

## University of Vavuniya

### Work Norm Policy and Procedure for Academic Accountability and Workload Calculation Model for Academic staff

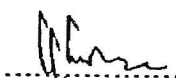
The documents on Work Norm Policy and Procedure for Academic Accountability and Workload Calculation Model for Academic staff of the each faculty of University of Vavuniya is attached as Annexures 1 to 3.

Annexure 1: The Faculty board of the Faculty of Applied Science at its Special meeting held on 28<sup>th</sup> of October 2022 and the Centre for Quality Assurance at its 09<sup>th</sup> meeting held on 04.11.2022 recommended the Work Norm Policy and Procedure for Academic Accountability and Workload Calculation Model for Academic staff for the Faculty of Applied Science.

Annexure 2: The Faculty board of the Faculty of Business Studies at its 203<sup>rd</sup> meeting held on 05<sup>th</sup> of October 2022 and the Centre for Quality Assurance at its 08<sup>th</sup> meeting held on 13.10.2022 recommended the Academic Accountability and Workload Calculation Model for Academic staff for the Faculty of Business Studies.

Annexure 3: The Faculty board of the Faculty of Technological Studies at its 21<sup>st</sup> meeting held on 06<sup>th</sup> of July 2022 and the Centre for Quality Assurance at its 06<sup>th</sup> meeting held on 01.08.2022 recommended the Academic Accountability and Workload Calculation Model for Academic staff for the Faculty of Technological Studies.

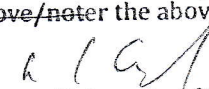
The Senate at its 15<sup>th</sup> meeting held on 21<sup>st</sup> November 2022 recommended the above documents and it is submitted for the approval of the Council.

  
Deputy Registrar,  
Academic Affairs and Publication.  
22/11/2022.

  
Registrar

28/11/22

DR/Aca. & Publi

The Council at its ...14<sup>th</sup>... meeting held on 26.11.2022 approved/did not approve/defer the above. Council  
  
Registrar, University of Vavuniya.  
28/11

cc: Deon / FAS  
Deon / FBS  
Dean / FTS  
DR / Est

also suggested to ensure that each staff's workload against the work norms prepared by the Faculties.

# **Work Norm Policy and Procedure for Academic Accountability and Workload Calculation Model for Academic staff, Faculty of Applied Science, University of Vavuniya.**

## **1.0 Preamble**

This document addresses different aspects to be considered in developing a minimum workload and work norms model common to all the academics in the Faculty of Applied Science, University of Vavuniya. As such, the mechanism incorporates aspects in Teaching, Research and Contribution to the Faculty, University and National Development into this model for the development process.

It is recognized that University teachers should have 'Academic Freedom' to: teach and carry out research without any interference; be open and flexible in their academic activities; and undertake activities outside their employment that enhance their intellect and professional skills, without forfeiting their primary commitments to the University.

Therefore, guidelines on workload and work norms for academics helps exercising the academic freedom without affecting adversely on their 'Academic Accountability'. These guidelines take into account the complexities and diversities of activities performed by the academics, which include not only teaching and research work, but also contributions to university and national development.

The purpose of this policy is to establish rules for calculating the statutory workload of teaching staff Faculty of Applied Science in compliance with "Ethics and Academic Accountability for Academic Staff in the Sri Lankan University System" prepared by Quality Assurance and Accreditation Council of the University Grants Commission of Sri Lanka according to the UGC Circular UGC/AC/QA/Gen dated 07.05.2015. This Operating Policy is a mechanism for ensuring that each faculty member meets the statutory workload minimum as stipulated in the above-mentioned document. This Policy also ensures distribution of fair and equitable work norms for all academic staff and ensure transparent, and quality academic contribution to university and other establishments when such needs arise.

## **2.0 Student contact hours**

Student contact hours are defined as any academic activity in connection with the undergraduate learning process such as lecturing, supervision of students' research work, academic guidance, mentoring and facilitating the students' learning activities.

