



DIRECTORATE OF HIGHER EDUCATION
KHYBER PAKHTUNKHWA
NEAR NORTHERN BY PASS, RANO GARHI PESHAWAR



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No

U-27 (Vol-II) Workload policy-2021/R letter

Dated Peshawar, 26/8/2021

OFFICE ORDER:

The Director Higher Education, Khyber Pakhtunkhwa, is pleased to approve the following revised Guidelines for hiring/workload of teaching faculty for BS, Associate Degree and Conventional system in the best public interest with immediate effect.

1. PORTFOLIOS:

Portfolio means any duty assigned to the college faculty in addition to his/her teaching responsibilities which include BS Coordinator, AD Coordinator, BS Controller of Examination, AD Controller of Examination, Chief Proctor, Head of Department (BS), Head of Department (AD), DDO, Litigation Officer, QEC Focal Person, MIS Focal Person and faculty member(s) of Health and Physical Education.

2. WORKLOAD:

S. NO	PROGRAM/FACULTY	WORKLOAD
01	Conventional System	04 Classes/Day (03 Practical Classes = 01 Theory Class)
02	BS/AD	12 Credit Hours/Week
03	BS/AD + Conventional	09 CH/Week + 01 Class/Day 06 CH/Week + 02 Classes/Day 03 CH/Week + 03 Classes/Day (03 Contact Hours of Practical = 01 CH of Theory)
04	BS/AD/Conventional with Portfolio	09 Credit Hours/Week or 03 Classes/Day + Portfolio
05	Final Year Project /Research Thesis	1 CH for each group The teacher can supervise at most 04 groups and a group will consist of at most 03 students

Note:

- The workload is applicable on both regular faculty as well as hired faculty however; a portfolio cannot be assigned to a hired faculty.
- All the college faculty, irrespective of their grade, shall ensure a workload of 4 classes per day in the conventional system or 12 credit hours per week in the BS/AD Program as his prime duty.
- Principal concerned can assign more than one portfolio to a faculty, however faculty member can avail relaxation for one portfolio only.
- Regular faculty/ Portfolio holders can take up to 06 Credit Hours beyond their prime duty.
- Prior Permission of Director Higher Education will be sought for supervision of more than 04 research groups.

3. **HIRING PROCEDURE:**

- 1) Before Start of each Semester/Session, the cluster colleges should submit their faculty requirement to the respective JMC Coordinator.
- 2) The JMC coordinator should locally advertise the vacant positions of entire JMC under intimation to this office having at least 10 year of education by directing the candidates to submit their applications complete in all respects within 07 days to the concerned college (only) where the candidates want to apply.
- 3) After the due date, Principal of the concerned college should scrutinize the application and prepare a provisional merit list as per the following criteria.

Academic Qualification.....	50 marks
Relevant Higher Qualification.....	10 marks (M.Phil=5, Ph.D=5)
Experience (Relevant).....	Max; 10 Marks (1 marks/Semester) (2 marks/session)
Distinction.....	05 marks (01 SSC, 01 HSSC) (01 B.A/B.SC/ADP) (02 M.A/M.SC 03 for BS)
Hafiz Quran.....	05 Marks
Demonstration.....	10 marks
Interview.....	10 Marks

Amir Khan

- 4) The Principal of the concerned college shall display the provisional merit list on notice board/social media for 03 days with the directions to report the observation to Principal concerned (if any).
- 5) The Principal concerned shall call (05) candidates from the merit list for interview/demonstration against a single post. If the applicants for some subjects are less than 05, the Principal should call all the available candidates.
- 6) All members should award marks individually, where in an average of all shall be taken into account for calculating the final merit list.
- 7) Final merit list will be prepared out of 100 marks and candidates shall be selected on merit. The selected candidates shall be issued hiring letter by the Principal concerned by mentioning period of hiring.
- 8) The Principal concerned along with relevant record will submit the justified case to Director Higher Education for ex-post facto sanction within a week time after completion of process of hiring.
- 9) If a hired teacher is required in the mid of the session/semester. The Principal concerned may hire candidates on waiting list. In case of non-availability of next candidates, the Principal concerned shall constitute a hiring committee at college level for immediate hiring.

10) Selection should be made through a committee as under:

FOR JMC COLLEGES:

JMC Coordinator	Convener.
Head of concerned Department	Member.
Principal of second largest male college	Member.
One Subject Specialist nominated by JMC coordinator	Member.
Nominee of the Director Higher Education	Member.

FOR CLUSTER COLLEGES:

Principal of the concerned college	Convener
JMC Coordinator or his nominee	Member.
Head of concerned Department	Member.
One Subject Specialist nominated by JMC coordinator	Member.

**DIRECTOR
HIGHER EDUCATION
KHYBER PAKHTUNKHWA**

Endst. No. 18304-11 /U-27 (Vol-II)/Workload policy/2021/R.letter

Copy of the above is forwarded:

1. P.S to Secretary Higher Education, Archives and Libraries Department Khyber Pakhtunkhwa.
2. P.A to Director Higher Education, Khyber Pakhtunkhwa.
3. All JMC Coordinators for compliance and the request to circulate the same with the principals of BS Colleges/Non BS Colleges in your cluster for compliance, please.
4. Deputy Director (Estt;) local Directorate.
5. Deputy Director (Female), Local Directorate.
6. Deputy Director (Audit), Local Directorate.
7. Deputy Director (IT), Local Directorate with the request to circulate the same electronically, please.
8. BS Coordinator, Local Directorate.

AFKASEYAB
ASSISTANT DIRECTOR
(ACADEMICS)