

SHIFA TAMEER-E-MILLAT UNIVERSITY

DUTIES AND FUNCTIONS OF THE UNIVERSITY TEACHERS

*In pursuance of the Section 25 (1) (h)
of the Shifa Tameer-e-Millat University Act, 2012*

STATUTES

1. Duties and functions of the University Teachers.—(1) Without prejudice to the generality of relevant provisions of the University Act and in addition to the like provisions for the time being in force, the duties and functions of the University Teachers shall be as follows:

- (a) To teach the students by means of lectures, tutorials, discussions, seminars, demonstrations, distance learning and other methods of instructions as well as practical work in the laboratories, hospitals, workshops, fields and governmental or private organizations as may be prescribed by the Regulations;
- (b) To assess and evaluate academic performance of the students;
- (c) To give frequent assignments and periodic tests to the students and to maintain regular records of their performance at such assignments and tests.
- (d) To conduct, guide and supervise research;
- (e) To maintain personal contact with the students, give them individual guidance, to act as mentor and supervise their co-curricular activities;
- (f) To make best use of technology and University resources and facilities in the dissemination of knowledge and promotion of research culture;
- (g) To assist the authorities in preparing the courses and syllabi, in conducting the examinations, in organizing and providing teaching materials and in conducting other curricular and co-curricular activities of the University and its Departments;
- (h) To participate in the faculty development programmes as may be organized or recognized by the University;
- (i) To perform such other functions and duties as may be assigned to them by the Dean/Principal concerned.

(2) The workload of the University teacher during an academic year normally of thirty-six (36) weeks per 40 office hours in each week may generally be in accordance with the Table A given below. The remaining weeks of the (associated) calendar year shall be considered as administrative workload or otherwise as may be determined from case to case.

(3) The Vice Chancellor in consultation with the respective Dean/Principal shall have the power to vary the distribution of an individual teacher's work schedule so as to make best use of his special talent, skills and aptitude.

2. Duties and functions of Professors and Associate Professors. — (1) In addition to the like provisions given in Section 1 above, the duty of each Professor and Associate Professor shall be as follows:

- (a) To contribute to the advancement and dissemination of knowledge especially by the production and promotion of original research.
- (b) To instruct in accordance with the curriculum from time to time prescribed by the University and in accordance with such timetables as may be prescribed.
- (c) To act as mentor and trainer of the teachers of junior ranks in the department.
- (d) If required, to examine candidates for admission to University classes and for Degrees and Honours in the subject assigned, and to be responsible for such class examinations as may be prescribed by the Academic Council.
- (e) To discharge other duties as and when assigned by the University Authorities under prescribed manners.

Table A

**University Teacher's Workload : General Guidelines/Framework
Academic Year Spread over 36 Academic Weeks of 40 Working Hours Each**

a. For the Academic Programmes in Art, Humanities and Social Sciences

Rank	Teaching and Assessment		Student Guidance/ Counseling	Seminar and Research Guidance	Personal Studies and Research	Services/ Administrative Activities	Total Work Hours
	Lectures	Tutorials					
Professor	100	60	50	400	300	530	1440
Associate Professor	200	60	50	300	300	530	1440
Assistant Professor	310	120	50	300	300	360	1440
Lecturer/ Others	420	150	50	200	300	320	1440

b. For Academic Programmes in Sciences (other than medical & dentistry)

Rank	Teaching and Assessment		Student Guidance/Counseling	Seminar and Research Guidance	Personal Studies and Research	Services/Administrative Activities	Total Work Hours
	Lectures	Tutorials/Practical					
Professor	100	80	50	400	300	510	1440
Associate Professor	200	160	50	300	300	430	1440
Assistant Professor	310	240	50	300	300	240	1440
Lecturer/Others	420	320	50	200	300	150	1440

c. For the Academic Programmes in Sciences (for medical & dentistry) – [38 weeks]

Rank	Teaching and Assessment		Student Guidance/Counseling	Seminar and Research Guidance	Personal Studies and Research	Services/Administrative Activities	Total Work Hours
	Lecture	Tutorials/Practical					
Professor	200	90	50	300	240	640	1520
Associate Professor	300	110	50	300	280	480	1520
Assistant Professor	300	130	50	290	300	450	1520
Lecturer/Others	60	800	60	200	200	200	1520

MATTER ANCILLARY TO THE DUTIES AND FUNCTIONS OF THE UNIVERSITY TEACHERS

3. Categories of University Teachers (with respect to the definition of University Teacher as determined by Section 1 (2) (t) of the University Act) may be called as follows:

(1) Full-Time (Whole-Time) Teacher.—A regular-contract *bona fide* employee of the University; appointed on a teaching position and on payroll of the University with respect to a single teaching department and with minimum 40 working hours per week.

