I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/NF/ 2530 *Dated :* 23 *.12.2020*

NOTIFICATION

Sub: Standard Operating Procedure (SOP) for processing the Guest Faculty Honorarium bills.

Hon'ble Vice Chancellor has approved the Standard Operating Procedure (SOP) for processing the Guest Faculty Honorarium bills.

The detail guidelines of SOP are as below:

i) The guest faculty honorarium for any month shall be subject to the maximum limit of Rs. 50,000/- and other terms and conditions as per the Notification No. IKGPTU/Reg/NF/2260-2264 dated 06.11.2020 (copy attached).

ii) At the beginning of the session teaching load will be assigned to empanelled guest faculty members by the concerned HOD. A copy of the time-table of each guest faculty must be available with Director/Campus Incharge.

iii) The billing cycle for payment of honorarium of guest faculty will be from 21st day of every month to 20th day of next month.

iv) Every guest faculty will submit his hourly details in Form No. 01 (attached herewith) and submit to his/her HOD up to 21st day.

v) The HOD will verify the claim submitted by guest faculty and certify the same after properly checking the time-table and total classes engaged by the guest faculty. The HOD will forward duly certified Form No. 01 to Director/Campus Incharge (Dy. Deans in case of Main Campus) latest by 22nd day of the month. In case of delay, the salary will be processed next month.

vi) The HOD will ensure that total lectures held by guest faculty for a particular subject in a semester must be within reasonable limits as per credit requirements of that subject even if there is need to conduct extra classes.

vii) The Director/Campus Incharge/Dy. Dean will check, recommend and forward the guest faculty claims (Form No. 01) to Director Main Campus latest by 23rd day of the month.

viii) Director Main Campus will check and consolidate total claims received from different departments/campuses and recommend and forward the total claim to HRM Branch latest by 25th day of every month in (Form No. 02).

ix) HRM Branch will check and verify the total claims and recommend and forward the same to Registrar for final approval of the Honorable Vice-Chancellor latest by 26th of every month.

x) After approval from Honorable Vice-Chancellor, the file will be sent to Finance & Accounts Department for the final release of payment. The account section will process the bills within 3 working days.

xi) HoD will submit the record after end of the every semester including the feedback of guest faculty by students.

Enclose: As stated above

(Sandeep Kumar Kazal)
Registrar

Endst. No. IKGPTU/Reg/NF/ 2531-2535 **Dated:** 23 **.12.2020**

A copy is forwarded to the following officers for information please.

1. I/C Secretariat, O/o Vice Chancellor: For information of Vice Chancellor
2. Finance Officer
3. Director (Main and Other Campuses): To inform all Deputy Dean (Faculty), HoDs (Teaching) and Incharge, Constituent Campuses
4. Data Base Administrator (HRM)
5. Incharge (ITS): For upload on website

(Sandeep Kumar Kazal)
Registrar

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/NF/ 2260 *Dated:* 06 *.11.2020*

NOTIFICATION

Sub: Revision of honorarium for Guest Lecture.

As approved by Chairman, BOG, rate of Honorarium to be paid for guest lectures is revised as under:

Sr. No.	Item	Amount
1.	Honorarium for Guest Lecture to faculty with Ph.D qualification	Rs. 1000/- per hour upto maximum of Rs. 50,000/- per month
2.	Honorarium for Guest Lecture to faculty with M.Tech or equivalent qualification	Rs. 750/- per hour upto maximum of Rs. 50,000/- per month

(Sandeep Kumar Kajal)
Registrar

Endst. No. IKGPTU/REG/NF/ 2261–2264 **Dated:** 06 **.11.2020**

A copy is forwarded to the following for information:

1. I/C Secretariat Vice Chancellor: For the information of Vice Chancellor
2. All HOD's (Non-Teaching), IKGPTU
3. Director (Main & Constituent Campuses): To inform all Deputy Dean (Faculty), HoDs (Teaching) and Incharge Constituent Campuses.
4. Incharge (ITS): To upload on University website

(Sandeep Kumar Kajal)
Registrar