## **3.0 Work Norms**

Within the academic load of 35 hours per week (7 hours/day x 5 days/week), the following minimum number of student contact hours per academic year (two semesters of 30 weeks/year, with the balance left for examinations, marking and vacations) is recommended and reflected in the personal time table, with reference to Codes of Practice on Academic Accountability for Academic Staff in Sri Lankan University System, QAC/UGC, March 2012:

Table 1: Work Norm of Academic Staff

Position	Minimum Student Contact Hours	
Head of Department/Division	180 hours	06h/week
Senior Professor/Professor	300 hours	10h/week
Associate Professor	360 hours	12h/week
Senior Lecturer Grade I and II	380 hours	13h/week
Lecturer/Probationary Lecturer	450 hours	15h/week
Senior ETA/ETA Grade I/Instructor Grade II	480 hours	16h/week
ETA Grade II /Instructor Grade II	510 hours	17h/week

#### 4.0 Work load

In addition to the work norms specified, it is necessary to consider the other duties and responsibilities of a university academic when calculating the workloads of the academic staff. Workload related to teaching include any academic activity connected with undergraduate teaching, supervision of postgraduate and undergraduate students' research and Academic guidance, mentoring and facilitating the students' learning activities. Therefore, student contact hours related to teaching is computed from the following three categories;

- (a) Academic Instruction
- (b) Research Supervision
- (c) Academic Coordination

##### (a) Academic Instruction

Academic instructions are delivered in different modes and therefore different weightages have to be given to each mode considering, credit value, time for preparation, mode of delivery, class size, etc. In cases the teaching work of the module is conducted by more than one lecturer, the proportionate work hours must be distributed among lecturers in charge of the course module. Weights assigned to the teaching workload should consider the credit value of each course offered by the Academic in a semester.

Table 2: Computation of Workload related to Academic Instruction

	Teaching Activity	Hours spent	Description
1.	Lectures/Tutorials/Presentations	$15 \times C \times k_1 \times k_2$ + AC x AF	C = Credit value of the subject $k_1$ = No. of offerings of the same subject $k_2$ = 3hrs. (No. of hours required for preparation to conduct 1 hr. lecture) AC = Actual lecture hours *AF = Adjustment Factor for class size, see Table 3.
2.	Practical sessions	A no. of actual time hours	
3.	Preparation of practical sessions	5hrs./2hr. practical session	



4.	Field visits	Max 10 hours per day for residential programs and up to a maximum of 6 hours per day for field trips of a non-residential nature	For these and other academic programs that are not of full semester duration, each department could specify its own ratings which should be consistent with the overall rating of student contact hours and student credits.
5.	Time spent on supervision of research/group project	2h/week for Honours Degree 1h/week for General Degree and Internship training	A department is entitled to distribute among its staff members for supervision of research/group project, etc. Departments could also specify any other appropriate norms to ensure equitable distribution of workloads.
6.	Setting exam papers	$C \times k_3 + t$	$k_3 = 3\text{hrs.}$ (No. of hours required for setting an exam paper for 1 credit course) $t = \text{actual hrs. spent to type the papers declared by the setter.}$
7.	Moderating exam papers	$C \times k_4$	$k_4 = 1\text{ hr.}$ (No. of hours required for moderating exam paper of 1 credit course)
8.	Marking exam papers	$N \times C \times 2/3$	$N = \text{No. of students followed the exam of the course}$ $C = \text{No. of credits for the course unit; } 2/3\text{ hr. for marking question paper of 1 credit}$
9.	Evaluation of quiz/ tutorials/ assignments	$k_5 \times N \times t$	$k_5 = \text{time taken to grade (1/6 hrs.)}$ $N = \text{No. of students following the course}$ $t = \text{No. of quiz/ tutorials/ assignments per course}$
10.	Evaluating practical report	$k_6 \times N$	$k_6 = \text{time taken to grade a practical/field work/report (1/6hrs)}$ $N = \text{No. of students in the practical/field work}$
11.	Evaluation of undergraduate research report (supervisor and/or examiner)	$k_7 \times q$	$k_7 = \text{time spent in evaluating the report 2hrs/student/week}$ $q = \text{No. of reports corrected}$
12.	Student presentations on viva-voce examination	$k_8 \times N$	$k_8 = \text{time taken for the presentation or viva voce}$ $N = \text{No. of students}$
13.	Credit-based seminar course	$k_9 \times N$	$k_9 = 1\text{ hr. time spent/week}$ $N = \text{No. of students}$
14.	Computation of course results	$k_{10} \times N$	$k_{10} = 5\text{ hrs./50 students/course}$ $N = \text{No. of students in a course}$

