Guest Faculty Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Part-A (*to be submitted along with teaching load*) | | | | | | |
| 1. | Department | | : |  | | |
| 2. | Guest Faculty Details | | : | |  |  | | --- | --- | | Name | Affiliation | |  |  | | | |
| 3. | Semester | | : | |  |  | | --- | --- | | From (month, year) | To (month, year) | |  |  | | | |
| 4. | Course Details | | : | |  |  |  |  | | --- | --- | --- | --- | | Code | Title | L-T-P-C | Credits to be taught | |  |  |  |  | | | |
| 5. | Estimated Budget  (to be filled by the Department) | | : | |  |  | | --- | --- | | Approximate Number of Students | TA Estimate (Attach details) | |  |  | | | |
| 6. | |  |  |  | | --- | --- | --- | | Recommended  Head of the Department | Recommended  Advisor, Academic Courses | Approved  Dean, Academics Affairs | | | | | | |
| After approval of Dean, Academic Affairs, a copy will be kept in Guest Faculty file and return the original to the department | | | | | | |
| PART-B (*to be submitted along with CCM minutes*) | | | | | | |
| *7.* Name on the account | |  | | | 8. PAN |  |
| 9. IFSC/SWIFT Code | | 10. A/c Number | | | 11. Signature of Guest Faculty | |
|  | |  | | |  | |
| 12. | The instructor has taught \_\_\_\_\_ credits and submitted the grades to the class committee. The department did not pay the instructor for this work from any other source. Honorarium may be released.   |  |  | | --- | --- | | Date | Head of the Department | | | | | | |
| PART-C (to be filled by Academic Section) | | | | | | |
| 13. | List date and amount for all TA claims (this form should be processed only after all the TA claims are submitted). | | | | | |
| 14. | |  |  | | --- | --- | | Total registered students | Total honorarium payable (₹) | |  |  | | | | | | |
| 15. | Honorarium as above may be paid from Account\_\_\_\_\_\_\_\_\_\_\_   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | Prepared by  JA/JS, Academics | Details verified  AR/DR, Academics | Recommended  Advisor, Academic Courses | Approved  Dean, Academic Affairs | | | | | | |

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