



No.MANUU/ER-I (B)/F-110/2017-18/185

23<sup>rd</sup> April, 2018

CIRCULAR

The term of the appointment of the Guest Faculty who have been engaged on contractual basis in various Departments of the Headquarters as well as in the Institutions of the Satellite Campuses of the University has been extended till last working day of the current academic year. The Head of the Institutions are hereby advised to send fresh proposal for engagement of Guest Faculty in the Department / Institutions with justification rather than processing the extension of the term of appointment of the existing Guest Faculty working in their Departments / Institutions.

The Head of the Department / Institutions are requested to send the proposal in enclosed format well before the commencement of next academic session not later than 10.6.2018.

  
Registrar

To

Heads of the Departments/Institutions & Principals CTEs/Polytechnics  
Main Campus & Satellite Campuses

Copy to:

1. All the Dean, School of Studies
2. Dean, Academic
3. Dean, Satellite Campuses
4. Secretary to Vice-Chancellor
5. Secretary to Pro-Vice-Chancellor
6. Office of the Registrar
7. Office of the Finance Officer
8. Director, CIT - For uploading on MANUU website
9. Concerned file

**PROFORMA – A**  
**(Workload Assessment)**

Name of the School:

Name of the Department:

Programs:

UG		PG		M.Phil.		Ph.D.		Diploma	
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Medium of Instruction: Urdu

No	Program	Yr	No. of Sections	Approved Intake	Admitted Intake	No. of Teaching Hours / Week		Total Workload (7 + 8)	Remarks
						Theory	Practical		
1	2	3	4	5	6	7	8	9	10
1.	UG	I							
		II							
		III							
		IV							
		V							
		VI							
		VII							
		VIII							
2.	PG	I							
		II							
		III							
		IV							
3.	M.Phil.	I							
		II							
		III							
Total Workload/Week									
<p><b>Note:</b> Wherever Research Scholars with JRF are available their services may be drawn for teaching UG and Diploma Programs not exceeding the 10 Hrs per Week as per Fellowship Mandate</p>									

Head of the Department

Dean of the School

**PROFORMA – B**  
**(Faculty Requirement)**

Name of the School:

Name of the Department:

Programs:

UG		PG		M.Phil.		Ph.D.		Diploma	
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Medium of Instruction: Urdu

**Workload Details**

No.	Workload	:	No. of Hrs/Week
1.	Total Workload	:	
2.	Shared by Regular Teachers	:	
3.	Allotted to Research Scholars drawing Fellowships	:	
4.	Workload for which Arrangements to be made	:	

**Details of Teaching Arrangements**

No.	Name of the Teacher	Designation.	No. of Teaching Hrs Allotted			
			Theory	Practical	Remedial	Total
1.		Professor				
2.		Assoc. Prof.				
3.		Asst. Prof.				
4.		Contract Faculty				
5.		JRF				
6.		Project Fellow				
7.		Guest Faculty				
8.		Part-Time				
9.		Adjunct Faculty				
10.		Visiting Faculty				

All the Permanent teachers are engaged in extra teaching in addition to regular workload and Remedial includes Dissertation Contact Hours, Seminars etc.,

**Head of the Department**

**Dean of the School**