



Office of the Registrar

No. MANUU/ER-I(B)/F.306/2026-27/144

29 April, 2026

CIRCULAR

Sub: Retaining of Contractual Faculty during Semester Break - Reg.
Ref: Approval of the Vice Chancellor dated 27.04.2026.

All the Dean, School of Studies /Directors of Centres/Principals (CTEs/Polytechnics)/ Head of the Departments / Incharge Off-Campuses/Satellite Campuses are hereby informed that during the period of Semester Break, the Contractual Faculty working at respective Departments / Centres/ Campuses are to be meaningfully retained for the productive use of Semester Break period for various Academic/ Administrative works including the following:

- Admission to Regular Courses; Publicity, admission queries, scrutiny, counseling, verification and other support services during admission process.
- Involvement in developing / designing new courses/papers and revision of existing courses/papers.
- Support to SWAYAM mentor for listing SWAYAM MOOCS Courses for the relevant Semester
- Assisting in developing Video Lessons and Writing of Chapters /units for Centre for Distance and Online Education including editing and vetting.
- Assistance in conduct of Examinations and Evaluation for the Regular and Distance Mode Examinations
- Assisting in conduct of Entrance Test by MANUU for its programmes and those conducted by Institutions other than MANUU.
- Internship Guidance/Supervision to regular mode students
- Support for remedial Classes
- Preparation of Online Courses for Centre for Distance and Online Education.
- Support to students preparing UGC-NET and other competitive Examinations.

All the concerned Deans / Directors of Centres / Principals (CTEs/Polytechnics)/ HoDs/ Incharge Off-Campuses/Satellite Campuses are required to solicit the approval for retaining the Contractual faculty (viz. Guest Faculty / Assistant Professor / Lecturers, etc.) during the Semester Break, if required well in advance as per the duly established University norms.

Registrar

29/04/2026

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