

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES
(An Autonomous Institution)
RAJAMPET

Name of the Policy: Workload for Full Time Teachers

Type of Policy: Academic

Effective Date: 01.05.2015

Last Revised: Not applicable

Review Date: 27.06.2018

Policy Owner/s: Principal, AITS Rajampet

This policy establishes guidelines for the assignment of workload for full-time faculty at Annamacharya Institute of Technology and Sciences, Rajampet.

The purpose of this policy is to ensure that every academic staff of the Institute has an equitable and reasonable workload which shall regularly be reviewed by the Head of Department in consultation with the concerned staff.

The Institute expects Principal / Deans and Heads of Department to endeavor to apply the following principles when managing workload;


- When managing workloads, Heads of Department should take account of the need to provide the opportunity, during reasonable working hours, for academic staff to engage in the broad spectrum of academic work.
- The allocation of workload within the department shall be equitable. Equity does not imply that all staff performs the same tasks in the same proportions, but rather that a roughly equal load (taken across all areas of work and over a reasonable period of time) is allocated to, and undertaken by, each academic staff member in the Institute irrespective of discipline.
- A full-time staff member's allocated workload should be completed within a 42-hour per week
- Terms of this apportionment and Roles and Responsibilities are to be reviewed periodically and may be changed by mutual consent. Within the terms of this general apportionment of responsibilities and subject to a faculty member's general area of competence, the details of a faculty member's specific assignments or job description should be subject to joint consultation but are to be determined by the Head of the department/Dean/Principal.
- Appropriate management of apportionments by administrators seeks to best serve student interests, faculty interests, and meet departmental responsibilities by maximizing the application of faculty expertise.
- A change in the apportionment of duties cannot be made unilaterally by administrators or by faculty members.
- The specific apportionment of a faculty member's responsibilities shall be reviewed periodically.
- Either the faculty member or the responsible unit administrator may initiate discussions of changes in apportionment.
- In the process of any such discussions, both the faculty member and the unit administrator shall act in good faith to reach a mutual agreement.

Teaching:

Distribution of formative load for Teachers-Hours per week

Category	Assistant Professor	Associate Professor	Professor/Head/Dean	Principal
Teaching	18-22	14-16	10-12	4-6
Evaluation	4	3	2	1
Student contact	1	1	1	1
Student mentoring	4	2	1	1
Research	4	8	8	8
Guidance	2	4	6	6
Professional Development	4	4	4	4
Community engagement /Administration	1	4	8	15
Total	42	42	42	42

Teaching	Actual teaching contact hours
Evaluation	Teaching contact hours have been used as the basis for working out time spent on evaluation responsibilities which include setting question papers/assignment test papers, evaluation of tests, generating reports of tests.
Student Contact	Students need to contact their teachers for enhancing subject knowledge, obtaining attestations, recommendations and counselling on other academic-related issues.
Student Mentoring	Mentoring of students to resolve their grievances and other problems
Guidance	Guiding students for their mini-project/main project
Research	<ul style="list-style-type: none"> • Individual or team research in a variety of settings • Preparation of grant submissions and funding proposals • Writing and submission of journal articles, research papers etc. • Supervising research of scholars
Professional Development	Attending National/International conferences for paper presentation, training programmes
Community engagement/ Administration	<ul style="list-style-type: none"> • Administrative roles or duties at the department/institute level • Member of committees at the department/Institute level • Other academic/non-academic responsibilities at department/institute level


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