

**TAMIL NADU STATE COUNCIL FOR HIGHER EDUCATION
CHENNAI 600 005**

**Report of the Committee constituted to study the
Workload of College Teachers**

December 2005

REPORT OF THE COMMITTEE CONSTITUTED TO STUDY THE WORKLOAD OF COLLEGE TEACHERS

1. APPOINTMENT OF THE COMMITTEE

The Government of Tamil Nadu, (Higher Education Department) requested the Tamil Nadu State Council for Higher Education to recommend the modalities for utilising the services of the college teachers more effectively in the light of the guidelines issued by the UGC. The letter (Appendix 1) was placed before the Council in the 44th Meeting along with an interim reply (Appendix 2) sent to Government vide Annexure A. The Council resolved to constitute a Committee for furnishing a detailed report.

Accordingly a committee was constituted with the following members.

- Prof. K. Aludiapillai, I.A.S. (Rtd.), (Convenor)
Former Vice-Chancellor, Madurai Kamaraj University
- Dr. L.B. Venkatrangan,
Vice-Chancellor, Annamalai University
- Prof. M.A. Muthuveera Ganapathy,
Director of Collegiate Education
- Dr. S. Muthukumaran,
Member Secretary, Tamil Nadu State Council for
Higher Education

2. MEETINGS OF THE COMMITTEE

The Committee met on the following dates: 29-1-2004, 23-12-2004, 9-6-2005 and 16-8-2005. It formulated its important recommendations in the last meeting and finalised its report by circulation.

3. MATERIAL COLLECTED

The Committee requested the universities to send the data in respect of Workload of College Teachers. Madras and Madurai Kamaraj Universities (Appendices 3 and 4) responded and sent their workload norms for college teachers. The Annamalai University at our request provided the opinion of its faculty on teaching load in science subjects (Appendix 5). The committee also collected the suggestions of the Association of Managements of Private Colleges, the G.O. issued by the Government based on the guidelines of UGC i.e., G.O. Ms. No.443 dt: 20-8-97 and UGC regulations 2003 in respect of workload of college teachers.

4. DISCUSSION

The Committee during its meetings deliberated upon the following issues

- Number of working days in a week
- Number of hours per day
- Number of working days per semester
- Inter semester holidays and annual vacation
- Examination schedule
- Seminars, workshops forming part of workload
- Relative weightage for U.G. and P.G. lecture class
- Optimum number of students in lecture class and practical class
- Correction of practical records and composition note books

It also studied in detail the information furnished by the University of Madras, Madurai Kamaraj University, the opinions of the faculty of Annamalai University specially the workload relationship between the UG and PG lecture classes and also lecture classes vis-à-vis practical classes. It also considered a note prepared by the Director of Collegiate Education in this regard (Appendix 6).

5. RECOMMENDATIONS

5.0 Based on the information collected, the opinions obtained and its own deliberations, the Committee makes the following recommendations:

5.1 Teaching days

The colleges may have class work for five days in a week. Saturday will be an extra working day for conduct of seminars, workshops, tutorials, tests etc. Week means Monday to Friday i.e. 5 days. Each day there will be 5 hours of class work i.e. there will be 25 hours of class work per week. There should be 180 actual teaching days with 900 teaching hours. The total number of working days should be not less than 210 as detailed below:

Student admission	= 10 days
Actual teaching days with 900 teaching hours	= 180 days
Internal Examination	= 10 days
Conduct of Seminars / Workshops	= 10 days

Total	= 210 days

These 210 days may be distributed to each semester as follows:

Odd Semester:

Student admission	= 10 days
Teaching days (450 hrs.)	= 90 days
Internal Examinations	= 5 days
Conduct of Seminars / Workshops	= 5 days

Total	= 110 days

Even Semester:

Teaching days (450 hrs.)	= 90 days
Internal Examinations	= 5 days
Conduct of Seminars / Workshops	= 5 days

Total	= 100 days

During odd semester	= 110 days
During even semester	= 100 days

Total	= 210 days

5.2 U.G. Practicals

One Lecturer may be able to handle a U.G. Practical class of 3 hours duration for 40 students. If the number of students exceeds 40, one more Lecturer may be necessary. Correction of Practical Note Books for the Science subjects and correction of Composition Note Books for Language subjects will be treated as a part of lecture class / practical class as the case may be.

5.3 U.G. vs P.G. Class Work

The weightage between PG and UG teaching may be retained as at present. viz. one hour of PG teaching is equivalent to 1½ hours of UG teaching as per UGC guidelines, as PG teaching needs a higher level of preparation and research.

5.4 P.G. Practicals

One Lecturer may be able to handle a practical class of 3 hours duration for 30 students. If the number of students exceeds 30, two lecturers may be required.

5.5 Working days

All the colleges may be reopened uniformly on 16th June of every year. The working days for the odd semester shall be between 16th June and 31st October. First phase of twin vacation may be declared from 1st Nov to 5th December.

Working days for even semester shall be between December 6th and April 21st. Second phase of twin vacation may be declared from April 22nd to June 15th.

5.6 Consultation beyond teaching hours

Colleges adopting shift system should take necessary steps to provide adequate infrastructure to enable teachers and students who may stay beyond shift hours. This will enable the teachers and students to pursue their

teaching - learning beyond shift hours by using the library and other facilities and the students may be able to get any doubts cleared from the teachers after teaching hours, if necessary.

5.7 Teaching hours

With increasing need for the use of multimedia in teaching – learning process, contact and interactive sessions may professionally be referred to as *teaching hours* instead of *lecture hours*.

5.8 UGC norms

The forty hours per week guidelines of the UGC may be observed for teachers in full employment both in spirit and in actual practice.

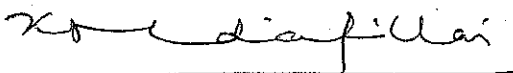
6. CONCLUDING REMARKS

The obligation of the teaching community towards the students cannot just be compressed in arithmetical terms like number of teaching hours, number of working days etc. Teaching at the highest level in the system, the teacher has to be a fountainhead of knowledge continuously updating and upgrading himself in the chosen area of specialisation, and constantly devising new initiatives and strategies to share his knowledge, debate and discuss points so that the spirit of inquiry in the student is kindled and in his turn the student not only acquires useful knowledge but also contributes his own. All these will mean that the teacher has 365 working days and 24 x 7 schedule, though for official purposes it is shown on a much smaller scale. At best, there can be only guidelines if not rules. Teachers job is

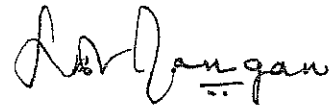
incomparable and his contribution inestimable. It is the duty of the society and in particular the management, to provide the right ambience in the work place so that the quality of functioning of the teacher is continually enhanced. Only then, the quality of the product can meet the standards at the globally acceptable level.

7. ACKNOWLEDGEMENT

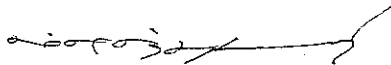
The committee wishes to thank all the Vice Chancellors, Registrars, Deans and Principals and Associations who placed at our disposal exhaustive information on the workload issue. The Research Officer, Tamil Nadu State Council for Higher Education, Dr. S. Padmavathy's help in finalising the draft is acknowledged.



