

**OFFICE OF DEAN OF UNIVERSITY INSTRUCTION  
PANJAB UNIVERSITY, CHANDIGARH**

No. 6068-6167/DUI/DS  
Date: 13.09.2016

**Subject: Appointment of Guest Faculty for even semester starting from December 2016 / January 2017.**

You are requested to initiate the process of appointment of Guest Faculty so that the Guest Faculty is in place before the start of teaching of the even semester.

The norms for appointment of Guest Faculty, and the format in which the information is to be supplied to DR (Estt.), is attached.

In case you need any clarification, please feel free to get in touch with us.

Dean of University Instruction

Issued to:

1. The Chairpersons/Coordinators,  
All Teaching Departments/Centres/Institutes,  
Panjab University,  
Chandigarh.
2. Director, UIET, Director, UILS, Director, Dr. Harvansh Singh Judge Institute of Dental Sciences and Hospital, Director, Swami Sarvanand Giri Panjab University Regional Centre, Bajwara, Hoshiarpur, Honorary Director, Regional Centres, Ludhiana, Kauni and Muktsar including V.V.B.I.S. & I.S., Hoshiarpur.

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No. 6068-6167/DUI/DS

Date: 13.09.2016

**Subject: Appointment of Guest Faculty.**

This is in supersession to our earlier office letter No. 5938/DUI/DS dated 06.09.2016 on the above noted subject.

For appointment of Guest Faculty, following aspects must be addressed :-

1. Appointment will be made semester-wise and not on annual basis.
2. i) Department should tabulate information in the below mentioned format :

<b>Name of the Department</b>	<b>Semester</b>
Total teaching workload	Sessions / week
Total No. of Regular / Temporary Faculty Members	
Actual workload allocated to Regular / Temporary Faculty Members (attach list)	Sessions / week
Total No. of Research Scholars getting fellowship (from UGC, DST, Panjab University or any other funding agency)	
Actual workload allocated to Research Scholars (attach list)	Sessions / week
Total workload for which Guest Faculty is required	Sessions / week
Workload allocated to Guest Faculty for which honorarium is to be paid (No. of Guest Faculty be mentioned)	Sessions / week

- ii) Sharing in practical sessions is allowed with one faculty member against a group of students up to 20. However, this norm is to be applied judiciously.
- iii) Attach Time-Table mentioning number of students against each subject, apart from other details.
- iv) While submitting a proposal for approval of Guest Faculty, the Chairperson is requested to attach a certificate, issued by the Chairperson of the parent department of the Guest Faculty, to the effect that the teacher concerned is taking full workload, i.e., number of lectures in the parent department as per UGC Norms.
- v) Chairperson must certify that work load has been allocated strictly as per UGC norms.

Dean of University Instruction

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Chandigarh.
- Copy to DR (Estt)