

PANJAB UNIVERSITY, CHANDIGARH

No. 7792-7872/Estt.-I
Dated 20/7 /2023

REMINDER

1. Kind attention is invited to Panjab University Circular No. 5303-5404/Estt.-I dated 10.06.2014 related to policy/norms for appointment of Guest Faculty in the University Teaching Department. A copy of the Circular dated 10.06.2014 is enclosed herewith. The specifically Para III of the Circular No. 5303-5404/Estt.-I dated 10.06.2014 is reproduced below:-

- 'III. At the end of the Academic Session, a report regarding the work and conduct of the Guest Faculty will be given by the Chairperson to the Academic and Administrative Committee of the Department.

If the work and conduct of the Guest Faculty is found to be satisfactory then the Academic and Administrative Committee may recommend his/her name as Guest Faculty to teach in the Department for the next Academic Session w.e.f. the date the next Academic Session starts. However, in case, the work and conduct of the existing Guest Faculty in the Department is not found satisfactory during the Academic Session, then the Chairperson/ Head of the Department on the recommendations of the Academic & Administrative Committee of the Department may relieve him/her after issuing the show cause notice'.

Keeping in view the above referred circular, the Chairpersons of the Department are requested to kindly follow the circular in letter and spirit while recommending the case of Guest Faculty for extension of each semester.

2. Further, it is again requested that the proposal for current semester/ session regarding Guest Faculty, duly recommended by the Academic and Administrative Committee of the Department be submitted as per Annexure-I and II already circulated vide No. 877-976/Estt.-I dated 06.07.2010 (Copy enclosed).

3. In addition to above, the circulars with regard to appointment of Guest Faculty may also be followed in letter and spirit.


Deputy Registrar (Estt.)

Copy to following for information and necessary action:-

1. All Chairperson/ Director/ Head of teaching Department and Regional Centres of Panjab University, Chandigarh.
2. Registrar
3. Assistant Registrar (DUI)

PANJAB UNIVERSITY, CHANDIGARH

CS3
No. 53-3-5401/ESH-F
Dated 10/6/2014

CIRCULAR

In pursuance of orders passed by the Hon'ble Punjab & Haryana High Court in CWP No. 13388 of 2012, the Syndicate at its meeting held on 26.4.2014 (para 17) has decided that the recommendations of the Committee dated 11.2.2014 regarding policy norms of appointment of Guest Faculty in the University Teaching Department be modified and approved, as under:-

- I. A notice for inviting applications from the prospective candidates for appointment as guest faculty be put up on the notice board of the department as well as on the Panjab University website.
- II. The appointment of Guest Faculty be made through the Selection Committee, consisting of the following.
 - a) Chairperson of the Department ..Chairperson
 - b) One nominee of the Vice-Chancellor
 - c) Two to three subject experts from the department or the concerned/allied subjects within the same Faculty.

The names of the subject experts will be sent by the Chairperson to the Vice-Chancellor for approval on the recommendation of the Academic and Administrative Committee of the concerned department. However, the Vice-Chancellor can add or delete any name in the recommended list of subject experts.

- III. At the end of the Academic session, a report regarding the work and conduct of the Guest Faculty will be given by the Chairperson to the Academic and Administrative Committee of the Department.

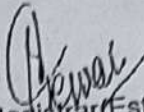
If the work and conduct of the Guest Faculty is found to be satisfactory then the Academic and Administrative Committee may recommend his/her name as Guest Faculty to teach in the department for the next academic session, w.e.f the date the next Academic Session starts. However, in case the work & conduct of the existing guest faculty in the department is not found satisfactory during the academic session, then the Chairperson or Head of the Department on the recommendations of the Academic and Administrative Committee of the Department may relieve him/her after issuing the show cause notice.

- IV. The Guest Faculty may also be appointed from within the permanent/regular University/College teachers for the academic session, on the recommendation of the Academic and Administrative Committee of the Department, but these teachers have to submit the NOC from the Head of the Department.

P.T.O

CS2
The Chairpersons/Heads of the Departments/Centres/Institutes of the University may submit their proposal/s for appointment of Guest Faculty accordingly, from time to time as and when it is required alongwith complete information/documents as per circulars already issued vide No. 409-508/Estt.I dated 10.3.2010, No. 877-976/Estt.-I dated 6.7.2010 and No. EST/14/-1948-2048 dated 6.3.2014 enabling to get the approval of the competent authority.

It is requested to act accordingly.


Deputy Registrar(Estt.)

Issued to:

1. The Chairperson/Head/Director of all the University Teaching Departments/ Institutes & all the Co-ordinators of the Institute of Emerging Areas in Science & Technology and Social Sciences, Panjab University, Chandigarh.
2. The Chairperson, V.V.B.I.S & I.S., Sandhu Ashram, Hoshiarpur.
3. The Director, P.U. Regional Centre, Sri Muktsar Sahib.
4. The Director, P.U. Regional Centre, Ludhiana.
5. The Director, S.S. Giri P.U Regional Centre, Hoshiarpur.
6. The Director, P.U. Rural Centre, Kauni, Sri Muktsar Sahib.
7. The Principal, Baba Balraj P.U. constituent College, Balachaur, Distt. Nawanshehar.
8. The Principal, P.U. Constituent College, Guru Har Sahai, Distt. Ferozepur.
9. The Principal, P.U. Constituent College, Nihalsinghwala, Distt. Moga.
10. The Principal, P.U. Constituent College, Sikhwala, Distt. Sri Muktsar Sahib.
11. A.S.V.C.
12. AR (DUI) Office.

PANJAB UNIVERSITY CHANDIGARH

No. 877-976 /Estt.-1
Dated: 6/7/2010

The Vice-Chancellor has approved the recommendations of the Committee constituted by him that the Chairpersons, who require guest faculty, may be requested to submit their proposal for the current semester/session, duly recommended from the Academic & Administrative Committees of the Department, as per Annexures -I and II and as per Circular No. 409-508/Estt., dated 10.3.2010 for approval of the competent authorities, by 9.7.2010 positively.

Encl.: As above.

6/7/10
Deputy Registrar (Estt.)

All the Chairpersons, University Teaching Departments,
for information and necessary action.

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ANNEXURE-I

PROFORMA TO BE FILLED IN BY THE DEPARTMENT
REQUIREMENT OF GUEST FACULTY FOR THE SESSION

Sr. No.	Content	Remarks
1.	Recommendation of the Academic & Administrative Committee of the department concerned	
2.	Total work load of the department (class wise)	
3.	Work load with existing (Regular Faculty)	
4.	Work load with existing (Temporary/Guest Faculty)	
5.	Work load with (Research Scholar) if any (as per rules he/she is required to do 5 hrs teaching per week)	
6.	Copy of Time Table of the period	
7.	Total Uncovered work load of the department	
8.	Total number of sanctioned posts	
9.	Total staff working position (Permanent/Temporary/Guest Faculty)	
10.	Total number of vacant posts	

(Signature)
Head of the Department

PROFORMA TO BE FILLED IN BY THE DEPARTMENT

Name of the Subject	
Total teaching work load of the department (class wise)	
Total teaching workload	
Total No. of Regular/ Temporary faculty members	
Actual workload allocated to Regular/Temporary faculty members	
Total no. of Research Scholars getting fellowship (from UGC, DST, Panjab University or any other funding agency).	
Actual Work load allocated to Research Scholars	
Total workload for which guest faculty is required	
Workload allocated to Guest Faculty for which honorarium is to be paid (No. of Guest faculty be mentioned)	

(Signature)
Head of the Department