\***AF** - Adjustment Factor is a multiplicative factor for equalizing workload differences or to compensate the additional workload due to class sizes listed in Table 3 given below:

Table 3: Adjustment Factors for Class Size of Lectures



Class Size	AF		Class Size	AF
01 - 50	1.00		121 - 130	1.80
51 - 60	1.10		131 - 140	1.90
61 - 70	1.20		141 - 150	2.00
71 - 80	1.30		151 - 160	2.10
81 - 90	1.40		161 - 170	2.20
91 - 100	1.50		171 - 180	2.30
101 - 110	1.60		181 - 190	2.40
111 - 120	1.70		191 - 200	2.50

- In the case of multiple offerings of the same subject,  $k_2 = 2$  hrs.
- For research projects, internship training (placement) or group projects which are delivered under the normal allocation of 6 credits provided in the curriculum, a department is entitled to distribute among its staff members.
- In cases the teaching work of a course is conducted by more than one lecturer, the proportionate work hours must be distributed among lecturers in charge of the course.

**(b) Research Supervision**

- Postgraduate research for which no extra payment is made and where staff member is the only supervisor, student contact hours given in the following table may apply.
- Where a staff member is a co-supervisor, only one half of the specified hours may be claimed by the principal supervisor, whilst rest is equally shared among the co-supervisors.
- In order to encourage senior staff in undertaking more research, especially, research involving students, a minimum of 40 hours of research student contact is considered desirable for Senior Academic Staff.
- Any postgraduate teaching and/or research which receive extra remuneration shall not be counted under teaching load.
- Computation of workload related to supervision of students' research/industrial training is given in Table 4.

Table 4: Computation of workload related to supervision of students' research/industrial training

	Degree Program	Student contact hours that may be claimed per student per year	Number of years for which claim can be made
1.	PhD Full Time	90 hours	04 years
2.	PhD Part Time	45 hours	08 years
3.	M Phil Full Time	90 hours	02 years
4.	MPhil Part Time	45 hours	04 years
5.	MSc Full Time	60 hours	01 year
6.	Course based MSc Part Time	20 hours	01 year
7.	Research projects which involve undergraduate	20 hours Max (10h per student)	

	students* (other than the undergraduate research)		
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\* This refers to a research which is currently carried out with the participation of undergraduate students for which no credit is earned by student.

Table 5: Research and Development Workload Weights

	Activity	Time
1.	No of research grants received	50hrs./grant/year
2.	Member of research consultants' team	20hrs./year
3.	Research Publications: Refereed journal Non-refereed journal Conference papers Extended abstracts Abstracts	50hrs./article 40hrs./article 30hrs./article 20hrs./abstract 10hrs./abstract
4.	Author of books or chapters in books (international/national publisher)	200hrs./book 50hrs./chapter
5.	Author of monographs	50hrs./monograph
6.	Author of policy papers	50hrs./policy paper
7.	Author of consultancy report	50hrs./report
8.	Software development	50hrs./software
9.	Media projects and products	30hrs./project/product
10.	Translation and publication of books and scholarly work	25hrs./100pages
11.	Peer-reviewed presentations at national/international conference	20hrs./presentation
12.	Editor of the reputed journals and proceedings	100hrs./journal or proceedings
13.	Associate-/Co- editor, of reputed journals and proceedings	50hrs./journal or proceedings
14.	Member of the editorial board of a reputed journal or proceeding	25hrs./journal or proceedings
15.	Chairperson/Coordinator research symposia, conferences (national) Chairperson/Coordinator research symposia, conferences (international)	100hrs./event 150hrs./event
16.	Workshop coordinator	20hrs./event
17.	Reviewer of research proposals and articles for publication	10hrs./proposal/article

For the above listed contributions for Research and Development, a staff member is to keep track of actual hours of work devoted and declare it accordingly for the calculation of his/her work load weights.

