



Faculty Workload Policy – 2026

Sharnbasva University, Kalaburagi



FACULTY WORKLOAD POLICY

This policy outlines the workload distribution for faculty members of Sharnbasva University to ensure a balanced approach to teaching, research, and administrative responsibilities. It aims to enhance academic quality, research output, and institutional development.

1. Objectives

-
- To ensure fair and transparent distribution of workload among faculty members.
 - To maintain quality in the teaching-learning process.
 - To promote research and innovation.
 - To support institutional and administrative activities.

2. Teaching Engagement Norms

(As per the UGC norms, as amended from time to time, and the AICTE Notification dated 1 March 2019)

- Faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week, including teaching contact hours and other academic activities.
- Tutorial, project, research, and administrative work may be distributed among faculty members as per need and the availability of staff.
- Laboratory engagement shall also be counted towards teaching hours. The minimum teaching contact hours for various positions are given in Table 1 below.

Table 1: Teaching Engagement of Faculty

Designation	Workload in Units
Officers of the University	4 (with co-teacher)
Director / Dean	4-6
Professor / Senior Professor / Professor of Practice	10-12
Associate Professor	12-14
Assistant Professor	16-18



Faculty Workload Policy – 2026 Sharnbasva University, Kalaburagi, Karnataka

Note: A relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities, such as Head of Department (HOD) or Chairperson.

3. Workload Components

Faculty workload is broadly classified into the following categories:

3.1 Teaching Engagement

Design and development of curricula for new courses; revision and updating of curricula for existing courses; preparation of course material, teaching notes, and presentations, including audio-visual and e-content; engaging theory, tutorial, and laboratory sessions; conducting remedial classes/labs for slow learners and extra classes/labs for students with attendance shortages or delayed admission; conducting laboratory, workshop, studio, museum, field, animal house, and botanical/herbal garden work; project work, seminar work, and research project/internship/apprenticeship-related work; and maintenance of all records relating to classroom, laboratory, and field teaching activities, including student attendance, counselling records, and parent-meeting records.

3.2 Examination and Evaluation

Design and development of question banks and model question papers, and setting of question papers for class tests, surprise tests, CIE, SEE, and other examinations, including preparation of marking schemes and solutions; planning and conducting all types of examinations (CIE, SEE, entrance examinations for admissions, etc.); supervision, assessment, and evaluation; moderation, revaluation, challenge revaluation, and special revaluation; consolidation of results; and maintenance of all examination and evaluation records, CIE booklets, and other assignments.

3.3 Research and Development (R&D)

Guiding students and scholars allotted by the university; preparing and submitting project proposals as per the norms of funding agencies at the state (KSCST, VGST, etc.), national (UGC, DST, ISRO, DAE, AICTE, COA, PCI, MOE, ISTE, IEL, IETE, etc.), and international (IEEE, etc.) levels, including schemes announced by the university; carrying out



Faculty Workload Policy – 2026

Sharnbasva University, Kalaburagi, Karnataka

independent research leading to publication of papers, books, and book chapters, and filing of patents, copyrights, and trademarks; and participating in and organising conferences, workshops, and seminars, including presenting research and contributing to organising committees, as part of research promotion activities within and outside the university.

3.4 Self and Student Development Activities

Participating in and organising Faculty Development Programmes (FDPs), Staff Development Programmes (SDPs), and other personal development programmes and trainings.

3.5 Academic and Administrative Leadership

Serving as a member of bodies/committees such as the Board of Studies (BoS), Board of Examiners (BoE), Academic Council (AC), Board of Management (BoM), Research Council (RC), Executive Council (EC), Board of Governors (BoG), etc., as and when the opportunity is provided by the university and other organisations; and performing the duties of Officer, Director, Coordinator, Chairperson of a department, or Dean of a faculty, as and when assigned by the university.

3.6 Admissions, Education Promotion, and University Development

Admission-related promotional activities; approval-related work, student scholarships, and other affairs; accreditation and ranking-related work; establishment of new laboratories, new programmes (UG/PG/PhD), and new departments/faculties; upgradation and modification of infrastructure; and other developmental and promotional work.

3.7 Other Duties and Responsibilities

In addition to the above, faculty members shall be assigned special duties and additional responsibilities, including but not limited to co-curricular and extra-curricular activities, cultural and spiritual activities, administrative and supervisory responsibilities, outreach activities, and educational tours/excursions, as assigned from time to time by the university and its sponsoring body, the Sangha.



4. Workload Calculation

The following details shall be followed for workload calculation:

Activity	Hours per Week	Units
Lecture	1	1
Tutorial	2	1
Practical	2	1
Seminar	2	1
Project Work	2	1
Mini Project	2	1
Internship Guidance	2	1
Mentoring	2	1
Skill Development Activities (SDA)	2	1

Faculty members must maintain attendance records for all academic activities, along with details of the discussions/guidance provided in each session. However, for the purpose of calculating units, the pattern given below may be considered for workload calculation, in accordance with Table 1.

4.1 Illustrative Workload Distribution

- Theory: Up to 3 courses of 3 or 4 credits each – (i) at the UG level only, (ii) jointly at the UG and PG levels, or (iii) at the PG level only (for MA, MSc, MCom, MBA, and MCA programmes) – with teaching hours per week of 9 or 12, respectively.
- Laboratory: 2 to 4 courses of 2 or 1 credit each, respectively – with lab sessions per week of $(2 \times 4 \text{ or } 4 \times 2) = 8$, subject to a maximum of 16 hours of lab component per week.



Faculty Workload Policy – 2026
Sharnbasva University, Kalaburagi, Karnataka

Examples of Theory (T) and Lab (L) Session Workload

Type	Credits	Courses	Theory Hours / Week	Lab Work Hours / Week	Project / Seminar / Case Study / Activity
I	4	3	12	2	2
II	4	2	8	6	2
III	4	3	12	—	4
IV	3	2	6	8	2
V	3	1	3	10	3
VI	2	1	2	10	4

Note: The total teaching engagement in each of the illustrative examples above (I–VI) amounts to 16 hours per week.

5. Additional Workload Allocation

The following shall be included as part of the total workload:

- **Research Internship / Project Batches:** Five to six batches of 4 to 5 students each, or a group of 20 to 25 students.
- **Student Counselling:** A group of 20 to 25 students.
- **Research Guideship (if eligible):** Number of candidates as per UGC norms, as amended from time to time.
- **Coordinator Duties:** Two to three coordinator duties at the departmental level, or one to two coordinator duties at the faculty level, or one coordinator duty at the university level.
- Any other duties or responsibilities shall be allotted by the authorities as per requirements, on a case-by-case basis.