medical College & Hospital
6. Director (MAS)
7. Provosts of Halls of Residences and NRSC
8. Proctor
9. Librarian, M.A. Library
10. Director, Directorate of School Education
11. Editor, Muslim University Gazette / I.A.O.
12. Joint/Deputy Registrars / Joint/Deputy Finance Officers / Deputy Controllers
13. Assistant Registrars / Assistant Finance Officers / Assistant Controllers
14. Assistant Registrar, Vice-Chancellor's/Pro Vice Chancellor's Secretariat
15. Property Officer / P.R.O.
16. P.S. to Registrar / Finance Officer
17. Sr. PA to Controller of Examinations
18. Sr. Programmer, Computer Cell, Registrar's Office
19. Systems Manager, Computer Unit, Central Accounts Office
20. Web Master, Computer Centre
21. Guard file

D. Umy
6/9/16
Joint Registrar
[Signature]