**(c) Academic Coordination (per year unless stated otherwise)**

Table 6: Computation of workload related to academic coordination

	<b>Activity</b>		<b>Time</b>
1.	Faculty (Degree Program) Coordination:	Director/Post Graduate Studies	60 hours (02h/week)
2.	Level/Academic Coordination:	Academic Advisor	30 hours (01h/week)
		Personal Mentor	30 hours (01h/week)
		Student Coordinator/Councilors	60 hours (02h/week)
3.	Academic Coordination: One Semester		30 hours (01h/week)
4.	Research project/Industrial training/Group project/Seminar Coordination		01 hour/student
5.	Academic Subject Coordination (e.g. where visiting staff take all the lectures)		15 hours/subject/semester
6.	Academic event coordination		15 hours/event (claimed in proportion to the work load, maximum 30 hours per Semester)

### 5.0 University and National Development Workload Weights

	<b>Activity</b>	<b>Time</b>
1.	Development of new degree programs	100 hrs./programme
	Development of new courses	20 hrs./course
2.	Resource person at curriculum development workshops and training programs	20 hrs./programme
3.	Contribution to infrastructure development at department, faculty, and university	Actual time spent as per records
4.	Active engagement in Departmental meetings, Faculty Boards, Faculty Board-subcommittees, Senate, Senate-subcommittees and Representation to Council	Actual time spent as per records
5.	Contribution to student advisory boards, disciplinary inquiry boards	Actual time spent as per records
6.	Members of the board of studies	Actual time spent as per records
7.	Serving as Vice-chancellor, Deputy Vice-chancellor	100 hrs./year
8.	Serving as Deans, Directors of Institutes/Centers, Heads of Departments	80 hrs./year
9.	Serving in positions of Proctor/Deputy Proctor/Senior student Counsellor/Warden	80 hrs./year
10.	Student Counselor/Sub-Warden	50 hrs./year
11.	Serving as Coordinators of faculty/university units	50 hrs./year
12.	Senior Treasurer of student societies	20 hrs./semester
13.	Serving as advisor of national development projects	20 hrs./project
14.	Serving as country representatives of regional/international bodies	30 hrs./project



15.	Serving as Members of formalized links in outreach activities with private organizations	Actual time spent as per records
16.	Serving as Coordinators of international/national conferences/congresses	Actual time spent as per records
17.	Serving in any Office of professional bodies /societies	Actual time spent as per records
18.	Contribution to professional development activities (participation in workshops/training programs, etc.)	Actual time spent as per records
19.	Contribution to staff development	Actual time spent as per records
20.	Contribution to advancement of the profession	Actual time spent as per records
21.	Member of technical evaluation committee (TEC)	3 hrs./TEC report
22.	Any other activity in institutional and/or national development	Allocation to be decided by the Senate/Faculty Board

For the above listed contributions for University and National development, a staff member is to keep track of actual hours of work devoted and declare it accordingly for the calculation of his/her work load weights.

## 6.0 Academic Accountability

On the basis that the degree programmes of the Faculty of Applied Science require students to earn 120 credits to graduate in four years for the degree programmes; Honours in Computer Science, and Honours in Information Technology offered by the Department of Physical Science and Honours in Environmental Science offered by the Department of Bio-science, the Student:Staff ratio is maintained at 18, 24 and 12 respectively, the average workload of a staff member for each of the degree programmes works out to be 540 ( $=120/4*18$ ), 720 ( $=120/4*24$ ), and 360 ( $=120/4*12$ ) Student Credits (SC) per year respectively at present.

The Faculty member submits a report at the end of each semester or year or on a date agreed upon by the Department or Faculty to the relevant Head of the Department for validation. Any grievance shall be arbitrated by the Dean of the respective Faculty. Heads of Departments and Deans are responsible for assigning teaching duties equitably among staff members.

