# NOTE: General document – Each Faculty to amend at the Faculty level as appropriate and obtain Faculty Board and Senate approval.

**ANNEXURE -1**

# General Guideline on Workload Calculation and Reporting

1. Academic workload (Reporting as contact hours)
   * Lectures – Actual student contact hours
   * Tutorials – Actual student contact hours
   * Laboratory work - Actual student contact hours
   * Clinical/Internship/Industrial training – Actual student contact hours
   * Fieldwork/Projects etc. - Actual student contact hours
   * Undergraduate research supervision –Actual student contact hours
   * Academic mentoring - Actual student contact hours

## Any other – to be defined and approved by the respective Faculties with appropriate contact hours

1. Research supervision (Reporting of contribution as information)
   * PhD
   * MPhil
   * Master’s degree with a research work
   * Course work based Master’s degree programmes
   * Postgraduate diploma programmes with a research component
2. Academic coordination (Reporting as contact hours) a). Faculty level

* Chairperson/Director of a faculty level committee;
  + Coordinator/ Quality Assurance 60 hrs per annum
  + Coordinator/ Internship/Clinical/Industrial Training 60 hrs per annum
  + Chairperson, Curriculum Development and Review 60 hrs per annum
  + Chairperson-Faculty Staff/Student Liaison Committee 60 hrs per annum
  + Coordinator/Staff Development Programme 60 hours per annum
  + Chairperson/ Research committee 60 hours per annum

## Any other – to be defined and approved by the respective Faculties with appropriate contact hours

1. Department level (as appropriate to the respective Faculty)
   * Coordinator/Curriculum development and review 30 hrs per annum
   * Coordinator/Quality assurance 30 hrs per annum
   * Coordinator/ Industrial training/Internship/Clinical 30 hrs per annum
   * Coordinator/Undergraduate research 30 hrs per annum
   * Coordinator of Student subject based association 30 hrs per annum
   * Department student counsellor/mentor 30 hrs per annum
   * Event Coordinator (per event) 15 hrs per annum ***Any other – to be defined and approved by the respective departments with appropriate contact hours***
2. Teaching and Assessment Workload Weights (Reporting of contribution as information)

***Note:*** Only undergraduate teaching and assessments to be included here

## Teaching

***Course coordination:***

* + Coordination of a course/subject (number of students)
  + Coordination of internship/industrial training (number of students)

Preparation for teaching

* + Preparation of lecture material including electronic course material (hours)
  + Number of hours spent on preparation for a lecture or tutorial class
  + Number of hours spent on preparation for tutorials/practicals (lab or field), design classes, demonstrations, clinical teaching, discussions, training visits (hours)
  + Organizing guest lectures/workshops

## Conduct of lecturers, tutorials and practicals

* + Teaching an existing subject/course with revision (hours)
  + Teaching a new subject/course (hours)
  + Teaching a subject/course with multiple offerings or parallel offerings (hours)
  + Teaching a subject/course that runs, mostly as seminars (hours)
  + Conducting tutorials/practical (lab or field), design classes, demonstrations, clinical teaching, discussions, training visits (hours)
  + Conducting guest lectures/workshops

## Assessments

* + Preparation, marking and consultation of tutorial questions (number and hours)
  + Preparation, marking and consultation of practicals, clinicals, field work, design classes (number and hours)
  + Setting of assignments, examination papers and other assessment material (number and hours)
  + Moderation of assignments, examination papers and other assessment material (number and hours)
  + Translation of examination papers (number and hours)
  + Marking answer scripts and submissions for practical /clinical /field work examinations and design reports (number and hours)
  + Assessment of student presentations, viva-voce exams (number and hours)

# Undergraduate research/projects

* + Supervision of undergraduate research projects (number and hours)
  + Assessment of undergraduate projects as a supervisor or examiner (number and hours)

## Monitoring of internship/industrial training

***Any other – to be defined and approved by the respective Faculties with appropriate contact hours***

1. Research & Development Workload Weights (Reporting of contribution as information)
   * Research grants received - number of grants received, grant values, grant duration, nature of donor (national/international), number of research students/research assistants working under the project (numbers)
   * Member of a Research Centre in the University
   * Research publications - refereed journals, non-refereed journals, extended abstracts, abstracts (numbers)
   * Dissemination of research output - patents, products, innovations (numbers)
   * Editor, associate editor, member of the editorial board of reputed journals and proceedings (numbers)
   * Editing of collection of essays or books (numbers)
   * Organization of research symposia, conferences, workshops etc. (number)
   * Supervision of research (M Phil, PhD) - full time /part time (number)
   * Coordinator of research programs (hours)
   * Reviewer of research proposals and articles for publication (number)
   * Member of multidisciplinary research team
   * Member of team of institutional linkages
   * Member of research projects of national relevance
   * Author of books or chapters in books (international/national publisher)
   * Author of monographs
   * Author of policy papers
   * Author of consultancy reports
   * Software development
   * Media projects and products
   * Translation and publication of books and scholarly work
   * Peer reviewed presentations at national /international conferences

## Any other – to be defined and approved by the respective Institutes/Faculties

1. University and National Development Workload Weights (Reporting of contribution as information)

## University level Positions held;

* + Serving as the Vice Chancellor, Deputy Vice Chancellor, Directors of Institutes, Deans, Heads of Department
  + Serving as Directors of University Centres such as Centre for Quality Assurance, Staff Development Centre, Career Guidance Unit, Gender equity and equality, AHEAD Project etc.
  + Serving in any position of administrative support such as Proctor/Deputy Proctor/Chief student counsellor/Student counsellor/Warden/Sub warden
  + Serving as Coordinators of University Units
  + Serving as Chairperson/member of Sports advisory board of University
  + Memberships of Boards of Study of Faculties and EDECU
  + Serving as Coordinators of international/national conferences/congresses
  + Senior Treasurer of student societies
  + Membership of University level committees

Note: When the workload of an academic is considered, holding any of the above positions should be taken into account in workload calculation.

## Activities undertaken:

* + Development of new study programs (numbers)
  + Resource person at curriculum development workshops and training programs (numbers)
  + Contribution to infrastructural development at Department/ Faculty/ University level
  + Active engagement Senate/Faculty/Department sub-committees
  + Contribution to student advisory board, disciplinary inquiry boards as a member
  + Voluntary contribution to staff development

National /International level

* + Contribution to national/international institutes and projects
  + Serving as country representatives of regional/international bodies
  + Contribution to any professional bodies /societies
  + Serving as members of formalized links in outreach activities with private organizations
  + Community engagement

Note: Any other contribution as appropriate

***NOTE:*** To be adopted after due changes as appropriate for a Faculty/course with approval of the respective Faculty Board and University Senate.