

NISHTAR MEDICAL UNIVERSITY

WORK LOAD POLICY



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I. 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 Nishtar Medical University.

2.SCOPE

This policy extends to all the teaching faculty and non-teaching members of the Nishtar 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 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.

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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 NMU are from 8:00 am to 2:00 pm from Monday to Saturday, which makes a total of 06 hours per day and 36 hours per week in routine (Monday to Saturday). 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 Nishtar Medical University.
- The load on each faculty member as per the designation shall be out of a total of 36 hours per week that are considered as duty hours;

Post	Workload Calculation (Load in Hours Per Week)						Total
	Teaching	Lah/Clinical	Research/Supervision/Mentorship/Counseling__	Administrative 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.

Neelam Khatun
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