In recognition of the academic freedom, it is recommended that the members of academic staff are allowed to utilize seven hours of the weekly work hours for any pursuit of their choice, inclusive of pursuits that result in extra remuneration, provided prior approval has been obtained from university authorities.

**Academic Accountability and Workload Calculation for Academic staff,  
Faculty of Business Studies, University of Vavuniya, Sri Lanka.**

**Overview**

It is widely acknowledged that university teachers should have 'Academic Freedom,' which allows them to: teach and conduct research without interference; be open and flexible in their academic activities; and engage in activities outside of work that improve their intellectual and professional skills without jeopardizing their primary commitments to the university. As a result, some restrictions on **workload and work norms** for academics are needed so that they can exercise the aforementioned academic freedom without jeopardizing their '**Academic Accountability**.' These principles should consider the intricacies and diversity of academic activities, which include not only teaching and research but also those that contribute to the university and national development. It should also be mentioned that some of these activities take place outside of the University's usual working hours. To capture all of the above factors, an 'Academic Performance Index' must be devised, taking into account academic workloads and work standards, and included in their duties and obligations at the university.

**Work norms and workload**

Many factors have to be considered when creating a workload and work norms model that applies to all academics in the University System. As a result, the mechanism for incorporating aspects such as teaching, research, and contribution to the university and national development into this 'Workload and Work Norms Model' needs to be discussed in a larger forum with representation from all academic disciplines, and the opportunity for all of them to participate in the development process should be provided.

## Workload

*In calculating Workload, the following principle shall be considered.*

*A Week can be defined as 5 working days and there would be 35 hours/week (7 hours/day x 5 days/week); an academic year would be 40 working weeks /year (with the balance left for examinations, marking, and vacations.) Accordingly, the number of annual hours of work would be 1400 hours/year (40 weeks/year x 35 hours/week.)*

Types of Workloads of academics:

- (i) Academic Instruction and Coordination workload weights
- (ii) Research and Development workload weights
- (iii) University and National Development workload weights

In recognition of the academic freedom, it is recommended that the members of academic staff are allowed to utilize 7 hours of the weekly work hours for any pursuit of their choice, inclusive of pursuits that result in extra remuneration.

## Work norms:

It is recommended that the minimum number of student contact hours per year is reflected in the personal timetable as follows.

*Table 1: Work norms of Academics*

Head of Department /Division	180 hours/year
Senior Professor/Professor	300 hours/year
Associate Professor	360 hours/year
Senior Lecturer Grade I and II	380 hours/year
Lecturer/Probationary Lecturer	450 hours/year
Senior ETA/ETA Grade I/Instructor Grade I	480 hours/year
ETA Grade II/Instructor Grade II	510 hours/year



Since student contact hours are mainly utilized for undergraduate teaching and postgraduate research, the contact hours in a week would include time spent on participation and supervision of research and practical work.

### **Student Contact hours:**

#### **1. Academic Instruction and Coordination**

Actual lecture hours, Tutorial and Lab class hours conducted by the staff member.

Weights assigned to the teaching workload should consider the credit value of each course offered by the Academic in a semester. In calculating the above, the following factors should be considered:

#### **Academic Instruction**

*Table 2: Computation of workload related to academic instructions*

	Teaching Activity	Hours spent related to Academic instructions	Explanation of parameters
1.	Lectures/Tutorials	$15 \times C \times k_1 \times k_2$	C = credit value of the subject k1 = number of offerings of the same subject k2 = 3 hrs. (number of hours required for preparation to conduct 1 hr. lecture)
2.	Conducting practical classes	A number of actual time hrs.	
3.	Preparation of practical Classes	5hrs./2hr practical Class	

