

## **Guidelines for engagement of Distinguished Fellow in Indian Institute of Corporate Affairs (IICA)**

1. **Name of the Position:** Distinguished Fellow
2. **Objective:** The objective to engage Distinguished Fellow is to engage senior policy makers and professionals in IICA's activities with a view to achieve excellence in research, teaching and policy support.

Such involvement shall help in bringing external prospective to all endeavours of IICA. In addition to this, the engagement of such Fellow will also help in establishing an active industry interface.

### **3. Eligibility Conditions:**

- i) Experience: Minimum 25 years experience;
- ii) A person of high distinction and professional attainment who has made significant contributions to Policy and Practice;

### **4. Mode of Entry:** By Nomination or By Invitation or By Application

An accomplished leader in area of policy and practice may be considered by a position of Distinguished Fellow.

5. **Selection process:** Chairman, BOG and Secretary, MCA, will be the Competent Authority to approve a proposal to appoint a person as Distinguished Fellow.

### **6. Remuneration/Salary/Honorarium:**

- a) Contingency grant (Non-lapsable) of Rs.20,000/- per annum towards secretarial assistance, travel within the country connected with the research project, stationery, postage, consumable, books and journals. However, books and journals and equipment etc. procured out of the contingency grant will be the property of IICA. The expenditure would be accounted for audit by the IICA.
- b) Additionally, as per availability of funds in a project, additional research support staff may be provided.

### **7. Broad Expectations/Outputs:**

- a) Contribute at least one working/policy paper on an area of contemporary importance;
- b) Collaborate/guide IICA faculty in research work;
- c) To deliver Lectures and consultation in the meetings;
- d) Any other mutually agreeable responsibility.

### **8. Other terms and conditions of engagement:**

- i) The person selected shall be designated as Distinguished Fellow, IICA;
  - ii) Common office space with required computing and telephone facility on visit to IICA in IICA Campus.
  - iii) Travel support/reimbursement of travel expenses to IICA from his/her place of stay and back as per need.
  - iv) Free lodging and boarding at IICA in case the visit to IICA is occasional.
9. **Annual Report:** An Annual Report on the contribution of the Distinguished Fellow will be presented to the Board of Governors, IICA, through DG&CEO. The Distinguished Fellow shall submit a final report of the work done together with a synopsis of the work in 1000 words for reference and use by IICA.
10. **Cancellation of Fellowship:** The fellowship is liable to cancellation in case of any misconduct including research piracy, unsatisfactory work, ineligibility of the candidate if noticed later.

## **Guidelines for Engagement of Fellows in the Indian Institute of Corporate Affairs (IICA)**

1. **Name of the Position:** Fellow
2. **Key Objective:** In order to successfully execute various projects/ programmes, IICA will endeavour to induct Fellows. Ordinarily, position of a Fellow shall be embedded in a project/ programme along with some related responsibilities.
3. **Eligibility Qualifications:**

**Essential:** Persons having Master's Degree in relevant subject such as Economics, Business Management or equivalent in relevant field/subject or an LLB degree.

**Desirable:** Persons with PhD degree, research experience, published papers and post qualification experience in the relevant field would be preferred.
4. **Work Experience:** Minimum 5 years of experience in industry/research/teaching. Out of which a minimum one year of work experience should be relevant to the job description. The broad work experience will be based on the functional areas assigned to IICA. Preference will be given to persons with work experience in the relevant field supported by published work/policy papers/appraisal/monitoring of projects and schemes etc.
5. **Other Attributes:** Candidates should have good working knowledge of computing skills and ability to work on statistical software, if required. They should also possess strong communication and interpersonal skills.
6. **Mode of Entry:** Ordinarily, the selection shall be by Application. However, to meet a project contingency, nomination may also be considered.
7. **Age Limit:** Candidates should be below 35 years of age as on 1<sup>st</sup> July of the year of advertisement.
8. **Selection process:** The candidate shall be appointed by DG & CEO based on the recommendation of the selection committee. Selection committee consisting of the following shall make recommendation for engagement of suitable person/s as Fellow:
  - a) DG & CEO
  - b) CAO/ Manager HR
  - c) Two external subject matter experts; and
  - d) One relevant faculty member from IICA;
9. **Remuneration/Salary/Honorarium:** The Fellow shall be given an honorarium of Rs.30,000/- to Rs. 70,000/- per month, based on his/her qualification and experience, inclusive of Transport Allowance.

Annual increment may also be admissible as per available funding and review of performance of a Fellow.

10. **Period of Engagement:** A Fellow may be engaged in IICA initially for a period of 2 years, which may be extended upto five years – one year at a time, on the recommendations of Selection Committee and approval by the DG&CEO, IICA.
11. **Rotation:** Depending upon the requirements of IICA and candidate's personal skills, can be rotated to other divisions within IICA.
12. **Leave:** Leave of 12 days shall be allowed in a year on pro-rata basis.
13. **TA/DA:** The Fellow shall be allowed to undertake domestic tours for which TA will be allowed for travelling by air in Economy Class or by Rail in AC Two Tier.
14. **Reimbursement for other expenses** such as hotel accommodation, reimbursement of taxi charges and reimbursement of food bills will be as per IICA policy.