(Prof. K. Aludiapillai)



(Dr. L.B. Venkatrangan)



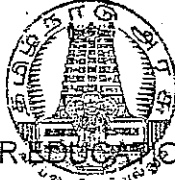
(Prof. M.A. Muthuveera Ganapathi)



(Dr. S. Muthukumaran)

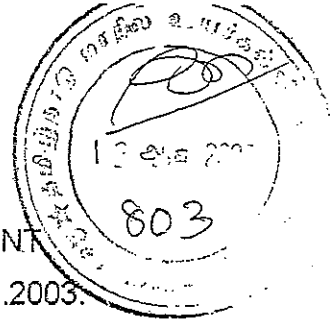
Appendix 1

Most Immediate



HIGHER EDUCATION DEPARTMENT

Letter No.15455/H2/2003-1, dated 13.8.2003.



From
Thiru V.K.Subburaj, I.A.S.,
Secretary to Government.

To
The Member Secretary,
Tamilnadu State Council for Higher Education,
Lady Willingdon College Campus,
Kamarajar Salai,
Chennai-600 005.

Sir,

Sub: College teachers workload – workload in constituent colleges of the Universities (erstwhile Government colleges) Government aided colleges and Self Financing Colleges – proper utilization of the teaching faculties to achieve quality education – comprehensive study report on the workload – requested.

Ref: From the President, Association of Management of Private Colleges representation dated 1.8.2003.

I am directed to furnish a copy of the suggestions made by the Association of Management of Private Colleges and Government aided colleges for a detailed study and to request you to suggest and recommend urgently the modalities of utilizing the services of the faculty members in the constituent colleges of the Universities (erstwhile Government colleges), Government aided colleges and Self Financing Colleges more effectively in the State in the light of the guidance notified by the University Grants Commission on the workload of the colleges teachers.

2. A comprehensive guidelines with the recommendation may be sent to Government very urgently.

Yours faithfully,

for Secretary to Government.



ASSOCIATION OF MANAGEMENT OF PRIVATE COLLEGES

(Registered under the Tamilnadu Societies Registration Act, 1961 S.No. 137)

PRESIDENT

Dr. M. Aruchami

Secretary

Kongunadu Arts and Science College

Coimbatore - 641 029.

Phone : Off. : 0422-2642095

(O-Per) : 2646464, Resi.: 2545989

Fax : 0422-2644452

Email : info@kasemca.com

Website : www.kasemca.com

GENERAL SECRETARY

Rev. Fr. Dr. V. Joseph Xavier

Principal

Loyola College (Autonomous)

Sterling Road, Nungambakkam

Chennai - 600 034.

Phone : 044 - 28175660 to 663

Fax : 044 - 28175566

TREASURER

Sri. S.R. Damani

Secretary

D.G. Vaishnav College

Arumbakkam

Chennai - 600 106.

Phone : 044-25297373/

25295352 / 25227373

24754349

Fax : 044 - 25295858

August 1, 2003

Sri. V.K. Subbaraj, IAS

Secretary

Department of Higher Education

Fort St. George

Chennai - 600 009

Esteemed Sir,

Sub: Re-introduction of 6-day working week in Colleges and Universities in Tamilnadu.

In furtherance to my recent meeting with your goodself at Chennai, I submit the following for your serious consideration and favourable orders in the larger interest of Higher education and to uphold the welfare of the student community in the State.

The 21st century presents unique challenges for the higher education system. Higher education must be able to respond to rising student expectations and the demands of global competition. In admitting and recognising this basic fact, the Rastogi Committee which recommended enhanced payscales for teachers had clearly stipulated in its report that the UGC norm on 180 teaching days per year and 40 hours of workload per week per teacher should be clearly defined and enforced (Sl.No. 4.9.2 on Page 63 of the Rastogi Committee's Report - copy enclosed). -The earlier State Government which implemented the enhanced payscales, however, continued with the 5-day working week for Aided and Government colleges solely to placate the teacher union lobbies and allowed them to continue with the present system of being available at the College for only 25 working hours per week as against the UGC stipulated norm of 40 working hours per week.

The Rastogi Committee also emphasised in its report that "A well organised and disciplined academic calendar is necessary to achieve quality education and no academic or cocurricular activity can be effectively carried out without the presence of both the teachers and the students in institutions". It has hence called for enforcement of a 6-day working week in institutions while also asking the UGC to monitor the enforcement of an academic calendar of 180 days in a systematic manner. The Committee has gone so far as to even suggest that a copy of the academic calendar so worked out should be sent by the Colleges to the Universities and the Universities to the UGC every year. (Sl.No.6.8 of Page 110 & 111 of the Rastogi Committee Report - copy enclosed).

In keeping with the importance of this issue, the neighbouring states of Karnataka, Kerala and Andhra Pradesh have already switched over to the 6-day working week at Colleges and Universities in the year 1999 itself at their respective states (Press cuttings enclosed). If Tamilnadu is to regain its stature in the field of higher education, we need to restore the 6-day working week without delay so that the quality of higher education can be improved to match global standards in higher education and the UGC requirements on working days and workload properly and fully complied with.

The 6-day working week can be implemented on the following lines:

- If the workload of 40 hours per week per teacher (16 hours of direct classroom teaching and the remaining 24 hours of physical presence in the campus for guidance/consultation) as laid down under the UGC norms and also as spelt out under Sl.No.10 of Annexure-II of G.O.111 dated 24.3.1999

ASSOCIATION OF MANagements OF PRIVATE COLLEGES

[Registered under the Tamilnadu Societies Registration Act, 1961 S.No.137]

Page..2

of the Higher Education Department of the Government of Tamilnadu (copy enclosed) is to be properly implemented, the working hours of colleges can be scheduled as follows:

Week days	Monday to Friday	- 7 hours x 5 days = 35 hours.
	Saturdays	- 5 hours x 1 day = 5 hours
	Total	- 40 hours

Monday to Friday:

Working hours	- from 9 a.m. to 5 p.m. (7 hours excluding Tea/Lunch break)
Tea-break	- 15 minutes from 11 to 11.15 a.m.
Lunch break	- 45 minutes from 1.15 to 2.00 p.m.

Saturday:

Working hours	- from 9 a.m. to 2.15 p.m.
Tea-break	- from 11 to 11.15 a.m.

- * Flexibility may be given to city colleges to commence their working hours at 8 a.m.
- * If colleges adopting shift system have difficulty in the suggested timings, they may re-fix their existing timings suitably or better still adopt the credit system.

The 6-day working week as above will give back to the student community 15 valuable contact hours with their teaching staff every week which they are currently deprived of under the 5-day working week which is currently in vogue in our State.

The teaching community should have no valid objection to reintroduction of the 6-day working week because their stipulated workload of 16 direct teaching hours is not increased in any way and the remaining 24 hours during which they are physically present at the college will be used for carrying out co-curricular activities like seminar work, remedial coaching, record correction, project supervision and accessing library resources for enhancing their own teaching preparedness, all of which is clearly spelt out by the UGC.

