



PATLIPUTRA UNIVERSITY

PATNA-800020

E-mail:- patliputrauniversity2018@gmail.com
registrar@ppup.ac.in

Ref. No.:- R/PPU/753/26.....

Date:- 06.05.2026

To,

1. The Principal/Prof. In-Charge,
All Constituent, Minority, Affiliated Colleges, Patliputra University, Patna.
2. Head Post Graduate Departments,
Patliputra University, Patna.

Subject:- Regarding Attendance of faculty members in the University/Colleges.


Ref.:- Governor's Secretariat, Bihar Letter No.-BSU-43/2016-593/GS(I)
Dated-07.04.2026.

Sir/Madam,

With reference to the subject cited above, I am directed to inform you for strict compliance of the above mentioned Governor's Secretariat letter.


Encl.:-

- Above mentioned Governor's Secretariat Letter.


(Prof. Abu Bakar) 06/5/26
Registrar
Patliputra University, Patna

Copy to:-

1. PS to VC/Registrar, PPU, Patna.
2. Guard File.


05.05.26

PATLIPUTRA UNIVERSITY



GOVERNOR'S SECRETARIAT
BIHAR LOK BHAVAN, PATNA-800022

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No.-BSU-43/2016- 593 /GS(I),

Dated-04 April, 2026

From,

Kalpana Srivastava, BSJS
Officer on Special Duty (Judicial).

To

The Vice Chancellor,
All the Universities of Bihar
(Except the AKU, the BAU & the BASU)

Sub.- Attendance of faculty members in the University/Colleges-reg.

Sir,

I am directed to invite a reference to the Statute for Teaching Days and Assessment of Workload, circulated vide letter no.-BSU-8/2005-1632/GS(I), dated-29.06.2005 (**copy enclosed**) of this Secretariat, whereby the norms for minimum workload for the Faculty Members of the Universities/the Colleges had been laid down. This was reiterated vide letter no.-1198 dated-01.07.2016 (**copy enclosed**) of this Secretariat. Here it needs to be emphasized that a reasonable workload for the Faculty Members of the Universities/the Colleges is a sine qua non of academic excellence and is in the larger public in general and academic interest in particular.

2. In continuation of the afore-mentioned letters of this Secretariat, it is once again **reiterated** and **clarified** as follows:

- (i) All Faculty Members, in full time employment of the Universities/the Colleges, have to **mandatorily** attend classes for a minimum of 5 Hours per Day subject to not less than 40 Hours of workload in a Week during the Semester Weeks;
- (ii) The above minimum Daily and Weekly Workload Norms are **further subject** to the condition that such minimum workload must obtain for at least 30 Weeks (that is, 180 Working Days) in an Academic Year; and
- (iii) From the above, it is apparent that the Minimum Daily Workload requirement is explicitly subservient to the Minimum Weekly Workload Requirement and it goes without saying that 40 Hours of the Weekly Workload has to be evenly spread over 6 working days during the Semester Weeks.

3. In the above context, it is further stated that the applicable UGC Regulations also stipulate the Workload Norms for the Faculty Members along



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GOVERNOR'S SECRETARIAT
BIHAR LOK BHAVAN, PATNA-800022

almost identical/similar lines. Here it may not be out of sync to mention that the UGC Regulations have the force of law and are binding in nature in keeping with the scheme of the UGC Act, 1956 and a host of Judgments of the Hon'ble Supreme Court.

4. You are, therefore, directed that the above Workload Norms be strictly enforced across the Universities/the Colleges so as to ensure good academic output by the Faculty Members of the Universities/the Colleges.

5. These directions are being issued under S.-9 (7) (ii) of the BSU Act, 1976 with the approval of the Hon'ble Chancellor.