(2) Part-Time Teacher.—A fixed-term-contract *bona fide* employee of the University; appointed on a teaching position and on payroll of the University with respect to one or more teaching departments and with less than 40 working hours per week under the terms and conditions as may be mentioned in his employment contract with the University.

(3) Visiting Teacher.—A fixed-term-contract with respect to a Recognized Visiting Teacher of the University and having an appropriate academic rank, which may be conferred by another recognized University/DAI or may be conferred by the University upon recommendations of the concerned teaching department through its principal head (Dean).

(4) Adjunct Teacher.—Any *bona fide* employee of the Shifa Family as may be duly recognized as a University Teacher—i.e., one belongs to another teaching department or unit of the University or sister-concern of the Shifa Family who is appointed and recognized as a University Teacher with an appropriate academic rank for a specific period of time and/or assignment. Whereas, the Shifa Family shall consist of the legislative entities including Shifa Tameer-e-Millat University, Shifa International Hospitals Ltd., Shifa Foundation, Tameer-e-Millat Foundation, and any other entity as may be recognized as member of the Shifa Family.

SUPERVISION OF RESEARCH WORK AS A PARTIAL FULFILMENT OF THE ACADEMIC PROGRAMMES OF THE UNIVERSITY

4. Supervision of Research Work/Project as partial fulfilment of research award programmes.—(1) A supervisor may be assigned or allowed to supervise up to maximum twelve research students at a given time period. Provided no more than five students of PhD level research work and no more than eight students of MS/MPhil level research work shall be assigned or allowed.

(2) Honorarium shall be paid to the supervisor according to the approved policy on Honorarium for Supervisors only on successful completion of the research work or the project done by the student under his supervision.

HONORARIUM FOR SUPERVISORS AND EXAMINERS FOR THE RESEARCH WORK AS A PARTIAL FULFILMENT OF PROGRAMME REQUIREMENTS

5. Honorarium for Doctoral (PhD) Level Research Work.—(1) Upon successful completion of the PhD Thesis the supervisor shall be paid Rs. 100,000 per student. In case co-supervisor is also appointed, the amount of honorarium shall be distributed in the ratio of 60:40 (maximum limits) amongst the principal and co-supervisor(s) respectively.

(2) Each foreign evaluator of the PhD Thesis shall be paid 300 US\$ per thesis.

(3) Each local evaluator of the PhD Thesis shall be paid Rs. 25,000 per thesis.

(4) Each external examiner of the PhD Thesis defence shall be paid Rs. 15,000 per thesis defence. Provided that if the same external examiner examines more than one candidates at a given time, he shall be paid 25% of the basic (Rs. 15,000) for each additional defence.

(5) Each internal examiner of the PhD Thesis defence who was not the local evaluator shall be paid Rs. 10,000 per thesis defence. Provided that if the same external examiner examines more than one candidates at a given time, he shall be further paid 25% of the basic (Rs. 10,000) for each additional defence.

6. Honorarium for Master's (MS/MPhil) Level Research Work.—(1) Upon successful completion of the MS/MPhil thesis the supervisor shall be paid Rs. 25,000 per thesis. In case co-supervisor is also assigned, the amount shall be distributed in the ratio of 60:40 (maximum limits) amongst the principal and co-supervisor(s) respectively.

(2) Each external examiner of MS/MPhil thesis evaluation and defence shall be paid Rs. 10,000 per thesis. Provided that an external examiner is appointed only for thesis defence, he shall be paid Rs. 2,500 for each candidate appear for the defence.

(3) Each internal examiner of MS/MPhil thesis evaluation and defence shall be paid Rs. 10,000 per thesis. Provided that an internal examiner is appointed only for thesis defence, he shall be paid Rs. 2,500 for each candidate appear for the defence.

7. Honorarium for Bachelor's Level Degree Project.—(1) Upon successful completion of the undergraduate level degree project the supervisor be paid Rs. 3,000 per student.

(2) Each examiner of the project defence shall be paid Rs. 2,000 per student.

8. Boarding and lodging.—(1) Boarding and lodging etc. for external examiners, if applicable shall be arranged by the University on request of the department.

EXTRA TEACHING-WORKLOAD

9. Extra Teaching-Workload.—(1) A full-time teacher may be assigned to teach up to a maximum of 200 theory and 200 practical hours as extra teaching-workload provided that the extra teaching-workload does not interfere with his regular duties and that the regulations/standards of the University, Higher Education Commission of Pakistan and relevant professional council's are strictly observed.

(2) Honorarium shall be paid to a teacher for the extra teaching-workload according to the policy on Honorarium for University Visiting Teachers.

(3) Summer/Winter breaks shall not be counted toward the regular teaching-workload and the teacher who is assigned course(s) in these breaks shall be paid according to the policy on Honorarium for University Visiting Teachers.