**15. Broad Expectations/Outputs:**

At the time engagement, the contract shall articulate clearly the deliverables of a Fellow. However, broad deliverables will be as below:

- a) Perform duties as assigned to a Fellow in a Project/ Programme
  - b) Contribute at least one working/policy paper on an area of contemporary importance;
  - c) Collaborate with IICA faculty in research work;
  - d) To deliver lectures in IICA courses;
  - e) Assist IICA in increasing interactions with Government, Industry and other stakeholders;
  - f) Any other relevant task assigned by the DG&CEO, IICA.
16. **Annual Performance Report:** An Annual Performance Appraisal of the Fellow would be undertaken through Annual Performance Report in the performa prescribed by IICA. In order to bring objectivity, assessment would be done by the Reporting Officer of the School/Center and reviewed by the Head of the School/Center. The School/Center shall forward the APAR for the preceding assessment year to HR Division within one month prior to completion of the term for each year. Thereafter, the APR will be considered by the DG&CEO, IICA.

## **Guidelines for Engagement of Adjunct Faculty in Indian Institute of Corporate Affairs (IICA)**

**1. Name of Position:** Adjunct Faculty (May also be referred as Prof./ Associate Prof./ Assistant Prof. of Practice)

**2. Objective:** to engage to perform the following tasks, in addition to the tasks decided at the department level:-

- Teach Core/Elective courses in which the person's practical experience and knowledge can add significant value to theory.
- Supervise and co-supervise projects/research with a view to adding practical dimensions to the work.
- Be a Joint-investigator in sponsored and Consultancy projects, bringing in significant expertise to match industry needs and expectations.
- Assist the institute to break new ground with industry in cutting edge research and to be prime mover in taking the institute's research-based consultancy to new levels in quality and quantity.
- Support institute development activities with an industry interface - e.g., sponsored & top-up programs, Chair Professorships, awards and scholarships, CSR funding, projects etc.
- The topics and scheduling of these lectures will be decided jointly by the Adjunct Faculty and his counterpart faculty members. The counterpart faculty will also teach the subject and deliver the remaining lectures.

### **3. Eligibility Conditions:**

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

- 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.
- Must have been recognized by various bodies in his field
- Her/his association must add value to the academic programme/students.

### **5. Selection Process:**

The candidate shall be appointed by DG & CEO based on the recommendation of the selection committee. Duration of appointment shall vary between 6 months to 3 years as may be decided by the Institute. Reputed civil servants, bankers, lawyers and other professionals, both serving and retired can be inducted as adjunct faculty from outside the Institute. The usefulness of experience of such candidates in academic activities shall

be clearly recorded before any appointment is made. The Selection Committee shall comprise as following:

- a) Director General & CEO or his nominee (Chair)
- b) Chief Administrative Officer,
- c) Chief Finance Officer,
- d) Head of concerned School/Centre and
- e) Representative of Ministry of Corporate Affairs

#### **6. Other Terms and Conditions:**

- Adjunct Faculty must spend at least three weeks in the Institute in a year.
- Adjunct faculty will supervise / co-supervise projects at all levels - carry out sponsored research and consultancy, and teach courses. They will bring reputation to the Institute, add valuable expertise and practical knowledge and complement the knowledge pool of the existing faculty.
- Adjunct Faculty'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.

#### **7. Research:**

Adjunct Faculty 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.

#### **8. Teaching:**

Adjunct Faculty is required to contribute to the institute's instructional programs by advising participants and helping to develop innovative new courses. These activities would necessarily revolve around their extraordinary domain skills and practical experience.

#### **9. 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 trainees, helping trainees network, and providing internship and job opportunities.

#### **10. Remuneration:**

Adjunct Faculty shall receive honorarium per day/per session as per approved rates of the Institute subject to a maximum ceiling of Rs. 1,20,000/- per month.

#### **11. Other facilities:**

- Common office space with required computing and telephone facility on visit to IICA in IICA Campus.
- Travel support/reimbursement of travel expenses to IICA from his/her place of stay and back as per need.
- Free lodging and boarding at IICA in case the visit to IICA is occasional.

## **Guidelines for engagement of Professor Emeritus in Indian Institute of Corporate Affairs (IICA)**

1. **Name of the Position:** Professor Emeritus
2. **Objective:** The objective to engage Professor Emeritus is to engage a person of high academic distinction and professional attainment in IICA's activities with a view to achieve excellence in research, teaching and policy support.

