

**UNIVERSITY OF KASHMIR, SRINAGAR**  
**OFFICE OF THE DEAN ACADEMICS AFFAIRS**

**CIRCULAR**

With a view to streamline the process of engagement of Contractual Lecturers in the Departments/Centres at the Main as well as Satellite Campuses of the University following guidelines are issued:-

1. Engagement of Contractual Lecturers shall be "need based". Mere fact that there is a vacancy available in the Department shall not confer any right for engagement of a contractual teacher. If there are sufficient teachers available in the Department/Centre/Campuses who can teach the course/s, requisition for appointment of Contractual Lecturers will not be entertained;
2. All proposals for engagement of Contractual Lecturers for the academic session 2015-16 must be accompanied by:-
  - a) A copy of the resolution duly passed and signed by the members of the Departmental Committee concerned clearly stating therein, the course/s for which a Contractual Lecturer is needed with full justification and debitance of wages to the Head of Account: Departmental Account/Self Finance Seat share of the Department;
  - b) The Departmental Committee resolution should also mention the essential qualifications, if any, required for the position/s. If it is a new course/allied course, the Departmental Committee's resolution must mention that the course has been started with the approval and consent of the competent authority;
  - c) A copy of the time table for the ensuing academic session showing the workload for each teacher and the course/s taught by each teacher; and
  - d) A certificate from the Head of the Department/Director/Chairman that there is no teacher available in the Department/Centre/Campus who could teach the course/s for which the contractual Lecturer/s is/are needed.
3. The Departments/Centres/Campuses should submit their proposals for engagement of contractual Lecturers latest by March 7, 2015.

No. F/ /CL/DAA/KU/15  
February 26, 2015

*Acheen*  
27/2/2015

*[Signature]*  
Assistant Registrar (Academic Affairs)