4.	Field visits	Max 10 hours per day for residential programs and up to a maximum of 5 hours per day for field trips of a non-residential nature.	
5.	Time spent on supervision of group Project	1hr/project	
6.	Setting exam papers	$C \times k_3$	$k_3 = 3\text{hrs}$ (number of hours required for setting an exam paper for 1 credit course unit)
7.	Moderating /translating exam papers	$C \times K_4$	$k_4 = 1\text{ hrs.}$ (time required for Moderating /translating exam paper of 1 credit course unit)
8.	Marking exam papers	$N \times C/6$	<p><math>N =</math> number of students followed the exam of the course module</p> <p><math>C =</math> no. of credits for the course unit ; <math>1/6\text{ hr.} =</math>for marking question paper of 1 credit</p>
9.	Evaluation of tutorials/assignments	$k_5 \times N \times t$	<p><math>k_5 =</math>time taken to grade a tutorial/assignment (1/6hrs)</p> <p><math>N =</math> number of students following the course</p> <p><math>t =</math> number of tutorials/assignments per course unit</p>

10.	Evaluating practical report	$k6 \times N$	$k6$ =time taken to grade a practical/field work/report (1/6hrs) $N$ = no of students in the practical/field work
11	Evaluating Internship Report/ Capstone Project Report/ Seminar Report	$K7 \times N$	$K7$ =time taken to grade a Intern/Capstone work/report (1/3hrs) $N$ = no of students in the practical/field work
12.	Evaluation of undergraduate research dissertation (supervisor and /or examiner)	$K8 \times q$	$K8$ =time spent in evaluating the dissertation 4hrs/report $q$ = no of dissertations corrected
13.	Student presentations on viva voce examination: Research/Internship/Seminars	$K10 \times N$	$K10$ = time taken for the presentation or viva voce $N$ = No. of students

#### Academic Coordination (per year unless stated otherwise)

Table 3: Computation of workload related to academic coordination

	Activity	Time
1.	Degree program coordination	60 hrs./year
2.	Subject coordination	15 hrs./subject/semester
3.	Project /industrial training coordinator	1 hr./student/inspection visit
4.	Academic event coordinator	10 hrs./event
5.	Postgraduate program coordination	80 hrs /year



## Research Supervision

Table 4: Computation of workload related to research other than undergraduate research supervision

	Activity	Time
1.	No of research grants received	50 hrs./grant/year
2.	Member of research team	20 hrs./year
3.	Research publications	
	Refereed journal	25 hrs./article
	Non-refereed journal	20 hrs./article
	Conference paper	15 hrs./article
	Extended abstract	10 hrs./abstract
	Abstracts	05 hrs./abstract
4.	Author of books or chapters in books (international/national publisher)	100 hrs./book 50 hrs./chapter
5.	Author of monographs	50 hrs./monograph
6.	Author of policy papers	50 hrs./policy paper
7.	Author of consultancy report	50 hrs./report
8.	Software development	30 hrs./software
9.	Media projects and products	30 hrs./project/product
10.	Translation and publication of books and scholarly work	25 hrs./100pages
11.	Peer-reviewed conferences	10 hrs./presentation
12.	Editor of the reputed journals and proceedings	50 hrs./journal/Proceeding
13.	Associate editor, of reputed journals and proceedings	30 hrs./journal/Proceeding
14.	Member of the editorial board of a reputed journal or proceeding	20 hrs. /journal/Proceeding

15.	Chairperson/Coordinator research symposia, conferences(national)	75 hrs./event
16.	Member of research symposia, conferences (national)	20 hrs/event
17.	Chairperson /Coordinator research symposia, conferences(international)	100 hrs./event
18.	Member of research symposia, conferences (international)	30 hrs/ event
19.	Workshop coordinator	15 hrs./event
20.	Reviewer of research proposals and articles for publication	10 hrs./proposal/article

Table 5: Student Contact hours for research supervision

<b>Degree Program</b>	<b>Student Contact hours (claimed per student per year)</b>	<b>Number of year for which the claim is made</b>
1. PhD Full Time	90 hours	4 years
2. PhD Part Time	45 hours	8 years
3. MPhil Full Time	90 hours	2 years
4. MPhil Part Time	45 hours	4 years
5. MSc/ MEng Full Time	60 hours	1 year
6. Course based MSc/ MEng/MBA Part Time	20 hours	1 year
7. Undergraduate Research Projects	20 hours Max	1 year

## 2. University and National Development workload weights

Table 6: Computation of workload related to administrative and national development activities