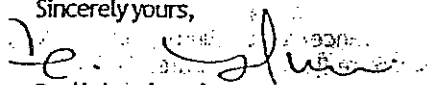
SUBMISSION:

The continuation of the 5-day working week in Government Aided Colleges and Universities will have very serious negative implications for quality initiatives in academic and curricular development being taken up in the field of higher education. The teaching staff will not be justified in resisting this necessary change since even on comparison with any other employed segment, it is amply clear they have the unique privilege of serving a vacation department giving them an assured 3 months (90 days) of paid annual holiday spread over in 2 instalments with 35 days holiday after the Odd Semester and 55 days holiday after Even Semester. In addition to this, they currently have the benefit of 8 days under weekend holidays every month not to mention other notified government holidays, eligible casual leave, medical leave and special duty leave for deputation/valuation. The cumulative impact of such liberal holidays has rendered the working of colleges for the minimum stipulated 180 days very difficult thereby eroding quality, productivity and leading to decline in academic standards.

The Private College managements therefore fervently appeal to your honoured self to kindly arrange for issue of Government Orders to switch over to the 6-day working week on the lines already introduced in the other southern states, with effect from 1st September 2003 onwards. I am also sending a copy of the earlier letter on this subject sent during the tenure of the earlier Government. Kindly do the needful in the best interest of higher education in the State.

Thanking you,

Sincerely yours,


Dr. M. Aruchami
President

Encls: As above



Phone Off : 2844 6486 / 2844 5570
Res : 2491 4270
Fax : 044-2844 6486

TAMILNADU STATE COUNCIL FOR HIGHER EDUCATION

of. S. Muthukumar
Former Vice Chancellor
Member - Secretary

Lady Willingdon College Campus,
Kamarajar Salai, Chennai-600 005.

R.C.No.803/2003-A

18 September 2003

To

The Secretary to Government
Higher Education Department
Secretariat
Chennai - 600 009

Madam,

Sub: Workload of College Teachers – Reg.

Ref: Letter No.15455/H2/2003-1 dated 13.8.2003 from the
Secretary to Government, Higher Education Department.

.....

With reference to the letter cited above, it is to be stated that the question of workload of teachers has been considered by this Council on several occasions and the recommendations have been communicated to all concerned. A brief account of these recommendations is given below:

At the special meeting of the Advisory Board of Vice-Chancellors held on 9.5.95, the Vice-Chancellors agreed to the introduction of twin vacation system. A copy of the resolution is enclosed in Annexure 1. It may be seen from this resolution that 90 working days of 5 hours duration per day are to be completed within the period from 16th June to 31st October in the Odd Semester and 90 working days of 5 hours per day to be completed within the period from 6th December to 20th April in the Even Semester. Vacation has to be from 1st November to 5th December after the Odd Semester and from 21st April to 15th June after the Even Semester. The examination and valuation work are to be

completed within the vacation period indicated above. Based on this resolution, the Government issued an order vide G.O. Ms. No. 443 dated 29.8.97 (see Annexure 2).

This matter again came up for discussion in the 17th meeting of the Council held on 7.3.97 when it was decided that twin vacation system should be implemented and door valuation may be adopted for distance education so as to increase the effective teaching days.

Again during the 29th meeting of the Council held on 10.3.2000, a letter from the Director of Collegiate Education regarding implementation of uniform academic calendar and twin vacation system was considered. It was recommended that the number of working hours may be increased to 6 hours a day for 5 days in a week and to adopt the scheme proposed by the Directorate of Collegiate Education from the next academic year with a proviso that the calendar may be finalised by each University for its jurisdiction, generally following the scheme proposed by the Directorate of Collegiate Education (see Annexure 3).

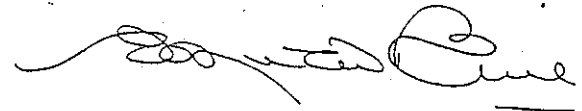
There was a letter from the Government during 2001 (vide No.23354/K1/2001-3 dated 31.12.2001) about the twin vacation system. This letter was also replied to by this office vide Letter No.42/2002-A dated 5.2.2002 (see Annexure 4).

It is to be added that the argument in favour of six-day week is brought out in detail in the communication from Dr. Aruchami enclosed with the Government letter cited. The arguments in favour of five-day week, recommended by the Council, are as follows: Asking the colleges to work for 6 days a week may not be in tune with the general practice of all the Government departments working for 5 days a week. If Saturday is a holiday then the meetings of Boards of Studies, Senate, etc. can be arranged on Saturdays and there will be no disturbance to teaching work. If in any Semester 90 working days could not be accommodated within the period specified, it can be adjusted by the University by

declaring some Saturdays as working days or by postponing the date of commencement of examination by the required number of days which of course will lead to reduction in the duration of vacation. This is inevitable. As a matter of fact, it may be declared that the two vacation periods together may not be less than 2 months. It will be possible to accommodate the 180 working days in a period of 44 weeks.

If it is still desired that this matter is to be discussed again in the Council, it can be placed before the next meeting of the Council.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'S. S. S.', written in a cursive style.

MEMBER-SECRETARY.

Encl.: as above

TAMILNADU STATE COUNCIL FOR HIGHER EDUCATION

CIRCULATION NOTE

Ref. No.559/94/A

15.05.1995

At the Special Meeting of the Vice-Chancellors held on 9.5.95, the Vice-Chancellors agreed to the introduction of twin vacation system to be followed in all colleges in Tamil Nadu as per schedule noted below:-

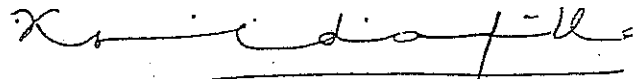
ACADEMIC CALENDAR

- Colleges to re-open on 16th June
- Last date for admission:
 - UG Courses - 31st July
 - PG Courses - 7th August
- 90 working days of 5 hours each to be completed within the period from 16th June to 31st October
- Odd-Semester examinations commence on 1st of November (Vacation from 1st November to 5th December; the conduct and valuation of Odd-Semester examinations to be completed within this vacation period)
- Even-Semester classes to commence on 6th December
- 90 working days of 5 hours each to be completed within the period from 6th December to 20th April

- Even-Semester examinations to commence on 21st April

- Vacation from April 21 to June 15

Since the Government will have to issue instructions in this regard before the end of May 1995, the matter is circulated among members of Tamil Nadu State Council for Higher Education for recording their views. On receipt of the views of the Members, the Government will be informed of the recommendations of the TANSCH in this regard.

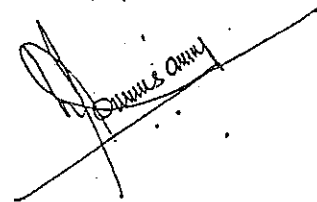

MEMBER-SECRETARY

Remarks and Signatures of Members:

Name and Designation
(1)

Remarks and Signature
(2)

1. Prof. K. Ponnusamy,
Hon'ble Minister for
Education and
Chairman

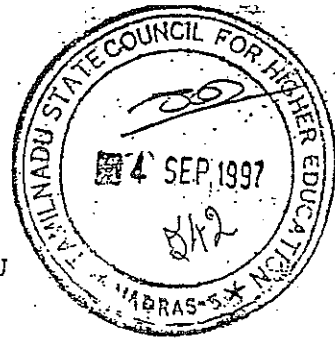

P. PONNUSAMY

2. Dr. S.V. Chittibabu,
Vice-Chairman





GOVERNMENT OF TAMIL NADU



ABSTRACT

Colleges - Introduction of Uniform Academic Calender and Twin vacation system in all Colleges in Tamil Nadu from the Academic year 1997-98 - Orders - Issued.

