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| PERSONAL INFORMATION |
|  | Name (In capital letters as per CNIC) |  |  | VF Code |
| 3. | Bank IBAN No. |  | 4. | School |  |
| Bank A/C No. |  |
| 5. | CNIC No |  | 6. | Department |  |
| 7. | E-mail (s) |  |  8. | Gender  |  Male Female |
|  9. | Address |  |
| 10. | Contact Nos | Mobile:  | Emergency No:  |
| Last Qualification: | Total Academic Experience: | Total Industrial Experience: |

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| ACADEMIC QUALIFICATIONS |
| Degree | Year | Grade/ Division/CGPA | Institute Name |
| Qualification | Field / Specialization | From | To |
| PhD. |  |  |  |  |  |
| Masters/M.Phil. or Equivalent degree |  |  |  |  |  |
| Bachelor  |  |  |  |  |  |
| Intermediate or Equivalent degree |  |  |  |  |  |
| Matric |  |  |  |  |  |
| **VFM** (I declare that the information provided above is correct to my knowledge and I have not concealed any information) | **Name**  | **Signature with date** |

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| EXPERIENCE *(list positions held, beginning with the most recent employment, if any)* |
| Sr | Employer/Organization | Job Title | Duration | Last Salary Drawn in Rupees |
| From | To |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
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| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| n |  |  |  |  |  |

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| MEMBERSHIPS |
| Organization/Institute | Membership Date | Remarks |
|  | From | To |  |
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| **VFM** (I declare that the information provided above is correct to my knowledge and I have not concealed any information) | **Name**  | **Signature with date** |

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| PUBLICATIONS *(List Publications from Latest to oldest and Only HEC Approved)* |
| Research Publication | Journal Category (W/X/Y/Z) |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |
| n. |  |

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| **Previous Teaching Experience at UMT** (List last three with the most recent and relevant first) |
| **Sr** | **Course Taught** | **School/Institute** | **Dept.** | **Semester/****Year** | **Student Feedback** (Verification required from department) |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **n.** |  |  |  |  |  |

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| **Details of Course(s) Assigned** (Please Mention current Semester, Year & Sec.) |
| **Semester (YYYY):**  | **SPRING** | **FALL** | **SUMMER** |
| **School/Institute:** | **Department:** |
| **Course Title** | **Course Code** | **Course Level** | **Credit Hours** | **Section** | **Min. class-size** | **Rate per course for 03 Cr Hr (RS)**For OHCM use only |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Remuneration to be Paid:**(As per VF policy) |  | **OHCM Representative Signatures** |
| **VFM** (I declare that the information provided above is correct to my knowledge and I have not concealed any information) | **Name**  | **Signature with date** |
| I/We do herby declare that, the information given above and in enclosed documents is true to the best of my knowledge and belief. I am well aware of the fact that, if the information provided is false/not true, I/we will be liable to any action and VFM contract shall be withdrawn. |
| **Chairperson**  | **Name**  | **Signature with date** |
| **Dean/Director**  | **Name**  | **Signature with date** |
| **Manager –Talent Acquisition Faculty** | **Name**  | **Signature with date** |
| **Manager -Compensation Benefits & Payroll** | **Name**  | **Signature with date** |
| **Head OHCM** | **Name**  | **Signature with date** |

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| **Terms and Conditions** |
| 1. The minimum qualification of academic VFM shall be MS or equivalent (18 years) in the relevant field along with 3 years teaching experience unless the incumbent is graduated from QS 100 universities.
2. The minimum qualification of industrial VFM shall be 16 years qualification along with 10 years industrial experience unless the incumbent is graduated from QS 100 universities.
3. All VFM shall be a graduate from a university that is recognized by Higher Education Commission (HEC).
4. All VFMs are required to have relevant educational qualification and/or relevant work experience, with respect to the assigned subject course. This will be verified through the submission of relevant educational and work experience documents. Provision of these documents (Originals for verification by OHCM) is the sole responsibility of VFM. Failure to do so will result in the remuneration being held.
5. The VFM contract shall be regarded as provisional until the conclusion of the add/drop period.
6. The VFM will adhere to the timetable provided to him/her by the Chairperson/Dean/Director and will use the methodologies i.e., presentations, quizzes, handouts etc. to the best of his knowledge and resources.
7. If any VFM fails to submit the result on time, 25% payment will be deducted and VFM will not be engaged for teaching in future.
8. Remuneration rate will be applied (as per VFM Policy) subject to deduction of tax as per law (See Annexure A).
9. Payment of remuneration is subject to on-line and on-time submission of all results of all assessments, including Midterms, finals, assignments, quizzes, presentations, projects, etc.
10. The payment shall be made after completion of semester subject to satisfaction of Sr.6 and above.
11. The VFM is bound and liable to teach the whole semester i.e. complete the course(s) assigned to him/her to the satisfaction of the Chairperson of the department.
12. Any information mis-reported and/or concealed will result in the termination of this contract.
 |
| **VFM** (Read, Understood, Acknowledged, and agreed upon all the rates, terms and conditions mentioned in this documents) | **Name**  | **Signature with date** |

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| **VF Policy Terms and Condition**  |
| **VFM Engagement Terms & Workload:**1. VFM can teach a maximum of three (03) courses in a semester. No further relaxation is permitted.
2. he visiting consultants engaged by SAP are only allowed to take one (01) course as mentioned in Annexure B.
3. No VFM will be engaged for teaching in subsequent semesters if the student feedback falls below 75% or if the VFM fails to submit results within 15 days of the last paper of end term exam.
4. A minimum 3 credit hour course can be allocated to any VFM with class strength not less than 30 participants for course level 100-500 and 10 participants above 500 level. Courses must meet minimum participant & credit hour requirements for payment eligibility.
5. VFM can be engaged for 2 credit hour course only for cohort course.
6. No VFM can be assigned one (01) credit hour Theory/Lab courses.
7. The VFM contract shall be regarded as provisional until the conclusion of the add/drop period.
8. If any VFM fails to submit the result on time, 25% payment will be deducted and VFM will not be engaged for teaching in future.
9. **LMS Usage:** LMS usage as per the institutional LMS USAGE policy is applicable to all the VFMs, regardless of teaching modality.
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**ANNEXURE A**

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| **Visiting Faculty Member Remuneration** |
| **Designation** | **Experience** | **Remuneration** |
| **Academic** | **Industry** |
| Lecturer | 3 years or more |  | 65,000/- |
| 7 years or more | 75,000/- |
| 12 years or more | 10 years or more | 85,000/- |
| Assistant Professor |  | 12 years or more | 100,000/- |
| Associate Professor | 15 years or more | 120;000/- |
| Professor | 20 years or more | 160,000/- |
| **Note:**1. Payment of 2 credit hour cohort course to VFM will also be as per the above table.
2. The abovementioned VFM remuneration is subject to tax deduction and subject to FBR rules.
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