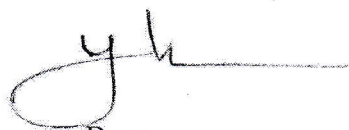
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5.	Contribution to student advisory boards, disciplinary inquiry boards	Actual time spent as per records
6.	Members of the board of studies	Actual time spent as per records
7.	Serving as Vice-chancellor, Deputy Vice-chancellor,	100 hrs./year
8.	Serving as deans, directors of institutes/centers, heads of departments	80 hrs./year
9.	Serving in positions of Proctor/deputy proctor /chief student counsellor/ warden	80 hrs./year
10.	student counselor/ sub warden	50 hrs./year
11.	Serving as coordinators of faculty/university units	50 hrs./year
12.	Senior treasurer of student societies	20 hrs./semester
13.	Serving as advisor of national development projects	20 hrs./project
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15.	Contribution to professional development activities (participation in workshops/training programs etc.)	Actual time spent as per records
16.	Member of technical evaluation committee ( TEC )	3 hrs. /TEC report
17	Serving as member of any committees	Actual time spent as per records
18.	Any other activity in institutional and/or national development	Allocation to be decided by the senate/faculty board

It was recommended by the Faculty Board at its 203<sup>rd</sup> meeting held on 05.10.2022 and the Quality Assurance Cell of the University at its 08<sup>th</sup> meeting held on 13.10.2022.

The approval of the Senate is sought.



Dean

Faculty of Business Studies.

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## Workload

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Head of Department /Division	180 hours/year
Senior Professor/Professor	300 hours/year
Associate Professor	360 hours/year
Senior Lecturer Grade I and II	380 hours/year
Lecturer/Probationary Lecturer	450 hours/year
Senior ETA/ETA Grade I/Instructor Grade I	480 hours/year
ETA Grade II/Instructor Grade II	510 hours/year



Since student contact hours are mainly utilized for undergraduate teaching and postgraduate research, the contact hours in a week would include time spent on participation and supervision of research and practical and clinical work.

### **Student Contact hours:**

#### **1. Academic Instruction and Coordination**

Actual lecture hours, Tutorial and Lab class hours conducted by the staff member.

Weights assigned to the teaching workload should consider the credit value of each course offered by the Academic in a semester. In calculating the above, the following factors should be considered:

*Table 2: Computation of workload related to academic instructions*

	<b>Teaching Activity</b>	<b>Hours spent related to Academic instructions</b>	<b>Explanation of parameters</b>
1.	Lectures/Tutorials	$15 \times C \times k_1 \times k_2$	C = credit value of the subject k <sub>1</sub> = number of offerings of the same subject k <sub>2</sub> = 3 hrs. (number of hours required for preparation to conduct 1 hr. lecture)
2.	Conducting practical classes	A number of actual time hrs.	
3.	Preparation of practical Classes	5hrs./2hr practical Class	

4.	Field visits	Max 10 hours per day for residential programs and up to a maximum of 5 hours per day for field trips of a non-residential nature.	
5.	Time spent on supervision of group Project	1hr/project	
6.	Setting exam papers	$C \times k_3$	$k_3 = 3\text{hrs}$ (number of hours required for setting an exam paper for 1 credit course unit)
7.	Moderating /translating exam papers	$C \times K_4$	$k_4 = 1\text{ hrs.}$ (time required for Moderating /translating exam paper of 1 credit course unit)
8.	Marking exam papers	$N \times C/6$	<p><math>N =</math> number of students followed the exam of the course module</p> <p><math>C =</math> no. of credits for the course unit ; <math>1/6\text{ hr.} =</math>for marking question paper of 1 credit</p>
9.	Evaluation of tutorials/assignments	$k_5 \times N \times t$	<p><math>k_5 =</math>time taken to grade a tutorial/assignment (1/6hrs)</p> <p><math>N =</math> number of students following the course</p> <p><math>t =</math> number of tutorials/assignments per course unit</p>

