

## **FACULTY OUTREACH PROGRAM (SoPs)**

Following are the approved SoPs for conducting short courses (1-2 weeks) under Faculty Outreach Program funded by Endowment Fund Secretariat, UAF

### **1. Solicitation of Courses**

Applications will be invited for 1-2 week course through advertisement in the Campus News from the faculty members of UAF along with its constituent college and sub campuses. Applications on the prescribed format (attached) will be submitted to the PI. The advertisement should clearly indicate the venue where courses may be conducted i.e. at UAF Main Campus/Sub-Campuses or at any place in Punjab Province keeping in view the importance of course for that area and the facilities available.

### **2. Evaluation of the Courses**

- a. Each course proposal submitted by the faculty member will be evaluated by the following committee on first come first served basis:
  - i. Executive Director, EFS, UAF
  - ii. Principal Investigator (Prof. Dr. Asif Ali)
  - iii. Nominee of the Vice Chancellor (on case to case basis)
- b. The Committee will invite the faculty member (course proposer) to discuss and finalize the work plan and rationalize the budget.
- c. The recommendations of the committee will be submitted to the Vice Chancellor/Chairman BoD for approval.

### **3. Execution of the Course**

- a. After approval of the course notified by EFS, the funds will be released to the PI.
- b. The PI will advertise the course to attract the potential candidates through paper or electronic media according to the work plan approved.
- c. The PI will coordinate the course according to the approved work plan, contents and budget of the said course.
- d. The PI will process the bills relating to the course for reimbursement/adjustment and will maintain all the records.
- e. The faculty member conducting the course will submit a completion report to EFS through PI.

*Note: For further clarification please contact the following:*

1. Prof. Dr. Asif Ali, Director, External Linkages (Principal Investigator).
2. Dr. Mahmood Ahmad Randhawa (Co-Principal Investigator)  
Chairman, Department of Continuing Education