



GULBARGA UNIVERSITY
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CIRCULAR

Sub:- Workload for appointment of Guest Lecturers in various P.G. Departments for the Academic year 2015-16.

Ref:- Vice-Chancellor's direction dated 17.07.2015.

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It is decided to appoint the Guest Lecturers in various P.G. Departments through Notification and by selection for the academic year 2015-16. Hence, all the Chairman/Chairpersons of the P.G. Departments are requested to submit the proposal for appointment of Guest Lecturers as per the following guidelines.

- First Step-I:
- 1) The Department Council shall calculate the total workload of the Department as per the regulation and a statement indicating the workload shall be prepared.
 - 2) Two hours of practical / field work shall be treated as one hour for calculating the workload and payment of remuneration.
 - 3) The Professor and Associate Professor shall be allotted 14 hours of teaching per week.
 - 4) The Asst. Professor shall be allotted 16 hours of teaching per week.

NOTE: The Professors/Associate Professors/Asst. Professors who are actively engaged in research and administration are eligible for exemption for two hours workload.

In the first instance the Department Council shall allot the workload of the Department to the permanent faculty of the Department. If there is no workload after exercising the above step. The Department need not exercise the second and third step.

- Second Step-II:
1. After allotment of workload as per first step, the remaining workload may be distributed among the Paid Research Scholars of the Department.
 2. The maximum workload to be distributed among Paid Research Scholars shall be six hours in respect of Science Faculty Departments and Four hours in respect of other faculty Departments.

If there is no workload after exercising First and Second step, the Department need not exercise the third step.

Third Step: After allotment of workload as per the first and second step the Departmental Council shall prepare Guest Lecturers to the remaining workload.

A) Workload of Department: Theory _____ Practicals/Field work _____ Total _____

B) Workload to be distributed among permanent faculty members and paid Research Scholars as per the guidelines.

Sl. No.	Name of the Faculty/ Paid Research Scholar	Hours of workload				Total
		Designation	Theory	Practical	Field Work	
1.						
	Total					

C) Excess workload remaining after allocating workloads as per University rules.

Theory _____ Practicals/Field work _____ Total _____

Note: Two hours Practicals/Field Work may be calculated as one hour

D) Number of Guest Faculty required

Full time _____ X Number of hours = _____

Part time _____ X Number of hours = _____

Total _____

The above information alongwith the recommendations/approval of Departmental Council may please be provided on or before **25.07.2015**, so as to enable the University to issue Notification inviting applications for specified number of posts of Guest Lecturers for each Department. Proposals received thereafter will not be included in the Notification. The matter may please be treated as **most urgent**.


 Registrar 7/7/15
 Gulbarga University, Kalaburagi

To,

1. All the Chairpersons, P.G. Departments, Gulbarga University, Kalaburagi
2. The Special Officer, P.G. Centre, Raichur and Bidar.