HIGHER EDUCATION(G1)DEPARTMENT

G.O.Ms.No.443

Dated:20.8.1997

Read:

- 1.From the Member Secretary,Tamil Nadu State Council for Higher Education, D.O.No.559/94-A,dated: 17.5.95
- 2.From the Vice Chancellor,Manonmaniam Sundaranar University, CODE/MSU/VC/95,dated:28.9.95
- 3.From the Registrar i/c, Madurai Kamaraj University, Lr.No.A/CV-TV/95,dated 21.11.95
- 4.From the Commissioner of Collegiate Education Lr.No.34414/R1/3,dated 22.12.95 and 3.4.97

ORDER:

All Colleges in Tamil Nadu have total working days of a minimum of 180, between third week of June and first week of April and vacation period from 1st April to 2nd week of June under the existing academic Calender.

2. Some Principals of the Colleges have expressed, that they have to declare classes free, when teachers concerned have to go for central valuation and consequently, functioning of the colleges are very much affected under the present system. To tide over this difficulty, it was suggested that the total number of semester holidays and summer vacation may be split up so that valuation can be conducted during vacation period.

3. With this view, the Tamil Nadu State Council for Higher Education initiated the idea of "Twin Vacation System" for all the colleges in the State to maintain uniformity. A committee headed by Dr.A.Gnanam was appointed to study the matter in detail and give report.

4. Accordingly, the Committee had considered the matter and suggested a new Academic Calender. The Vice Chancellors in their Special Advisory Board held on 9.5.95 also resolved to recommend the same to Tamil Nadu State Council for Higher Education. Suggestions made by the Committee were considered by Tamil Nadu State Council for Higher Education and recommended to the Government for issue of orders.

5. The Government have examined the recommendation of the Tamil Nadu State Council for Higher Education, in detail and accept it. Accordingly, they direct that the uniform

Academic Calendar and Twin Vacation System in all the Colleges in Tamil Nadu be introduced from Academic year 1997-98 as detailed below.

ACADEMIC CALENDAR

REOPENING DAY

16th June - College to re-open

LAST DATE FOR ADMISSION

31st July - for U.G. Courses

7th August - for P.G. Courses

WORKING DAYS

From 16th June to 31st October

90 Working days

5 hours per day.

ODD SEMESTER EXAMINATION

1st November - Commencing date

VACATION:

From 1st November to 5th December

CONDUCT AND VALUATION OF EXAMINATION

Conduct and Valuation of Odd Semester Examination to be completed within the vacation period from 1st November to 5th December.

EVEN SEMESTER CLASSES

6th December - Even Semester Classes to commence.

EVEN SEMESTER WORKING DAYS

From 6th December to 20th April,

90 days to be completed within the period.

5 hours per day.

EVEN SEMESTER EXAMINATION.

21st April - Exams Commence.

VACATION:

From 21st April to 15th June.

6. The Director of Collegiate Education is requested to issue suitable instructions to the Principals of all the Colleges in Tamil Nadu and send a report to Government at the earliest possible.

(BY ORDER OF THE GOVERNOR)

S.P.ELANGOVAN,
SECRETARY TO GOVERNMENT.

To
The Director of Collegiate Education,
Chennai-6.
The Member Secretary, Tamil Nadu State Council
for Higher Education, Lady Willington College Campus,
Chennai-5.
The Registrars of all Universities.
The Regional Joint Director of Collegiate
Education, Chennai/Vellore/Coimbatore/ Trichy/
Madurai/Tirunelveli.

Copy to:
The Special P.A., to Hon'ble Chief Minister.
The Joint Secretary to Minister (Education),
The School Education Department, Chennai-9.
The Finance Department, Chennai-9
Stock File/Spare Copy.

/forwarded/by order/

Mahalan
SECTION OFFICER.

MJ

20/8/97

nj/20.8.

SCHEDULE OF WORKING DAYS FOR THE ACADEMIC YEAR 2000 - 2001.

ASSUMPTIONS:

- a) Uniform reopening of the Colleges i.e Wednesday 14th June 2000.
- b) Applicable only to II & III U.G.C. & II P.G.S..
- c) All Saturdays to be working days for Colleges which work for 5 Hours / day.
- d) Last working day for students 31st March 2001.

WORKING DAYS EXCLUDING GOVT. HOLIDAYS

MONTH	WEEK DAYS MONDAY TO FRIDAY	SATURDAY	TOTAL	
June	12	4	16	
July	21	5	26	
August	21	4	25	
September	20	4	24	
October	19	3	22	
November	22	4	26	
December	19	5	24	
January	21	4	25	
February	20	4	24	
March	22	5	27	
			239	Days
Total Working Days Available			239	Days
<u>Deductions:</u>				
Ist Vacation	-	35	Days	
Quarterly & Model Examination Days	-	10	Days	
Exigencies like strike, rain etc.,	-	10	Days	
			55	Days
Actual Working Days			184	Days

ந.க. 42/2002 அ. நாள் 5-2-2002

பெறுநர்
அரசு செயலர்,
உயர் கல்வி (கே1) துறை,
தலைமைச் செயலகம்,
சென்னை 600 009.

ஐயா,

பொருள்: இரட்டைப் பருவ விடுமுறை - திருத்தப்பட்ட ஆணை
கோரியது - குறித்து

பார்வை: அரசு க.எ.22354/கே1/2001-3, நாள் 31-12-2001

இரட்டைப் பருவ விடுமுறை தொடர்பாக இம்மன்ற 29வது
கூட்டத்தில் விவாதிக்கப்பட்டு விடுமுறை காலத்தினை ஒவ்வொரு
பல்கலைக்கழகமும் தனது ஆட்சிக்குட்பட்ட பகுதிகளில் உள்ள
நிலைமைக்கேற்றவாறு, கல்லூரி கல்வி இயக்குநர் குறிப்பிட்டுள்ள
தேதிகளில் இருந்து பெரிதும் மாறுபாடது தீர்மானித்துக் கொள்ளலாம்
என்று பரிந்துரைப்பதென தீர்மானிக்கப்பட்டு இத்தீர்மானம் இம்மன்ற
க.எ.84/2000 அ. 27-3-2000 நாளிட்ட கடிதம் மூலம் அரசுக்கு
அனுப்பப்பட்டுள்ளது (தீர்மான நகல் இணைக்கப்பட்டுள்ளது) எனவே
இப்பொருள் தொடர்பாக பாரதியார் பல்கலைக்கழகத் துணைவேந்தர்
கோரியுள்ளவைகள் குறித்து அரசே தீர்மானித்துக் கொள்ளலாம்
என்பதனைத் தெரிவித்துக் கொள்கிறேன்.

