

GSFC UNIVERSITY

Circular

GSFCU/HR/CIR/WH-REV 2/56

31st January, 2018

Subject: - Revised Working Hours & Days, Workload norms for teaching staff and introduction of flexibility in working hours- GSFC U

In pursuance of the decision taken by Governing Body in its meeting held on 11th Jan 2018, while approving Performance Management System for Teaching staff (PMSTS), the following points related to Working Hours & Days, Workload norms for teaching staff and introduction of flexibility in working hours were discussed and finalized:

A. Working Hours & Days:

The working hours of the University will be from 9:15 to 5:15 i.e. 8 hours including 30 minutes of Lunch Break on weekdays (except 2nd and 4th Saturdays).

The working hours of GSFC University will be as per the following table:

Particulars	Time
Monday to Saturday (except 2 nd and 4 th Saturday)	9:15 am to 5:15 pm (30 minutes Lunch break from 12:30 pm to 1:00 pm)
2 nd and 4 th Saturday	Weekly offs

B. Flexibility in working hours:

- Uniform timing for all employees of GSFC University will be followed with the provision of 60 minutes grace period in daily reporting time and such delay needs to be compensated in the same calendar week by working extra hours or at least the same amount of time has to be compensated by staying back after the regular working hours so that the total working hours as envisaged are completed.
- Provided that the teaching staff while availing the flexibility in reporting time, shall ensure that no class which was scheduled to be engaged by him remain unattended and the faculty shall make alternate arrangement for engaging the class.
- Provided that in case an employee is late for more than 60 minutes in a day, ½ day Causal Leave shall be deducted from his/her leave balance. In case CL balance is nil, equivalent EL will be deducted during the same month.

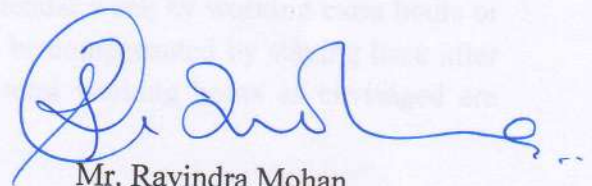
C. Workload norms:

The workload norms shall be as per the following table:

Work	Minimum duration
Number of working days in a week (except 2nd & 4th Saturday)	6 days
Days of actual teaching during the year	180 days
Direct teaching hours	16 hours / week
Administrative, examination & non-instructional activities	60 days
Vacation	4 weeks
Public holidays	As Notified by Government of Gujarat with suitable modifications as may be declared by the University from time to time.
Industry Attachment	80 hours
Availability in University	8 hours (with 30 minutes lunch break) on all working days

Kindly note that the 1st and 3rd Saturdays of every month shall be full working.

This circular supersedes the earlier circular GSFCU/HR/WH-REV1/314 dated 3rd October, 2017 and shall come into effect from 1st February, 2018 and is applicable uniformly to all employees of GSFC University.



Mr. Ravindra Mohan
Director (Admin., EF) & EDC

To

All Concerned

CC: President – For kind information please ((E-Copy)