



Workload Policy

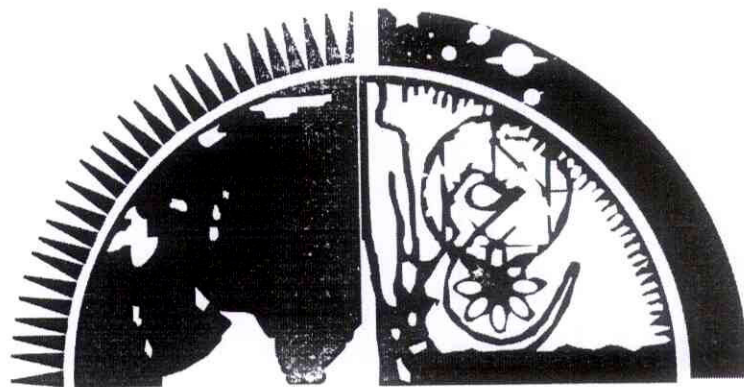
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BAQAI MEDICAL UNIVERSITY

WORKLOAD POLICY

Version 1

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Baqai Medical University

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1. OBJECTIVE

This policy has been developed to define a uniform mechanism to calculate the workload of the teaching and non-teaching employees/faculty of the Baqai Medical University.

2. SCOPE

This policy extends to all the teaching faculty and non-teaching members of the Baqai Medical University.

3. DATE OF IMPLEMENTATION

This policy shall be implemented immediately after approval from the competent authority.

4. POLICY STATEMENT FOR TEACHING FACULTY

4.1. Credit Hours

In institutions where credit hours are followed for teaching at undergraduate and/or postgraduate levels, the following explanation could be helpful for clarification.

- i. For theory courses, 01 hour is equal to 01 credit hour. A 03 credit hours theory course means 03 hours per week, i.e.,

Course	Duration of Class
Theory course of 03 credit hours	3 classes of 01 hour per week
	or
	2 classes of 1.5 hours per week
Practical (Lab) work clinical/fieldwork of 01 credit hour	or
	1 class of 03 hours class per week
	02 to 03 hours per week

- ii. Any theory course distributed among two teachers shall be equally divided for the workload calculation as 1.5 + 1.5 or 02 + 01 or 0.5 + 2.5 or as decided by the concerned Chairperson of the department/head of the institution. Similarly, if a course is distributed to three teachers, 01 credit hour to each teacher shall be given or as decided by the Chair/Head of the institution.
- iii. A distribution from 0.5 to 2.5 hours is acceptable for a course that is being shared with more than one teacher for workload calculation.
- iv. For lab courses, the total hours for each practical shall be calculated, e.g., for a 1 credit hour lab, a load of 2 hours per group shall be calculated for each teacher. No division is required in lab courses and equal weightage of hours shall be given to teachers involved therein.

4.2. Contact Hours

In institutions where contact hours are followed for teaching at undergraduate and/or postgraduate levels, the following explanation could be helpful for clarification.

Course	Duration of Class
Theory/lab/clinical course of 03 contact hours per week	3 classes of 01 hour per week
	or
	2 classes of 1.5 hours per week
	or
	1 class of 03 hours class per week

4.3. Working Hours of the University

- The routine working hours at BMU are from 8:30 am to 4:30 pm from Monday to Friday (or Saturday, if required), which makes a total of 08 hours per day and 40 hours per week in routine (Monday to Friday). However, the timings may vary as decided by the competent authority.
- In case of any change in working hours (or work from home), the total working load can be altered (if required) as decided by the institutional head/competent authority.

4.4. Workload Calculation

- For the calculation of workload, the working hours should always be considered rather than the credit/contact hours for all institutions of Baqai Medical University.
- The load on each faculty member as per the designation shall be out of a total of 40 hours per week that are considered as duty hours;

Post	Workload Calculation (Load in Hours Per Week)						Total
	Teaching	Lab/Clinical	Research/ Supervision/ Mentorship/ Counseling	Administra- tive Work	Professional Development	Preparation/ Others	
Professor							
Associate Professor							
Assistant Professor							
Lecturer/Registrar							
Demonstrator/ Teaching Assistant							
HOD/Chairman							
Director/Principal/ Others							
Dean							
QEC/ORIC/ Semester Cell/ Assessment Unit/ Others							

- As per the given table, the load of each faculty member shall be calculated individually. The details of each category mentioned in the workload table are provided in Annexure 1.