தங்கள் உண்மையுள்ள,

திணைவர்: செந்திரவேலு

1/10
அ/ந

உறுப்பினர்-செயலர்

அனுப்பப்பட்டது

நாள் 8/1/2002

3
7/2

இனம்:12

ஒரே மாதிரியான கல்வி ஆண்டு கால அட்டவணை மற்றும் இரட்டை பருவ விடுமுறைகள் செயல்படுத்துதல் தொடர்பாக கல்லூரி கல்வி இயக்குநரிடமிருந்து பெறப்பட்ட கடிதம் குறித்து

விரிவான விவாதத்திற்குப் பிறகு ஒரு வாரத்திற்கு 5 நாட்களை வேலை நாட்களாகக் கொண்டு இயங்கும் கல்வி நிறுவனங்களுக்கு வேலை நேரத்தினை 1 நாளுக்கு 6 மணி நேரமாக உயர்த்துவதெனவும், கல்லூரி கல்வி இயக்குநரால் முன் மொழியப்பட்டுள்ள கால அட்டவணையினை பொதுவாக ஏற்று கொள்ளலாம் எனவும் இத்திட்டத்தினை வரும் 2000-2001ஆம் கல்வியாண்டிலிருந்து பின்பற்ற ஆவன செய்யுமாறும் அரசுக்கு பரிந்துரைப்பது என தீர்மானிக்கப்பெற்றது. மேலும், ஒவ்வொரு ஆண்டும் எந்தெந்த தேதிகளில் விடுமுறை விடுவது என்பதினை ஒவ்வொரு பல்கலைக்கழகமும் தனது ஆட்சிக்குட்பட்ட பகுதிகளில் உள்ள நிலைமைக்கு ஏற்றவாறு இயக்குனர் குறிப்பிட்ட தேதிகளில் இருந்து பேரிதும் மாறுபடாது தீர்மானித்துக் கொள்ளலாம் என்று பரிந்துரைப்பது என தீர்மானிக்கப்பட்டது.

Item No. 12

Considered the letter from the Directorate of Collegiate Education regarding implementation of uniform academic calendar and twin vacation system

After detailed discussions, resolved to recommend to the Government that the number of working hours may be increased to 6 hours per day for five days in a week and to adopt the scheme proposed by the Directorate of Collegiate Education from the academic year 2000-2001 with a proviso that the calendar may be finalised by each university for its jurisdiction generally following the scheme proposed by the Directorate of Collegiate Education.

UNIVERSITY OF MADRAS

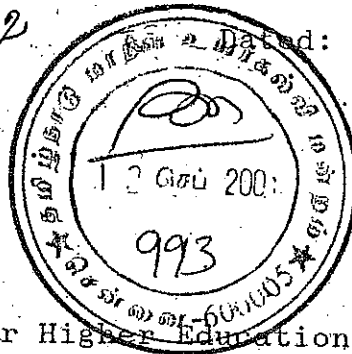
Centenary Buildings,
Chepauk, Chennai-600 005.

No. A-II/ASO-1/MISC/2004/1912

Dated: 1.1 OCT 2004

From

The Registrar in-charge,
University of Madras.



To

The Member-Secretary,
Tamil Nadu State Council for Higher Education,
Lady Willingdon College Campus,
Kamarajar Salai, Chennai - 600 005.

Sir,

Sub: Workload of College Teachers - Reg.

Ref: Your letter D.O. letter No.Rc.803/2003 A dated
22-9-2004.

* * * * *

With reference to your letter cited, I am forwarding herewith a copy of this office letter No.A-III/WL/2/99/327 dated 15-02-1999, wherein the norms on the Workload approved by the Syndicate at its meeting held on 10-6-1998 for the teachers of the Arts & Science Colleges affiliated to this University have been communicated to the Colleges.

I am also enclosing herewith a copy of this office letter No.V-3/S-1&S-2/UGC Regulns-2003/2004/840 dated 14-6-2004, together with a copy of the UGC Regulations 2003 with regard to the UGC (Minimum standards of instruction for the grant of the First degree and the Master's degree through formal education), which includes the norms pertaining to workload forwarded by Dr.(Mrs.)Pankaj Mittal, Joint Secretary, University Grants Commission, approved by the Syndicate at its meeting held on 8th April 2004 have been communicated to the Colleges.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,

P. Parthasarathy
in Registrar-i/c

Encls: as above.

UNIVERSITY OF MADRAS

No.A-III/WL/2/99/327

University Buildings
Chepauk, Chennai-600 005.

From
THE REGISTRAR I/c.
UNIVERSITY OF MADRAS

Dated : 15-02-1999.

To

- (1) The Director of Collegiate Education
College Road, Chennai – 600 006.
- (2) The Managements/Principals of Arts & Science Colleges.

Sir/Madam,

Sub: Work load for the teachers of the Arts and Science Colleges affiliated to this University – Regarding.

I am forwarding herewith a copy of the work load approved by the Syndicate at its meeting held on 10-06-1998 for the teachers of the Arts & Science Colleges affiliated to this University.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/...
REGISTRAR I/c.

Encl: As above

- Copy to:
1. The Secretary to Government, Education Department, Government of Tamil Nadu, Chennai – 600 009.
 2. The Deputy Director of Collegiate Education, Chennai Region, No.807, 5th Floor, Pachaiappa's Trust Board Building, Anna Salai, Chennai – 600 002.
 3. The Deputy Director of Collegiate Education, Coimbatore Region, No.573-A, 4th Floor, LLA Building, Bazaar Road, Coimbatore – 641 001.
 4. The Deputy Director of Collegiate Education, Trichy Region, Clive Building, 1st Floor, Trichy – 620 002.

D-1 (A & B), A-1, V-1, V-2 and V-3 Sections for information.

WORK LOAD FOR THE TEACHERS OF THE ARTS AND SCIENCE COLLEGES
AFFILIATED TO THE UNIVERSITY OF MADRAS (As approved by the Syndicate
dated 10-06-1998).

<u>B.A.</u>	Lang. 1	Lang. 2	Allied Sub.	Major Sub.	Practical	Total
I Year	6	6	6	12	-	30
II Year	6	6	6	12	-	30
III Year	-	-	-	30	-	30
<u>B.COM.</u>						
I Year	6	6	6	12	-	30
II Year	-	-	6	24	-	30
III Year	-	-	-	30	-	30
<u>B.Sc.</u>						
I Year	6	6	6	6	3+3	30
II Year	6	6	6	6	3+3	30
III Year	-	-	-	20	10	30
<u>B.Sc. (Without practical, eg. Maths)</u>						
I Year	6	6	9	9	-	30
II Year	6	6	9	9	-	30
III Year	-	-	-	30	-	30
<u>P.G. (Arts, Commerce & Science)</u>						
I Year	(30 x 1 1/2 = 45)					45
II Year	-- do --					45

WORK LOAD OF STAFF

Principal : 4 hours per week irrespective of student strength of the College.

Head of the Department : 12 hours per week. Where the principal is the Head of the Post-Graduate Dept., two additional teachers will be posted in the department with 12 hours of work load. Senior most teacher next to the Principal will be designated as Deputy H.O.D. The next senior teacher will be designated as Assistant H.O.D.

Where the Principal is the Head of the Under-graduate Dept., one such additional teacher will be posted and will be designated as Deputy H.O.D.

Lecturer/Senior Scale/
Selection Grade : 16 hours for the Arts and Science subjects including correction of composition Note-books, practical supervision and record correction work.

Part-time lecturers : 6 hours per week.

Each Lecturer/Senior Scale/Selection Grade shall have a minimum of six hours of lecture per week. For the computation of staff requirements of the Department, if the total work-load be distributed among the staff available at the maximum rates prescribed above, and if there is a balance of nine hours or less, it shall be shared by the existing staff at the rate of not more than one hour per each staff member. One additional staff shall be sanctioned, if the remaining work load exceeds 9 hours. For example, if the remaining work load is 8 hours and there are only 5 members of the staff in the department, one more teacher may have to be sanctioned as work load cannot be distributed among the existing staff. If the remaining work-load is 10 hours and there are 14 members of staff in the department, even then one staff member will be sanctioned extra, as the balance of work-load exceeds nine hours. The individual cases which are not covered under the above rules will be considered separately by the University.

