

## **Policy on Optimizing Faculty Workload to Promote Research and Innovation**

### **1. Purpose**

The Institute recognizes research, innovation, consultancy, and sponsored projects as strategic priorities along with academics. This policy aims to optimize faculty workload by minimizing non-academic and routine administrative responsibilities for faculty members who are actively contributing to research, thereby enabling them to devote adequate time to high-impact scholarly and innovation activities.

### **2. Scope**

This policy applies to all teaching and non-teaching staff of the Institute.

### **3. Policy Statement**

The Institute shall adopt a differentiated workload distribution model based on faculty members' research contributions and institutional responsibilities. Routine and non-specialized activities shall be allocated in a manner that maximizes institutional productivity while ensuring fairness and efficient utilization of human resources.

### **4. Guiding Principles**

- Faculty actively engaged in quality research, sponsored projects, consultancy, patent development, technology transfer, or doctoral supervision should be provided adequate time for these activities.
- Routine administrative and supervisory duties shall be distributed equitably among eligible faculty members and qualified non-teaching staff.
- Work allocation shall be transparent, objective, and based on institutional priorities.

### **5. Workload Optimization Guidelines**

#### **5.1 Allocation of Supervisory Duties**

Supervision duties such as examination invigilation, admission-related supervision, event supervision, and other routine monitoring responsibilities shall, as far as practicable, be assigned to:

- Faculty members who are not actively engaged in research activities.
- Qualified non-teaching staff (Graduates, Diploma holders), with proper training, wherever institutional regulations permit.

#### **5.2 NBA, NAAC and Other Accreditation Documentation**



Preparation, compilation, formatting, and maintenance of documentation related to accreditation and statutory compliance, including NBA, NAAC, NIRF, and other regulatory requirements, shall be planned to ensure efficient utilization of institutional manpower.

Wherever feasible:

- Routine documentation, data compilation, and record maintenance shall be entrusted to departmental coordinators and qualified administrative or non-teaching staff.
- Faculty members with significant research responsibilities shall be assigned only those accreditation tasks requiring academic expertise, such as curriculum development, outcome assessment, research documentation, and quality improvement initiatives.
- Repetitive documentation work shall be distributed equitably among faculty members to avoid overburdening active researchers.

### **5.3 Admission Duties**

Admission-related duties shall, as far as practicable, be assigned to faculty members who are not actively engaged in research activities, while ensuring equitable distribution of institutional responsibilities. The tasks like form-filling be assigned to competent staff members (assistant/Clerks)

### **5.4 Administrative Responsibilities**

Routine administrative activities that do not require academic expertise shall be delegated to competent administrative or technical staff to the maximum extent possible.

### **5.5 Committee Membership**

Faculty members demonstrating significant research performance may be assigned fewer routine committee responsibilities, except where their expertise is essential for institutional decision-making.

### **5.6 Meetings**

Meetings shall be scheduled with defined agendas and conducted efficiently to minimize disruption to teaching and research activities.

### **5.7 Digital Documentation**

Departments shall adopt digital documentation systems, standardized templates, and centralized data repositories to reduce duplication of work and repetitive data entry.

### **5.8 Periodic Workload Review**

Heads of Departments shall review faculty workload at least once every semester to ensure a



balanced distribution of teaching, research, accreditation, administrative, and student-related responsibilities.

## **6. Eligibility for Research Workload Support**

Faculty members may be considered for reduced routine responsibilities based on demonstrated contributions such as:

- Externally funded research projects.
- Consultancy assignments.
- Patent commercialization.
- High-quality research publications.
- Development of innovative products or technologies.
- Establishment of research laboratories or centres.
- Leadership of institutional research initiatives.

The criteria shall be reviewed periodically by the Dean Research & Development in consultation with the Director. The faculty for the reduced workload shall be identified by the HoD and Dean R & D.

## **7. Responsibilities**

### **Director**

- Approve workload optimization measures.
- Ensure balanced implementation across departments.

### **Dean (Research & Development)**

- Identify eligible faculty members based on research performance.
- Recommend workload optimization measures.
- Review the effectiveness of the policy annually.

### **Heads of Departments**

- Allocate departmental responsibilities in accordance with this policy.
- Ensure equitable distribution of routine duties.
- Maintain uninterrupted academic and administrative operations.

### **Faculty Members**

- Utilize the time provided for research, innovation, consultancy, and professional development.
- Demonstrate measurable outcomes from the workload optimization provided.



## 8. Monitoring and Review

The implementation of this policy shall be reviewed annually based on indicators such as:

- Research publications.
- Sponsored research funding.
- Consultancy revenue.
- Technology development.
- Innovation and start-up activities.



**Chairman of BoG**



**Director**