Such involvement shall help in bringing external prospective to all endeavours of IICA. In addition to this, the engagement of such person will also help in establishing an active interface with academic institutions of international repute.

### **3. Eligibility Conditions:**

- a) **Experience:** Minimum 25 years of experience and must have been retired as Professor;
- b) A PhD degree from an institute of repute or a Fellow of IIMs with academic accomplishments including research publications in international peer-reviewed journals, and
- c) A scholar of nationally and internationally recognized eminence and his/her contribution should have made a difference to the discipline and/or to society. The difference to the discipline/ society could be judged in terms of formulating new concepts/ paradigm/ hypothesis/ innovation/ discoveries which have been recognized as peer group academics and should have evidence through publications and other forms of research outputs;

### **4. Mode of Entry:** By Nomination or By Invitation or By Application

An accomplished leader in area of policy and practice may be considered for a position of Professor Emeritus.

5. **Selection process:** Chairman, BOG and Secretary, MCA, will be the Competent Authority to approve a proposal to appoint a person as Professor Emeritus.

### **6. Remuneration/Salary/Honorarium:**

- a) Contingency grant (Non-lapsable) of Rs.20,000/- per annum towards secretarial assistance, travel within the country connected with the research project, stationery, postage, consumable, books and journals. However, books and journals and equipment etc. procured out of the contingency grant will be the property of IICA. The expenditure would be accounted for audit by the IICA.
- b) Additionally, as per availability of funds in a project, additional research support staff may be provided.

7. **Period of Engagement:** Professor Emeritus may be engaged by IICA for a maximum period of 3 years. Reappointment may also be considered if agreeable to both sides.

8. **Broad Expectations/Outputs:**

- a) Contribute at least one working/policy paper on an area of contemporary importance;
- b) Collaborate/guide IICA faculty in research work;
- c) To deliver Lectures and consultation in the meetings;
- d) Any other mutually agreeable responsibility.

9. **Other terms and conditions of engagement:**

- a) Common office space with required computing and telephone facility on visit to IICA in IICA Campus.
- b) Travel support/reimbursement of travel expenses to IICA from his/her place of stay and back as per need.
- c) Free lodging and boarding at IICA in case the visit to IICA is occasional.

10. **Annual Report:** An Annual Report on the contribution of the Professor Emeritus will be presented to the Board of Governors, IICA, through DG&CEO. The Professor Emeritus shall submit a final report of the work done together with a synopsis of the work in 1000 words for reference and use by IICA.

11. **Withdrawal of Professor Emeritus:** The position of Professor Emeritus is liable to cancellation in case of any misconduct including research piracy, unsatisfactory work, ineligibility of the candidate if noticed later.



## **Guidelines for Engagement of Visiting Faculty in Indian Institute of Corporate Affairs (IICA)**

**1. Name of the Position:** Visiting Professor

**2. Objective:** The key objective to engage a Visiting Faculty is to bring on board eminent scholars

**3. Eligibility Qualifications:**

Ph.D. with first class at the preceding degree or equivalent in the appropriate branch with a very good academic record throughout.

**4. Work Experience:**

Experience equivalent to the level for which appointment is being made.

Generally a person who has held or is holding the post of Professor or a person, who has achieved distinction outside the university sector, should be considered for appointment as Visiting Professor.

**5. Selection Process :**

The candidate shall be appointed by DG & CEO based on the recommendation of the selection committee. Duration of appointment shall vary between 1 month to 1 year as may be decided by the Institute.

The candidate shall be selected by the selection committee consisting of the following :-

- a) Director General & CEO
- b) Chief Administrative Officer,
- c) Chief Finance Officer,
- d) Head of concerned School/Centre and
- e) Representative of Ministry of Corporate Affairs

**6. Other Terms & Conditions:**

- Visiting Faculty engagement can be made to a specific area, center or group or at the institute level. The area, center or group for which the engagement is considered should identify specific teaching needs and responsibilities of the Institute.
- For engagement to an area, center or group, the recommendation from the concerned area, center or a group shall be included as an input for the evaluation process.
- For engagement to an area, center or group, Selection Committee shall evaluate and make appropriate recommendation to the Director General of the Institute.
- Institute shall review the engagement each year. Director General shall decide continuation / termination on the basis of review.
- Reengagement or extension of current engagement would follow the same procedure of selection.

**7. Remuneration:**

Visiting Faculty may receive compensation as lump-sum payment at the following levels:

- Assistant Prof. level 60,000/-
- Associate Prof. level 80,000/-
- Prof. level 1,00,000/-

#### **8. Other facilities**

- If a person working abroad on a permanent basis is invited as a Visiting Professor, the Institute may meet the cost of international air travel.
- Common office space with required computing and telephone facility on visit to IICA in IICA Campus.
- Travel support/reimbursement of travel expenses to IICA from his/her place of stay and back as per need.
- Free lodging and boarding at IICA in case the visit to IICA is occasional.