COMPUTATION OF WORK LOAD

I. UNDER GRADUATE CLASSES

(I) Science subjects:

a) Supervision of Practical classes for Science Subjects:

One hour of practical supervision will be considered equal to one hour of lecture work. A teacher shall ordinarily supervise practical work of 16 students. However if the strength of the practical class is not in multiples of 16 extra teacher will be allowed, provided the extra number of students exceeds 4. For example, if there are 36 students, only 2 teachers will be allowed, while a third teacher may be given, if the student strength is between 37 to 48.

b) Correction of Record Note-books:

Correction of 20 record note-books will be equated to one hour of work, if the number of record note-books is not in multiples of 20, one more hour may be given, if the residual record note-books exceed 10. For example, if number of record note-books to be corrected is between 20 to 29, only one hour will be computed. If it is 30 to 40 one more hour may be computed.

(ii) Languages:

In the case of languages, the number of hours of lecture work to be assigned to a teacher shall vary between 6 and 16 hours per week.

For language classes, students strength divided by 50, and each batch 6 hours be allowed. If the students strength exceeds 50 an Additional section must be deemed to be functioning and staff sanctioned accordingly.

Correction of composition Note-Books:

Correction of composition note-books shall be calculated at the rate of 16 note-books per hour. If the additional number of note-books exceeds 8 one more hour may be given. Thus if the number of composition note-books is 23 only one hour may be calculated. If the number is 25 to 32 two hours may be given.

(iii) Humanities subjects including B.Com and B.A. Corporate Secretaryship:

The number of lecture hours to be assigned to each teacher shall not be less than 6 hours or more than 16 hours per week. In the case of non-lecture components such as project work, Seminar, etc., they may be assigned at the rate of 3 hours per each teacher making maximum of 18 hours per week. Such project work, Seminar, etc., should be within the time-table i.e. maximum total of 30 hours per week.

II. POST-GRADUATE CLASSES

One hour of lecture/practical for Post-Graduate class shall be equivated to 1 1/2 hour of lecture for Under-Graduate class.

The total work-load for Post-Graduate class including lectures, project work, seminar etc., should not exceed 30 hours per week computed as 45 hours of work relating to Under-Graduate classes. The work relating to correction of practical record note-books shall be calculated separately.

Supervision of Practical Classes:

One teacher is expected to supervise the work of 12 students, if the number of students exceeds 15, two teachers may be permitted.

Correction of Record Note-Books:

One hour may be provided for correcting 10 record note-books, if the number of record note-books to be corrected is not in multiples of 10 an extra hour may be allowed if the extra note-books exceeds 5.

Seminar and Project Work:

As the work load relating to these is to be included within the overall 30 hours per week, these items of work may be shared by the teachers, according to distribution of work as fixed by the Head of the Department.

Institute of Social work:

As the work load involves field work outside the college, it should also be taken into account for calculation. The existing pattern of work load in the School of Social Work at Madras may be retained. In the case of Colleges offering M.A. Social Work the computation of work load shall be similar to other Post-Graduate course.

III. M.Phil:

In the case of colleges conducting full time M.Phil courses the work load shall be calculated as follows:

The work load shall not exceed 4 hours per guide per week and a maximum of 12 hours per week for the Department as a whole. 1 hours of M.Phil. work shall be equal to 1 1/2 hours of U.G. Classes Workload for part-time M.Phil. course shall not be considered for sanction of staff. It is to be treated like Evening college course.

IV. Autonomous Colleges:

The work load norms prescribed above shall apply to autonomous Colleges also.

UNIVERSITY OF MADRAS

No.V-3/S-1&S-2/UGC ReguIns-2003/2004/ 840

From

The REGISTRAR i/c
University of Madras.

To

The Principals of all affiliated colleges
of the University of Madras.

Centenary Building,

Chepauk Campus,

Chennai-600 005.

Dt: 14-06-2004

Sir/Madam,

Sub: Forwarding UGC regulations, 2003 – Communicated – reg.

I am, by direction, to inform you that the Syndicate at its meeting held on 8th April 2004 considered the letter dated 24th March 2004 received from Dr.(Mrs.) Pankaj Mittal, Joint Secretary, University Grants Commission, New Delhi – 110 002 together with its ANNEXURE –I&II. with regard to the :

- (i) UGC (minimum standards of instruction for the grant of First Degree through formal education) regulations, 2003
 - (ii) UGC (minimum standards of instruction for the grant of Master's Degree through formal education) regulations, 2003
- and resolved as follows:

RESOLVED that the UGC regulations 2003 for the grant of UG/PG Degrees be adopted and the Vice Chancellor be authorised to take appropriate follow-up action.

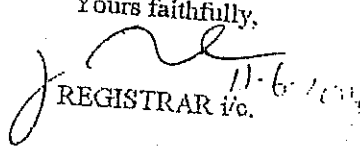
RESOLVED FURTHER that the above UGC Regulations 2003, be communicated to all the Departments of the University and affiliated colleges/institutions for strict adherence from the academic year 2004-2005 onwards, pending approval of the Academic Council.

According to the decision of the Syndicate, I am enclosing herewith a copy of the UGC Regulations 2003 with regard to the UGC (Minimum standards of instruction for the grant of First Degree and Master's Degree through formal education) which are mandatory and shall apply to all the affiliated Colleges. These UGC's Regulations are being communicated to all the affiliated Colleges for strict observance from the academic year 2004-2005 onwards, pending approval of the Academic Council/Senate.

The Principals of affiliated colleges are requested to follow the UGC Regulations, 2003 from the academic year 2004-2005 onwards without any deviation and the same shall be brought to the notice of all those concerned in your college/department/institution.

Kindly acknowledge the receipt of the same.

Yours faithfully,


REGISTRAR i/c.

Encl: as above.

Copy to:

Dr. (Mrs) Pankaj Mittal, Joint Secretary
University Grants Commission, New Delhi-110 002. (vide lt.no.D.O.No.F.1-6/2004
(CPP-II), dt.24-3-2004)

The Controller of Examinations; The Sr. Deputy Registrar (Academic)

The Dy. Registrar (Administration); The Secretary to Vice-Chancellor,

The Sr. P.A. to Registrar i/c.; The Section Officer-A-I, A-II, D-1, D-2, CBCS sections.

ANNEXURE - I
UNIVERSITY GRANTS COMMISSION
UGC(MINIMUM STANDARDS OF INSTRUCTION FOR THE
GRANT OF THE FIRST DEGREE THROUGH FORMAL
EDUCATION) REGULATIONS, 2003

(In supersession of Notification No.F.1-117/83(CP) dated 25th November 1985, Notification No.F.1-117/83(CPP) dated 30th May 1986 and Notification No.F.1-117/83(CP) dated December 1998)

In exercise of the powers conferred by clause (f) of sub-section(1) of Section 26 of the UGC Act 1956(No.3 of 1956), the University Grants Commission makes the following Regulations, namely:

1. Short title, application and commencement:

- 1.1 These Regulations may be called the University Grants Commission (Minimum Standards of Instruction for the Grant of the First Degree through Formal Education) Regulations, 2003.
- 1.2 These shall apply to all Universities established or incorporated by or under a Central Act, a Provincial Act, or a State/Union Territory Act, and all institutions recognized by or affiliated to such Universities and all institutions deemed to be Universities under Section 3 of the UGC Act 1956.
- 1.3 These shall come into force from the date of their publication in the official Gazette.

