National University
of Computer & Emerging Sciences

Block-B, Faisal Town, Lahore, Pakistan.
Tel: +92 42 111 - 128 - 128

No. Fall 2023/TA/FAST School of Computing/4586

August 21,2023

Abubakar Shahid,

Flat # 22, 2nd Floor, Galaxy Plaza, Main Ferozepur Road, Lahore
Cell #. 0322-1429661

Subject: **APPOINTMENT AS TEACHING ASSISTANT**

Dear Mr.Abubakar Shahid,

I am pleased to inform you of your appointment as Teaching Assistant for the course on **"Programming Fundamentals"** for section (BSE-1B), during Fall 2023 Semester.

You are expected to put in a maximum of 60 hours of assistance during the semester as detailed by the Course Instructor of the above course(s). Your maximum compensation shall be Rs.250/- per student, payable at the end of the semester.

You are required to announce office hours (2 hours per section per week) with the approval of your course instructor for the guidance of the students.

You are further required to meet the course Instructor at least once a week and follow his/her guidelines in order to make the course more beneficial for the students.

You are requested to submit copy of attached bill, dully endorsed by the Course Instructor for the payment of compensation at the end of the semester in the Account Section.

I hope your assistance in the above course shall be beneficial to the Course Instructor and the students.

Yours sincerely,

Dr. Hammad Naveed
Director

Copy to: 1)   Accounts, for appropriate action.
            2)   FAST School of Computing Department for Personal File.