|  |
| --- |
| **Annex-A** |
| **CRITERIA FOR THE SELECTION OF TEACHERS FOR TEACHING AT BS DEPARTMENTS**   1. Minimum Masters or equivalent Degree relevant to the subject are eligible 2. In unavoidable cases, Masters or equivalent Degree holders related to the subject. For example Degree holders in MA Political Science or History are eligible to teach Pakistan Studies etc. The analogy is applicable to all the disciplines of sciences and humanities 3. Teachers with greater experience or multiple knowledge and relevant expertise would be preferred. 4. Merit position should be respected in selection 5. In view of the multi-disciplinarily of courses of study, the services of individuals with Masters or equivalent Degrees of Law, Medicine, Engineering, Business Administration, Commerce, environmental sciences, geology, pharmacy, art and design or any other field of knowledge can be hired after giving strong justification and with special prior approval from the Director Higher Education through PMU. 6. Teachers from the same college should have the first preference in selection 7. Teachers from other colleges should have the second preference in selection 8. Private Qualified Teachers should have the Third preference in selection 9. Retired college teachers enjoying good health are eligible for selection in case younger teachers are not available 10. Female Teachers for Boys Colleges are eligible within the framework of local traditions   11.Male Teachers for girls Colleges are eligible within cultural framework of the locality  12. A teacher would enter into a written agreement with the Principal.  13. A teacher would not teach more than Nine (09) classes per week, however, in unavoidable circumstances, more classes can be taught with special approval of the Director, Higher Education with solid justifications. |
|  |

**Annex-B**

|  |
| --- |
| **Procedure for payment of remuneration to the**  **Teachers and other staff** |
| Payment of remuneration to the teachers and other supporting staff would be made to the teachers as per procedure explained below:  1. On release of the funds by the Finance Department, PMU will process the preparation of Audit Copy through the Planning Cell, Higher Education Department for the distribution of funds among all the Principals of the Colleges.   1. After the Audit Copy is authenticated by the Finance Department, Copies of the same would be sent to all the concerned colleges 2. The Principals of the Colleges will draw the funds and transferred to their accounts after submission of bills to the District Accounts Offices. 3. Remuneration for teaching and sessional work would be paid on the production of proven copy of the attendance record both of teacher and the students 4. Remuneration for sessional work and the Final Examination would be paid on the production of following record 5. Full session Daily attendance record of students on prescribed proforma 6. Results of assignments given on prescribed form 7. A short report on seminar or other such activities 8. Results of quizzes given 9. Copy of Time Table 10. Copy of Semester Calendar 11. Results of Midterm examination 12. Outline of course covered and remaining course 13. Results Statement of Final Examination 14. Remuneration would be admissible to regular teachers for taking additional classes at BS programme over and above 12 credit hours or 18 regular classes per week. 15. However honorarium would be admissible during the vacations irrespective of regular work load. 16. Payment to the teachers will be made on monthly basis after the teacher concerned submits his full record of number of classes attended during the month duly verified by the BS-Coordinator of the college and countersigned by the Principal. This would be kept in record and would be produced to the Audit Parties at the time of Audit. 17. A Copy of the same would be submitted to the Directorate of Higher Education and Chief Planning Officer, Higher Education Department for record |