

# SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP / Reg. Off / Circular / 04 / 2022-23

25<sup>th</sup> July 2022

## CIRCULAR

### Sub: Flexible Timings for Faculty Members – Reg.

The Competent Authority of the University has been pleased to announce the following points to the Faculty members for their compliance:

#### 1. Outcome based approach:

Key Result Areas (KRAs) and Key Performance Indicators (KPIs) of every faculty for the academic year will be determined and signed off by each faculty member in consultation with the respective HoDs / Deans.

#### 2. Office Hours:

All faculty members, irrespective of whether they are on a teaching or research track, are required to have at least 6 hours of dedicated office hours per week for student's interaction. During such hours, faculty members shall be present in their office throughout and be available to students with or without prior appointments. Office hours are in addition to class hours, tutorial hours, and mentorship hours. Availability on campus is required for all such hours in addition to office hours.

- a) Office hours shall be made known to the students of each faculty member and informed to students every semester either by displaying at the cabin or through notice.
- b) Unavailability during office hours should be communicated in advance to the Dean and students.
- c) Being unavailable during office hours without cogent explanation or prior approved leave would be counted as leave without pay..
- d) Faculty - Student Interaction Hours should be clearly mentioned in each of the Course Handouts in addition to displaying outside their respective offices, wherever applicable.

#### 3. Meetings:

Faculty members shall be available for physical meetings on campus as and when called for by either the Vice Chancellor or Deans or other Functionaries. It shall not be optional to attend physical meetings online.

**4. Administrative positions:**

Those faculty members who are given additional administrative responsibilities may have contact hours greater than the office hours stipulated in clause (1) above. Such hours shall be specified by Deans or the Vice Chancellor in accordance with the specific obligations to be discharged by such faculty members. Examples of administrative positions are Faculty-In-Charges, Faculty Coordinators, Assistant Deans, Associate Deans etc.

**5. Special responsibilities:**

Those faculty members who are allocated special responsibilities that require a presence on the campus or other University premises shall have contact hours in excess of the office hours stipulated above. Contact hours mean that they shall be available on such premises for discharging responsibilities allocated to them. Their contact hours will be specified by the Deans and/or the Vice Chancellor in accordance with the specified obligations that the faculty members are required to discharge.

**6. Examination duties:**

Faculty members must be available physically on university premises when they are required to discharge examination related responsibilities including invigilation of exams.

**7. Events:**

Faculty members must be available physically to attend events of the university as specified by the Vice Chancellor and respective Deans or other higher authorities of the university. Such events shall include academic seminars, workshops, conferences, administrative meetings, and other university events.

**8. Discretionary measures:**

The Vice Chancellor or the Deans may specify that certain faculty members must be present on campus for a minimum of 8 hours per working day and within a specified duration if the faculty member has consistently and/or grossly failed to achieve their key performance indicators.

**9. Weekly Faculty Meeting:**

Deans of Schools may specify a 'weekly faculty meeting' on one day each week where all faculty members of the concerned school are to be present on campus for faculty meetings. Prior notice of such a recurring day must be given. The weekly faculty meeting will be in addition to office hours, contact hours, and hours required for administrative duties.

#### **10. Leaves:**

The faculty members will have the flexibility to work during the weekends. Faculty members going out of station will apply for the Station Leave in conjunction with any other leave as due. Faculty members deputed for official work will apply for Duty Leave.



Registrar

Registrar

**SRM UNIVERSITY-AP**  
**Andhra Pradesh-522 240**

To

All Faculty

#### **Copy to:**

1. PS to Vice Chancellor
2. PS to Pro Vice Chancellor
3. PS to Registrar
4. Deans / Associate Deans / Deputy Dean
5. Directors / Associate Directors / Assistant Directors
6. Chief Finance and Accounts Officer
7. Controller of Examinations
8. All staff
9. File