



No. MANUU/ER.I(B)/F.110/2019-20/

5th July, 2019

### OFFICE ORDER

**Sub: Introduction of Biometric attendance system for Teaching staff of MANUU at Hyderabad and other campuses/institutions/offices of MANUU – Reg.**

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MANUU being a multi-campus Central University with campuses and Centres spread across 13 States/UTs needs a system to regulate the attendance requirements of the teachers as stipulated in the UGC Regulations, 2018. During the Performance Audit by the Office of the Comptroller and Auditor General of India (C&AG) held in 2018 for the period from 2012-2018 it was observed that the University has no reliable system to verify the claim of the University about the mandatory workload and presence of the teachers as stipulated in the UGC Regulations.

2. As per clause 15.1. of the UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 the workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks in an academic year. Further, it should be necessary for the teacher to be available for at least 5 (five) hours daily in the University/College.

3. In the light of the observations of the Performance Audit and the provisions of the UGC Regulations, all the faculty members (Regular and Guest Faculty/Contractual) and academic staff posted at Hyderabad campus are requested to register themselves in the new Non-Aadhar based biometric machines. The registration process shall be facilitated by the staff of the CIT starting from 8th to 17th July, 2019 at the points where the biometric machines are installed.

4. All Teachers shall attend their assigned teaching workload and research work of the Department as per the approved time table prepared by the HoD/Programme Coordinator/Principal concerned but they are required to adhere to the minimum teaching hours i.e. five hours per day with or without intervals depending upon their time table. The work load includes Teaching and Learning process, Admissions, Examinations, and preparation for examinations as stipulated under Clause 14.1 of the UGC Regulations. other academic duties such The Head of teaching Departments and Principals of the Colleges shall ensure the presence of the teachers placed in the respective places as per the workload stipulated in the UGC Regulations. Deviations, if any, shall be notified to their respective Deans or the Vice-Chancellor promptly.

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5. Teaching and other academic staff posted at DDE and RCs/SRCs and Centres shall attend the work as assigned by the Director concerned and shall mark attendance in the biometric system accordingly.
6. Manual attendance register shall continue to be in operation till further orders.
7. It may be noted that registration in the biometric machine is compulsory for every regular and contractual teachers/other academic staff including Heads/Deans/ Directors/ Principals/Academic Staff without any exception.
8. All Principals of CTEs/Polytechnics/Teacher In-charge of Lucknow Campus and Budgam campus and RDs/ARDs of RCs & SRCs, Principals of Model Schools Hyderabad etc. are requested to carry out a similar exercise in their respective institutions/campuses and ensure that the faculty members are registered themselves.
9. The Biometric system shall be effective from **19.7.2019**.
10. Separate orders for non-teaching staff has been issued.
11. This issues with the approval of the Vice-Chancellor

  
Registrar

**Encls:** Schedule

**Copy to:-**

1. All the Deans of the Schools/Heads of Departments/Directors Centres/ Polytechnic/ ITI
2. Director, Directorate of Distance Education/RDs/ARDs of RCs/SRCs
3. Principals of CTEs/Polytechnics/ITIs/Model Schools/In-charge, Lucknow and Budgam campuses.
4. Office of the VC/PVC/CoE/Finance Officer
5. DR/AR, ER.I Section
6. Director, CIT - for uploading on the website
7. PRO-Hindi Officer - for Urdu and Hindi Translation
8. Concerned file

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی  
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**UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 dated 18th July, 2018**

[भाग III—खण्ड 4]

भारत का राजपत्र : असाधारण

95

fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly-appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

**14.0 Teaching Days**

- 14.1 The Universities/Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarised as follows:

Categorisation	Number of weeks : 6-days a week pattern		Number of weeks : 5-days a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
<b>Total</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>

- 14.2 In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3<sup>rd</sup> of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3<sup>rd</sup> of the period shall be credited as Earned Leave.

**15.0 Workload**

- 15.1 The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor	-	16 hours per week
Associate Professor/Professor	-	14 hours per week

- 15.2 Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

**16.0 Service Agreement and Fixing of Seniority**

- 16.1 At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.