

# **WORK LOAD POLICY FOR UNIVERSITY OF SINDH**



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# UNIVERSITY OF SINDH

ALLAMA I.I. KAZI CAMPUS, JAMSHORO, SINDH – PAKISTAN

No.SU/ 063

Dated: 06-02-25

## NOTIFICATION:

The Vice-Chancellor, University of Sindh is pleased to constitute the Committee to Devise Faculty Workload Policy for the University of Sindh.

The members of the Committee are listed below:

1. **Prof. Dr. Altaf Hussain Nizamani** (Convenor)  
*Director QEC, University of Sindh*
2. **Prof. Dr. Nek Muhammad Shaikh** Member  
*Dean Faculty of Natural Sciences*
3. **Dr. Jawed Ahmed Chandio** Member  
*Dean, Faculty of Commerce & Business Administration*
4. **Prof. Dr. Khan Muhammad Sangi** Member  
*Dean, Faculty of Arts*
5. **Dr. Syed Faisal Hyder Shah** Member  
*Chairman Department of Social work*

The recommendation of this committee will be presented to the relevant statutory bodies.

  
6.2.2025  
REGISTRAR

COPY TO ALL CONCERNED

## **INTRODUCTION:**

In accordance with the Sindh University Code 2013, all faculty members are assigned a maximum of 12 credit hours (CH) per semester. For senior faculty members engaged in research supervision, writing books, or performing administrative duties, their maximum teaching assignment may be adjusted accordingly. As per the Higher Education Commission (HEC) Rules and Regulations, a 3 CH theory course corresponds to 3 contact hours per week, while a 1 CH lab is equivalent to 3 contact hours per week. Since HEC does not provide a clear policy on this matter, each institution is authorized to formulate its own policy. Accordingly, the following proposed workload policy for Sindh University is presented for consideration and approval by the statutory bodies.

## **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 University of Sindh

## **SCOPE:**

This policy extends to all the teaching faculty and non-teaching members of the the University of Sindh and its sub campuses and affiliated colleges

## **DATE OF IMPLEMENTATION:**

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

## **DEFINITION OF CREDIT HOUR:**

This definition follows **HEC guidelines** and ensures consistency in workload distribution for both students and faculty members.

- **Credit Hour (C.H.):** A Credit Hour (C.H.) is a unit used to measure academic workload in a university setting. It represents the amount of instructional time a student receives, and the corresponding effort required from faculty members.
- **Credit Hour for Theory Courses:**
- **Definition:** A **theory course credit hour** is based on **lecture-based** instruction.
- **Standard Calculation: 1 Credit Hour (C.H.) = 1 Contact Hour per Week** (for a semester of approximately 16 weeks).

- **Example:** A **3 C.H. theory course** requires **3 contact hours per week** (i.e., three 1-hour lectures or equivalent).
- **Credit Hour for Laboratory Courses/Field/studios etc/:**
- **Definition:** A **laboratory course credit hour** is based on **practical or experimental work**.
- **Example:** A **2 C.H. lab course** requires **6 contact hours per week** (i.e., two 3-hour lab sessions/week).
- **Standard Working hours calculation: 1 Credit Hour (C.H.) = 3 Working Hours per Week** (for a semester of approximately 16 weeks).

## WORKLOAD CALCULATION:

- The load on each faculty member as per the designation shall be out of a total of 40 working hours per week that are considered as duty hours.
- As per the given table, the load of each faculty member shall be calculated individually.

Recommended Workload / Week	
Designation	Undergraduate & Postgraduate Teaching (CH)
Lecturer	12 C.H.
Assistant Professor	12 C.H.
Associate Professor	9 C.H.
Professor	9 C.H.

Additional Assignment and research Activity Workload Equivalent	
Additional Assignment	3 C.H.
Registered PhD Student	01 C.H. per Student (maximum 3 C.H.)

### Important Notes:

1. The minimum workload shall not be less than 6 CH under any circumstances; however, in cases of force majeure, this requirement may be further reduced.
2. Shared courses shall be divided in proportion to the shared portions of the subject/course.

3. 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, provided that the total assigned credit hours do not exceed 15 credit hours per week.
4. The higher the designation, the teacher shall be more involved in creative and scholarly work, and administrative services. Similarly, the academic faculty may be involved in other institutional or university responsibilities.
5. Administrative load or responsibilities may include Chairing or Heading any department, institution or administration section.
6. The workload calculation should be linked with the ACR, remuneration, promotion, and appraisal of the faculty members.
7. **Research Students and Research Activities:** A faculty member may receive a maximum waiver of 3 credit hours from their teaching workload for supervising research activities and research projects, provided they have a full-time registered PhD student(s).
8. Postgraduate teaching (MS/MPhil/PhD) load for a faculty shall not be exceeded 3 CH.
9. In cases where the workload for a faculty member is defined by the **relevant accreditation council**, the guidelines set forth by the accreditation council shall take precedence over the university policy. In the absence of such guidelines, the university policy shall remain applicable and enforceable.

-----The End-----

  
Dr. Altaf Hussain Nizamani  
Director QEC

  
Prof. Dr. Khalil-Ur-Rehman Khoubati  
Vice Chancellor, University of Sindh, Jamshoro



4356 2/6/2025  
RECEIVED  
Dated: 2/6/25 Time: 1:52  
Inward No: VCI/OI 4368