Yours faithfully,

Kalpana Srivastava
(Kalpana Srivastava) 07/04/26
Officer On Special Duty (Judicial)

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GOVERNOR'S SECRETARIAT, BIHAR

Letter No.-BSU-8/2005-1632/GS(I)

Patna, dated 29.6.2005

To. The Vice Chancellor
All the Universities of Bihar
(Except Rajendra Agricultural University, Pusa, Samastipur)

Sub: Statutes for teaching days and assessment of work load.

Sir.

I am directed to invite a reference on the above subject and to say that the Hon'ble Chancellor on the advice of the Bihar Inter University Board and recommendation of the State Government vide letter No. 14/ब 3-161/2002 उंशि०-906 dated 20.05.2005 and letter No. 14/ब 3-161/2002 उंशि०-955 dated 28.05.2005 has been pleased to approve the following Statutes relating to teaching days and assessment of work load under Section 5(2) of the Bihar Inter University Board Act, 1981 for implementation in your University with immediate effect.

STATUTES FOR TEACHING DAYS AND ASSESSMENT OF WORK LOAD

1. TEACHING DAYS

The Universities/Constituent Colleges must not devote more than 12 weeks (6 days week) to vacation and public holidays, i.e. 40 weeks of a calendar year should be devoted to Teaching, Admission, Examination activities and non-instructional days (e.g. Sports, College day etc.). However, out of these 40 weeks, the Universities and its constituent colleges must observe at least 180 actual teaching days, i.e. there should be a minimum of 30 weeks of actual teaching in a 40 days week. The above is summarized as follow :-

- (1) Teaching/Admission/Examination/Preparation for examination/non instructional days (Sports, College day etc.) : 40 weeks, out of which at least 180 days of actual teaching days must be observed.
- (2) Vacation/Public holidays : 12 weeks.

2. WORK LOAD

The work load of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year.

(2)

it should be necessary for the teacher to be available for at least 5 hours daily in the University/college for which necessary space and infrastructure should be provided by the University/College. The direct teaching hours should be as follows :-

- (a) Lecturer/Sr. Lecturer/Lecturer (Sel. Grade) : 16 hours.
(b) Readers & Professors : 14 hours.

However, a relaxation for two hours in the work load may be given to the Professors who are actively involved in Research, Extension and Administration.

Yours faithfully

(M.P. Srivastava)

Officer on Special Duty (Judicial)



GOVERNOR'S SECRETARY, BIHAR
RAJ BHAVAN, PATNA-800022

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Letter No. BSU-43/2016-1198 /GS(I),
From,

Dated-01-07-2016

Dr. E.L.S.N. Bala Prasad
Principal Secretary to H.E.
Governor of Bihar.

To,

All Vice-Chancellors
All Pro-Vice-Chancellors
All Registrars

Sub:-Attendance of faculty members in the University/ Colleges.

Sir,

Attendance of faculty members in Universities/Colleges has been a matter of serious concern. As per the Statute issued with the approval of Chancellor vide letter no. BSU-8/2005-1632/GS (I) dated 29 June, 2005 it should be necessary for the teacher to be available for at least 5 hours every day in the University/ College. It also states that the workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days).


Hon'ble Chancellor had directed Vice-Chancellors of Universities in the meeting held on 18 January, 2016 to maintain the prescribed standard of attendance of faculty members. He reiterated the same in meeting of Vice Chancellors held recently on 14.05.2015.

Vice-Chancellors are, accordingly, required to ensure attendance of faculty Members at least five hours every day in University/ College in at least 180 days in a year.

It was also decided in the meeting that every working day, Universities have to bring to the notice of Hon'ble Chancellors Secretariat and Department of Education, Government of Bihar details about unauthorised absence of faculty members.

The University is therefore, directed to send a fax on a daily basis about faculty members absent without permission to the Governor's Secretariat and Department of Education, Government of Bihar. Registrar of every University are expected to send the daily fax by 3 pm of every working day.

Yours Sincerely,


(Dr. E.L.S.N. Bala Prasad)
Principal Secretary to H.E.
Governor of Bihar.

1/7/16