2. Admission:

- 2.1. No student shall be eligible for admission to a first degree programme in any of the faculties unless he/she has successfully passed the examination conducted by a Board/University at the +2 level of schooling (either through formal schooling for 12 years, or through open school system) or its equivalent.
- 2.2. The admission shall be made on merit on the basis of criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government concerned from time to time.
- 2.3. Student enrollment shall be in accordance with the academic and physical facilities available keeping in mind the norms regarding the student-teacher ratio, the teaching-non-teaching staff ratio, laboratory, library and such other facilities. The in-take capacity shall be determined at least six months in advance by the University/Institution through its academic bodies in accordance with the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission brochure for the information of all concerned.

2.4. Depending upon the academic and physical facilities available in the institutions, the University may allow an institution to admit a certain number of students directly to the second year of a first degree programme, if the student has either (a) successfully completed the first year of the same programme in another institution, or (b) already successfully completed a first degree programme and is desirous of and academically capable of pursuing another first degree programme in an allied subject.

3. Teacher:

3.1. No person shall be appointed to a teaching post if he/she does not fulfill the minimum qualifications prescribed for recruitment as per the Regulations in this regard notified from time to time under Section 26(1)(e) of the UGC Act 1956.

3.2. Every teacher shall participate in teaching, which may include any or all of the following: lectures, tutorials, laboratory sessions, seminars, fieldwork, projects and other such activities.

3.3. Every teacher shall also give general assistance to students in removing their academic difficulties; and participate in the invigilation and evaluation work connected with tests/examinations; and take part in extra-curricular, co-curricular and institutional support activities as required.

3.4. The workload of a teacher shall take into account activities such as teaching, research and extension, preparation of lessons, evaluation of assignments and term papers, supervision of fieldwork as also guidance of project work done by the students. The time spent on extension work, if it forms an integral part of the prescribed course, shall count towards the teaching load. The total workload and the distribution of hours of workload for the various components shall be in accordance with the guidelines issued by the UGC and the other statutory bodies concerned in this regard from time to time.

4. Working days:

4.1. Every University enrolling students for the first degree programme shall ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars, and practicals are held or conducted is not less than 180 in an academic year, excluding holidays, vacations, time set apart for completing admissions and time required for conduct of examinations.

4.2. The timetable on working days shall be so drawn up that the physical facilities are adequately utilized and not used only for a few hours in a day.

- 4.3. The total periods provided for contact teaching shall not be less than 30 hours a week.
- 4.4. The time provided for practicals, field work, library, utilization of computer and such other facilities, shall not be less than 10 hours a week.

5. Syllabus:

- 5.1. Depending upon the curricular pattern, whether the University follows the annual system, the semester system or the trimester system, the entire syllabus of the programme shall be divided into suitable courses spread evenly for the duration of the programme.
- 5.2. The University shall endeavour to introduce a cafeteria approach by working out the division of the entire syllabus of the programme into courses in such a manner that a student can choose the number of courses according to his/her requirements.
- 5.3. The University shall not only lay down the syllabus for each course, but also the manner of its implementation, namely, through lectures, tutorials, laboratory sessions, seminars, field work, projects and such other activities.
- 5.4. Depending upon its nature and level, a course may be assigned a certain number of credits. The credits assigned to the various courses shall also be indicated in the respective syllabuses. The system of credits shall be in accordance with the guidelines of the UGC and other statutory bodies concerned.
- 5.5. The syllabus for each course shall also indicate the scheme of evaluation/examination.
- 5.6. The students shall be encouraged to study some part of the syllabus themselves and shall be given assignments, so as to make use of the library, laboratory, internet and such other faculty.
- 5.7. The total workload on a student shall also be adequate so as to provide him/her sufficient academic involvement.
- 5.8. The minimum number of lectures, tutorials, seminars and practicals which a student shall be required to attend for eligibility to appear at the examination shall be prescribed by the University, which ordinarily shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals, and any other prescribed requirements.

6. Examination and evaluation:

- 6.1. The University shall adopt the guidelines issued by the UGC and other statutory bodies concerned from time to time in respect of conduct of examinations.
- 6.2. The units of evaluation, namely, tests, seminars, presentations, class performance, field work, and the like and the weightage assigned to each of such units in respect of each course shall be determined by the appropriate academic body of the University, and shall be made known to the students at the beginning of the academic session of the year, the semester or the trimester, as the case may be.
- 6.3. The nature of final examination, whether written or oral or both, in respect of each course shall also be made known to the students at the beginning of the academic session.
- 6.4. There shall be continuous sessional evaluation in each course in addition to trimester/semester/year-end examinations, and the weightage for sessional evaluation and examination in respect of each course shall be prescribed by the appropriate academic body, and made known to the students at the beginning of the academic session.
- 6.5. If the University follows grading system, it shall work out and adopt a table of conversion of grades into percentage and vice-versa.
- 6.6. If the fieldwork or project work is prescribed as an integral part of a course, the weightage assigned to it should reflect the time spent on it.
- 6.7. The question papers for the examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course.
- 6.8. The tests and examinations shall aim at evaluating not only the student's ability to recall information, which he/she had memorized, but also his/her understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory.
- 6.9. While the actual process of evaluation shall be confidential, the system of evaluation shall be sufficiently transparent, and a student may be given a photocopy of his/her answer paper, if requested as per procedure laid down in this regard.

7. Physical facilities:

- 7.1. Every University shall lay down the norms in respect of classrooms, laboratories, library, sports and health facilities, hostel accommodation, canteen/cafeteria and such other facilities. All the institutions admitted to its privileges shall adhere to the same. While prescribing the norms for such facilities as a condition for affiliation, the University shall keep in view the guidelines/norms issued by the UGC and other statutory bodies concerned.
- 7.2. The lecture classes shall normally have not more than 60 students, unless, in special cases, the institution has accommodation for larger classes and makes suitable audio-visual arrangements for effective lecturing accompanied by tutorial classes.
- 7.3. For tutorials, a group shall not ordinarily be more than 20 students.
- 7.4. For laboratory sessions, the size of a group shall depend upon the size of the laboratory, its type related to the specificity of the subject, the facilities available including the possibility or otherwise of controlling and supervising a number of students simultaneously through a central control panel, and such other devices. The ideal number of students for a normal laboratory session in subjects like Physics, Chemistry and Biology is 15. The number for Computer lab, Language lab, etc. may be higher or lower, depending upon the factors referred to above.
- 7.5. The norms laid down by the concerned statutory body shall be followed in the case of laboratories in the professional courses.

8. Award of degrees:

- 8.1. No student shall be eligible for the award of the first degree unless he/she has successfully completed a programme, of not less than three years duration and secured the minimum number of credits prescribed by the University for the award of the degree.
- 8.2. The degree to be awarded may be called the bachelor's degree in the respective discipline in accordance with nomenclature specified by the UGC under Section 22(3) of the UGC Act.

9. Information:

Every university shall furnish to the UGC information relating to the observance of the provisions of these Regulations in the form prescribed for the purpose. The information shall be supplied to the UGC within 60 days of the close of the academic year.