10.	Evaluating practical report	$k_6 \times N$	$k_6$ = time taken to grade a practical/field work/report (1/6hrs) $N$ = no of students in the practical/field work
11.	Evaluation of undergraduate research report (supervisor and/or examiner)	$k_7 \times q$	$k_7$ = time spent in evaluating the report 4hrs/report $q$ = no of reports corrected
12.	Student presentations on viva voce examination	$k_8 \times N$	$k_8$ = time taken for the presentation or viva voca $N$ = No. of students

### Academic Coordination (per year unless stated otherwise)

Table 3: Computation of workload related to academic coordination

	Activity	Time
1.	Degree program coordination	60 hrs./year
2.	Subject coordination	15 hrs./subject/semester
3.	Project /industrial training coordinator	1 hr./student/inspection visit
4.	Academic event coordinator	10 hrs./event



## 2. Research Supervision

Table 4: Computation of workload related to research other than undergraduate research supervision

	Activity	Time
1.	No of research grants received	50 hrs./grant/year
2.	Member of research team	20 hrs./year
3.	Research publications	
	Refereed journal	25 hrs./article
	Non-refereed journal	20 hrs./article
	Conference paper	15 hrs./article
	Extended abstract	10 hrs./abstract
	Abstracts	05 hrs./abstract
4.	Author of books or chapters in books (international/national publisher)	100 hrs./book 50 hrs./chapter
5.	Author of monographs	50 hrs./monograph
6.	Author of policy papers	50 hrs./policy paper
7.	Author of consultancy report	50 hrs./report
8.	Software development	30 hrs./software
9.	Media projects and products	30 hrs./project/product
10.	Translation and publication of books and scholarly work	25 hrs./100pages
11.	Peer-reviewed conferences	10 hrs./presentation
12.	Editor of the reputed journals and proceedings	50 hrs./journal
13.	Associate editor, of reputed journals and proceedings	30 hrs./journal
14.	Member of the editorial board of a reputed journal or proceeding	20 hrs. /journal
15.	Chairperson/Coordinator research symposia, conferences	75 hrs./event

	(national)	
	Chairperson /Coordinator research symposia, conferences(international)	100 hrs./event
16.	Workshop coordinator	15 hrs./event
17.	Reviewer of research proposals and articles for publication	10 hrs./proposal/article

Table 5: Student Contact hours for research supervision

Degree Program	Student Contact hours (claimed per student per year)	Number of year for which the claim is made
1. PhD Full Time	90 hours	4 years
2. PhD Part Time	45 hours	8 years
3. MPhil Full Time	90 hours	2 years
4. MPhil Part Time	45 hours	4 years
5. MSc/ MEng Full Time	60 hours	1 year
6. Course based MSc/ MEng/MBA Part Time	20 hours	1 year
7. Undergraduate Research Projects	20 hours Max (10 students)	1 year

### 3. University and National Development workload weights

Table 6: Computation of workload related to administrative and national development activities

	Activity	Time
1	Development of new degree programs	100 hrs./program
	Development of new courses	20 hrs./course
2	Resource person at curriculum development workshops and training programs	20 hrs./program
3.	Contribution to infrastructure development at department, faculty, and university	Actual time spent as per records
4.	Active engagement in departmental meetings, faculty boards, senate subcommittees	Actual time spent as per records
5.	Contribution to student advisory boards, disciplinary inquiry boards	Actual time spent as per records
6.	Members of the board of studies	Actual time spent as per records
7.	Serving as Vice-chancellor, Deputy Vice-chancellor,	100 hrs./year
8.	Serving as deans, directors of institutes/centers, heads of departments	80 hrs./year
9.	Serving in positions of Proctor/deputy proctor /chief student counsellor/ warden	80 hrs./year
10.	student counselor/ sub warden	50 hrs./year
11.	Serving as coordinators of faculty/university units	50 hrs./year
12.	Senior treasurer of student societies	20 hrs./semester
13.	Serving as advisor of national development projects	20 hrs./project
14.	Serving as country representatives of regional/international bodies	30 hrs./project



15.	Contribution to professional development activities (participation in workshops/training programs etc.)	Actual time spent as per records
16.	Member of technical evaluation committee ( TEC )	3 hrs. /TEC report
17.	Any other activity in institutional and/or national development	Allocation to be decided by the senate/faculty board