



(An Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)

TERMS AND CONDITIONS FOR EMPANELMENT OF VISITING FACULTY AT NATIONAL INSTITUTE OF DESIGN, MADHYA PRADESH

National Institute of Design, Madhya Pradesh (MP) invites applications from eligible candidates having requisite qualifications and experience in the relevant field/ industry/ academic institutes for the empanelment of Visiting Faculty (VF). The Courses for which Visiting Faculty are required are listed in the “Careers” section of our website.

Interested candidates from amongst Academicians/ Educators/ Trainers/ Industry Professionals may fill up the google form and upload detailed CV & copies of educational / experience certificates in support of eligibility in the fields of Foundation Studies, Textile and Apparel Design, Industrial Design and Communication Design by clicking on a link provided in “Careers” section of NID MP website (www.nidmp.ac.in)

The broad guidelines for Visiting Faculty engagements are given below:

- (i) For a theory course in B.Des, the Visiting Faculty should have minimum Masters Qualification with minimum 5 years of experience or with Bachelor's degree should have minimum 10 years of experience in the industry and/or academics.
- (ii) Significant experience in the course domain and relevant teaching exposure in the course involved is desirable.
- (iii) For a skill based course, visiting faculty may be invited with minimum 05 years of experience.
- (iv) Timing of courses should be during the official institutional hours and Visiting Faculty should observe Institution timings. In some of the courses, Visiting Faculty will be required for a part of the course.
- (v) Online Course/ Courses conducted through Video conferencing* etc. would be considered as full-time course and visiting faculty appointment and payment of honorarium would be done as per the norms with prior mention and approval.
- (vi) Honorarium shall be paid as per the policy of the Institute. (Session/Day Wise)
- (vii) Honorarium would be paid to the Visiting Faculty according to their qualification and duration of the engagement in the course.

- (viii) For the course module of the duration of one week or more, one extra day for evaluation would be provided.
- (ix) The Institute will organize outstation travel for the outstation visiting faculty members including their local stay and food in the guesthouse. A logbook or a printed coupon system to be introduced to avail the facility of Canteen/Mess by the Guest House caretaker.
- (x) In special cases and onsite visits, VF may arrange for their food for which expenses will be reimbursed as per the as per the norms of the institute. The VF required to fill up the Cash Voucher in case there is no bill and that to certify the Discipline Lead for payment.
- (xi) In case of VF travelling location is not connected by Train/Air connectivity, the VF may request for reimbursement of Taxi fare or own car expenses as per the institution norm with prior approval from authorities. To and fro taxi fare to be calculated based on the submission of one-way bill.
- (xii) Local travel for outstation as well as local Visiting Faculty should be self-arranged through taxi/ radio cab/own vehicle on submission of bills (original) for reimbursed as per the institutional norms.
- (xiii) The Discipline Lead and Anchor Faculty should verify the presence of the Visiting Faculty for the course and completion of the course at the end.
- (xiv) For the outstation Visiting Faculty, they should submit the one-way boarding pass (Web checking boarding pass) and taxi/radio cab/vehicle bills/receipts (original certified by the Anchor Faculty/ Discipline Lead. Local Visiting Faculties may submit their conveyance bill to the Course lead/Anchor faculty.
- (xv) The honorarium and applicable expenses for the Visiting Faculty will be credited to VF account after the completion of course, evaluation and submission of travel documents and bills.
- (xvi) For any queries, please contact Academics Office on mobile number: 8305103032.