

EDUCAREER APPOINTMENT POLICY FOR FACULTY

Respected Faculty Member

Assalam-o-Alaikum

I pray for you to enjoy the best health, peace and prosperity in this life and hereafter.

The EduCareer Sindh Institute Sukkur is registered institute with following bodies;

1. Peoples University of Medical & Health Sciences for Women (PUMHSW), Nawabshah
2. Pharmacy Council of Pakistan (PCP), Islamabad
3. Sindh Board of Technical Education (SBTE) Karachi
4. Sindh Medical Faculty (SMF), Karachi

The EduCareer has the dynamic system of education according to the new challenges of the age and therefore facilitating the community with the online education system as well as physical classroom teaching system.

The EduCareer is hiring your services for development and management of the academic system under the following Academic Policy for education, training and evaluation of students.

The structure of teaching and evaluation of subject shall comprise of following components;

Tasks & Guidelines

1. The Honorarium of the subject includes all the given modules of the policy.

Appointment Letter

2. The appointment letter for faculty shall be issued after submission of complete Subject Planning.

Module 1: Subject Planning (20% Payment for the said module)

3. Submit the list of lectures (topics wise) from the given curriculum. Download the Curriculum from <https://educareer.edu.pk/library/curriculum/>
4. Design the Lecture in Power Point Slides and submit before starting the classes and follow the EduCareer Template as under;
 - Font Size: 50
 - Font Style: Arial Black
 - Put EduCareer Logo on each slide
 - Put Picture on right side
 - Define One Term/ Concept per Slide
 - Put YouTube Links for learning
5.
 - Design the Quiz (Question / Answers) of each Lecture and add in Lecture Slides
 - The Quiz (Questions) should comprise of 5 MCQs, 5 Short Questions, 5 True/ False, and Summary of Topic
 - Design the Topics of Practical with list of required equipment
 - Design Assignments of your subject and submit
 - The Assignment should cover overall knowledge, skills

6. Give the List of Reading Books for Students

Module 2: Audio/ Video Recording of Lecture Slides (20% Payment for the said module)

7. Make Recording of Lecture Slides through Camtesia software and share to the EduCareer IT Team before start of classes

8.	<ul style="list-style-type: none"> • Please recite a verse of Quraan, • Tell your name, Qualification, • Designation, • Name of Institute, • Program, Semester, Subject, Topic • Deliver lecture • Lecture should be in English for Degree Programs with support of Urdu • Lecture for Diploma programs in Urdu with Support of English
9.	Make Power Point Slides for Presentation of Topic, Purpose, Activities of Practical
Module 3: Live Lectures ((20% Payment for the said module))	
10.	<ul style="list-style-type: none"> • Conduct the classes and deliver the lectures • Either Online lectures through Zoom and Record as well during lock down • Or Physical lectures in the EduCareer Sindh Institute Sukkur while institute is open • Submit the recording to IT Team on Daily Basis. • Deliver Online Lectures • Conduct Quiz & Assignment • Record Attendance of Students • Submit the Report to the Assistant Registrar on Daily Basis
Module 4: Submission of Evaluation and Performance Reports (20% Payment for the said module)	
11.	<ul style="list-style-type: none"> • Submit the Performance and Evaluation Reports of Daily, Weekly, Monthly, Midterm, Semester basis • Daily Attendance of Students • Submission of Zoom Lectures • Submission of Answer Sheets, Results of Quiz, Assignment, Practical etc.
Module 5: Conducting the Final Exams (20% Payment for the said module)	
12.	Help the External Examiner for Evaluation of Students during final exams

Policy Guidelines

- The Class Room and Online Teaching should be completed in 4-5 months.
- The Assistant Registrar shall manage the Academic Learning Management System (LMS) and coordination with faculty and students under supervision of the Registrar.

Distribution of Tasks

Task	Estimated Number
Lectures Slides (For 3 Credit Hours Subject)	Total 48 Lectures
Lectures Slides (For 3 Credit Hours Subject with Practical)	32 Theory Lectures, 16 Practical Demonstrations
Lectures Slides (For 2 Credit Hours Subject)	Total 32 Lectures
Lecture Slides For Diploma Programs (As Per Training Hours)	One Slide Per Concept with Definition, Example, Picture, Model
Add Questions and Answers of Each Lecture in the Presentation	As Per Given above
List of Practical and Questions with required Equipment and Material	As Per Curriculum 16 Practical for 1 Credit Hour Subject
Submission of Video of Lectures	As Per Number of Lectures

Distribution of Tasks	
Task	Estimated Number
Submission of Video of Practical	As Per Number of Practical
Submission of Weekly Quiz	16 Quizzes
Online/ Class Room Teaching Sessions	As Per Number of Lectures
Submission of Semester Assignments	As Per Course
Submission of Weekly Evaluation Reports	Sixteen (16) Reports

Allocation of Subjects				
No	Program	Subject	Credit Hours	Package
1.				
2.				
3.				

Terms & Conditions

1. The EduCareer is hiring your services for the said subjects only.
2. The EduCareer shall pay your honorarium against completion of each module.
3. The Content of the Subject (Planning, Slides, Quizzes, Assignments, Audio Recording, Video Recording, Demonstration of Practical), developed by you, will be the property of the EduCareer.
4. You shall develop the subject as per curriculum given by the EduCareer.
5. The EduCareer shall not pay any honorarium for your leaving during the semester/ session.
6. You will never contact the students and faculty member of the EduCareer in person and for any purpose without permission.
7. You will not make any group of students on social media in person.
8. You will coordinate the students through the management of the EduCareer.
9. You will conduct physical classes at the institute while there is no lockdown due to the Covid-19 pandemic or any other reason.
10. You will follow the policies of the EduCareer.
11. You will never involve in illegal, political or defaming activities regarding the institute, management, faculty and students of the EduCareer.
12. The EduCareer shall issue new appointment letter for new semester/ annual session/ subjects.
13. You will submit written notice prior to leaving the institute otherwise the remaining dues will be fortified in the favor of the institute.
14. The EduCareer has right to cancel the agreement without any notice.
15. You will submit Covid-19 Vaccination Report along with documents.



Ref. No. EduCareer/2021/97

Dated: 09-06-2021

16. You will submit the documents like color scan copy of Council Registration Certificate, CNIC, Passport Pic, Degrees and Transcripts in the institute.

Registrar
EduCareer Sindh Institute
Sukkur

071 5805101, 0300 0654905, 0300 0654908, 0300 0654909, 0300 0654925

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