(4) The class timetable of the University teacher who is assigned both morning and evening classes in his home department, shall be adjusted as favourably as his daily office hours are made consecutive up to a maximum extent. Otherwise, it shall be considered as extra teaching-workload.

(5) The teaching-workload assigned to a teacher in any department of the University other than his home-department unless otherwise appointed as interdepartmental teacher, shall be considered as extra teaching-workload even if his teaching-workload in his home-department is less than that of the regular teaching-workload of the same rank. He shall be paid for such extra teaching-workload according to the policy on Honorarium for University Visiting Teachers.

(6) No teacher/staff shall be allowed to teach in any other University/institute during the regular/prescribed working hours without the approval of the Vice Chancellor followed by the recommendations of the Dean/Principal and the Chairperson/Head concerned.

10. Additional Administrative Charges/Duties and Other Honorarium/Allowance.—

(1) University teacher may be assigned additional duties/charges under the approved Statutes for the same. The equivalence/exemption of teaching-workload per academic year may be granted to a Dean/Principal/Director of teaching department/unit up to as may be determined for a full-time Professor in the respective faculty and to the Chairperson/Head of the Teaching Department for 100 hours.

(2) However, these officers may undertake their teaching assignments associated with their academic ranks at their own without any additional compensation.

11. Workload of Teaching Assistant/Fellow or of the like positions: (1) The appointment of teaching assistant/fellow or of the like positions may be made to share the workload of the University teachers who are PhDs and/or who may be assigned extra teaching-workload, supervising a large number of research candidates, involved in industrial/research projects of the University or other administrative work in the prescribed manners.

(2) A teaching assistant/fellow may be assigned or allowed to share the work of the University teacher regarding tutorials, student guidance, and evaluation of examinations/test. However, in special circumstances a teaching assistant/fellow may be assigned or allowed up to a maximum of 100 theory and 200 practical hours of lecture. No teaching assistant/fellow shall be assigned or allowed extra teaching-workload.

APPOINTMENT OF VISITING/ADJUNCT TEACHER

12. Appointment of Visiting Teacher: (1) Visiting teachers may be appointed in a teaching department from other institutions, organizations or industry for the purpose of

teaching. Such appointments shall be approved by the Vice Chancellor upon recommendations of the Dean/Principal and the Chairperson/Head concerned, provided that the need of such appointments is justified with respect to the speciality of the course to be taught by that visiting teacher or otherwise the teaching-workload of the full-time teacher(s) is being adjusted thereupon.

(2) Honorarium shall be paid to a visiting teacher on account of his services according to the policy on Honorarium for the University Visiting Teachers. The programme wise schedule of Honorarium for the University Visiting Teachers is attached as Annex “A”.

(3) Where desired, the academic rank of a visiting teacher shall also be approved/recognized by the Vice Chancellor upon recommendation of the Dean/Principal and the Chairperson/Head concerned, which shall be based on the experience, qualification and any other scholarly achievement and eminence of the visiting teacher.

(4) Payment of the honorarium of any amount exceeding the scale mentioned against any rank of a visiting teacher shall require approval of the Vice Chancellor upon recommendations of the Dean/Principal and the Chairperson/Head concerned as an exceptional case only.

13. Appointment of Adjunct Teacher: (1) Adjunct teachers may be appointed in a teaching department from other departments/units of the University or from other members of the Shifa Family for the purpose of teaching. Such appointments shall be approved by the Vice Chancellor upon recommendations of the Dean/Principal and the Chairperson/Head concerned, provided that the need of such appointments is justified with respect to the speciality of the course to be taught by that visiting teacher or otherwise the teaching-workload of the full-time teacher(s) is being adjusted thereupon.

(2) Honorarium shall be paid to the adjunct teachers as follows:

(i) those who are already full-time teachers/employees of the University on the full-time positions in any other department/unit of the University, shall be paid the honorarium for the services as adjunct teachers according the policy on Honorarium for the University Visiting Teachers.

(ii) those who are appointed as adjunct teachers from the departments/units of other members of the Shifa Family, shall be paid according to the agreements as may be signed between the University and the respective concern or otherwise as may be determined from case to case by the Vice Chancellor upon recommendations of the Dean/Principal and the Chairperson/Head concerned.

Honorarium for the University Visiting Teachers

---	Rate Per Contact Hour/Per Course (Amount in Rupees)			
Programme*	Professor	Associate Professor	Assistant Professor	Lecturer
HPE (PG Programs)	2,500	2,200	1,800	1,500
MSN	2,500	2,200	1,800	1,500
MS (MS)/MBA	2,000	1,900	1,800	1,700
DPT	2,000	1,700	1,500	1,300
BS/AS (MT)	2,000	1,700	1,500	1,300
Pharm-D	2,000	1,700	1,500	1,300

* Addition of programme in the schedule shall be subject to approval of the Vice Chancellor on behalf of the Syndicate.