- iv. The load in any particular area can be increased as per the need and requirement on the recommendation of the concerned Chair/institutional head or as per the directives of the respective council/regulatory body.
- v. If a faculty member of any cadre is NOT involved in any of the expected work(s) (e.g., research, postgraduate supervision, clinical practice, administration), the concerned Chair/institutional head may adjust/increase the working load by modification in the duties/role in any of the area(s) (e.g., increasing/decreasing the teaching load/clinical/administrative, etc.) as per the categories given in the workload table.
- vi. Similarly, the concerned Chair/institutional head/competent authority may change the role/working load per week of a faculty member of any cadre as per the need/expertise/requirement for a certain time duration.
- vii. The university/concerned institutional head should make every effort to not designate any faculty member with more than one or a maximum of two administrative loads at a time (where possible) or as advised by the competent authority.
- viii. The load shall be calculated for the whole semester/module/year even if teaching is completed on or before time. However, all associated work related to teaching like invigilation, copy checking, making of the exam papers, etc. shall not be calculated as an extra workload. This should be part of the teaching load.
- ix. The higher the designation, the teacher shall be more involved in the creative and scholarly work, and administrative services. Similarly, the academic faculty may be involved in other institutional or university responsibilities.
- x. The creative and scholarly work may include paper writing, thesis checking, grant proposal preparation, patent filing, attending conferences/seminars/workshops, development of new courses, policy-making, etc.
- xi. Administrative load or responsibilities may include Chairing or Heading any department or institution, etc.
- xii. Other responsibilities of the institution may include tabulation or transcript preparation, involvement in any examination/assessment/semester cell or QEC work, or any curricular (certification, quality management, newsletter, magazine, etc.), or cocurricular (sports, social events, etc.) activities.
- xiii. For calculation of all such other responsibilities, the workload shall be calculated ONLY in case if it is performed throughout the semester or year.
- xiv. In case, if any work is NOT performed regularly, i.e., once or twice a month throughout the year (as decided and justified by the institutional head/competent authority), the workload shall be calculated on weekly basis. For example by dividing it by the weeks of the month (e.g., $1/4 = 0.25$ hours for once a month work that is done every month per year; $2/4 = 0.5$ hours for twice a month work that is done every month per year and so on).
- xv. In the case where the workload is exceeding 40 hours, it should either be justified with the monthly attendance (time-in/time-out) or on a case-to-case basis with

justification for consideration on the recommendation of the institutional head/competent authority.

- xvi. Any work that is not counted or is not countable under this workload policy due to irregularity, shall be considered as additional work in the Annual Confidential Report (ACR) of the concerned faculty member(s).
- xvii. The workload calculation should be linked with the ACR, remuneration, promotion, and appraisal of the faculty members.

ANNEXURE 1

CATEGORIES FOR WORKLOAD

1. Teaching

- i. Lectures (physical and online)
- ii. Small-Group Learning
- iii. Tutorials
- iv. Discussions

2. Lab/Clinical

- i. Lab Work
- ii. Ward Rounds / Teaching Rounds
- iii. OPDs
- iv. Theaters

3. Research/ Supervision/Mentorship/Counseling

- i. Individual Research
- ii. Institutional Research

4. Administrative Work

- i. Meetings
- ii. Boards (Departmental, Faculty, Ethics, Research, Selection, etc.)
- iii. Evaluation
- iv. Assessment
- v. QEC/ORIC/Examination/Others
- vi. Routine Office Work
- vii. Curriculum Development
- viii. Feedback Sessions
- ix. Others

5. Professional Development

- i. Training
- ii. Workshops/Seminars/Symposiums/Conferences
- iii. Paper Presentations
- iv. Facilitations
- v. Courses

6. Preparation/Others

- i. Teaching
- ii. Lab/clinical
- iii. Research
- iv. Assignments/Presentations, etc.
- v. Administrative Work
- vi. Meetings (Onsite, Offsite, Online)
- vii. Documentation, etc.