ANNEXURE - II

UNIVERSITY GRANTS COMMISSION UGC(MINIMUM STANDARDS OF INSTRUCTION FOR THE GRANT OF THE MASTER'S DEGREE THROUGH FORMAL EDUCATION) REGULATIONS, 2003

(In supersession of Notification No.F.1-117/83(CP) dated December 1998)

In exercise of the powers conferred by clause (f) of sub-section(1) of Section 26 of the UGC Act 1956(No.3 of 1956), the University Grants Commission makes the following Regulations, namely:

1. Short title, application and commencement:

1.1. These Regulations may be called the University Grants Commission (Minimum Standards of Instruction for the Grant of the First Degree through Formal Education) Regulations, 2003.

1.2. These shall apply to all Universities established or incorporated by or under a Central Act, a Provincial Act, or a State/Union Territory Act, and all institutions recognized by or affiliated to such Universities and all institutions deemed to be Universities under Section 3 of the UGC Act 1956.

1.3 These shall come into force from the date of their publication in the official Gazette.

2 Admission:

2.1 No student shall be eligible for admission to a Master's degree programme in any of the faculties unless he/she has successfully completed three years of an undergraduate degree or earned prescribed number of credits for an undergraduate degree, through the examinations conducted by a University/autonomous institution or possesses such qualifications as recognized by the concerned University as equivalent to an undergraduate degree.

2.2. In case of integrated Master's Degree Programmes of five or more years, no student shall be eligible for admission unless he/she has successfully passed the examination conducted by a Board/ University at the Plus Two level of schooling (either through formal schooling for 12 years or through open school system) recognized by the Central/State Government for this purpose or its equivalent.

2.3 The admission shall be made on merit on the basis of criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government concerned from time to time.

- 2.4. Student enrollment shall be in accordance with the academic and physical facilities available keeping in mind the norms regarding the student-teacher ratio, the teaching-non-teaching staff ratio, laboratory, library and such other facilities. The in-take capacity shall be determined at least six months in advance by the University/Institution through its academic bodies in accordance with the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission brochure for the information of all concerned.
- 2.5 Depending upon the academic and physical facilities available in the institutions, the University may allow an institution to admit a certain number of students directly to the second year of a Master's degree programme, if the student has either (a) successfully completed the first year of the same programme in another institution, or (b) already successfully completed a Master's degree programme and is desirous of and academically capable of pursuing another first degree programme in an allied subject.

3. Teacher:

- 3.1 No person shall be appointed to a teaching post if he/she does not fulfill the minimum qualifications prescribed for recruitment as per the Regulations in this regard notified from time to time under Section 26(1)(e) of the UGC Act 1956.
- 3.2 Every teacher shall participate in teaching, which may include any or all of the following: lectures, tutorials, laboratory sessions, seminars, fieldwork, projects and other such activities.
- 3.3 Every teacher shall also give general assistance to students in removing their academic difficulties; and participate in the invigilation and evaluation work connected with tests/examinations; and take part in extra-curricular, co-curricular and institutional support activities as required.
- 3.4 The workload of a teacher shall take into account activities such as teaching, research and extension, preparation of lessons, evaluation of assignments and term papers, supervision of fieldwork as also guidance of project work done by the students. The time spent on extension work, if it forms an integral part of the prescribed course, shall count towards the teaching load. The total workload and the distribution of hours of workload for the various components shall be in accordance with the guidelines issued by the UGC and the other statutory bodies concerned in this regard from time to time.

4 Working days:

4.1 Every University enrolling students for the first degree programme shall ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars, and practicals are held or conducted is not less than 180 in an academic year, excluding holidays, vacations, time set apart for completing admissions and time required for conduct of examinations.

4.2 The timetable on working days shall be so drawn up that the physical facilities are adequately utilized and not used only for a few hours in a day.

4.3 The total periods provided for contact teaching shall not be less than 30 hours a week..

4.4 The time provided for practicals, field work, library, utilization of computer and such other facilities, shall not be less than 10 hours a week.

5 Syllabus:

5.1 Depending upon the curricular pattern, whether the University follows the annual system, the semester system or the trimester system, the entire syllabus of the programme shall be divided into suitable courses spread evenly for the duration of the programme.

5.2 The University shall endeavour to introduce a cafeteria approach by working out the division of the entire syllabus of the programme into courses in such a manner that a student can choose the number of courses according to his/her requirements.

5.3 The University shall not only lay down the syllabus for each course, but also the manner of its implementation, namely, through lectures, tutorials, laboratory sessions, seminars, field work, projects and such other activities.

5.4 Depending upon its nature and level, a course may be assigned a certain number of credits. The credits assigned to the various courses shall also be indicated in the respective syllabuses. The system of credits shall be in accordance with the guidelines of the UGC and other statutory bodies concerned.

5.5 The syllabus for each course shall also indicate the scheme of evaluation/examination.

5.6 The students shall be encouraged to study some part of the syllabus themselves and shall be given assignments, so as to make use of the library, laboratory, internet and such other faculty.

- 5.7 The total workload on a student shall also be adequate so as to provide him/her sufficient academic involvement.
- 5.8 The minimum number of lectures, tutorials, seminars and practicals which a student shall be required to attend for eligibility to appear at the examination shall be prescribed by the University, which ordinarily shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals, and any other prescribed requirements.

Examination and evaluation:

- 6.1 The University shall adopt the guidelines issued by the UGC and other statutory bodies concerned from time to time in respect of conduct of examinations.
- 6.2 The units of evaluation, namely, tests, seminars, presentations, class performance, field work, thesis and the like and the weightage assigned to each of such units in respect of each course shall be determined by the appropriate academic body of the University, and shall be made known to the students at the beginning of the academic session of the year, the semester or the trimester, as the case may be.
- 6.3 The nature of final examination, whether written or oral or both, in respect of each course shall also be made known to the students at the beginning of the academic session.
- 6.4 There shall be continuous sessional evaluation in each course in addition to trimester/semester/year-end examinations, and the weightage for sessional evaluation and examination in respect of each course shall be prescribed by the appropriate academic body, and made known to the students at the beginning of the academic session.
- 6.5 If the University follows grading system, it shall work out and adopt a table of conversion of grades into percentage and vice-versa.
- 6.6 If the fieldwork or project work is prescribed to be an integral part of a course, the weightage assigned to it should reflect the time spent on it.
- 6.7 The question papers for the examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course.
- 6.8 The tests and examinations shall aim at evaluating not only the student's ability to recall information, which he/she had memorized, but also his/her understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory.

6.9 While the actual process of evaluation shall be confidential, the system of evaluation shall be sufficiently transparent, and a student may be given a photocopy of his/her answer paper, if requested as per procedure laid down in this regard.

7 Physical facilities:

7.1 Every University shall lay down the norms in respect of classrooms, laboratories, library, sports and health facilities, hostel accommodation, canteen/cafeteria and such other facilities. All the institutions admitted to its privileges shall adhere to the same. While prescribing the norms for such facilities as a condition for affiliation, the University shall keep in view the guidelines/norms issued by the UGC and other statutory bodies concerned.

7.2 The lecture classes shall normally have not more than 60 students, unless, in special cases, the institution has accommodation for larger classes and makes suitable audio-visual arrangements for effective lecturing accompanied by tutorial classes. For tutorials, a group shall not ordinarily be more than 20 students.

7.3 For laboratory sessions, the size of a group shall depend upon the size of the laboratory, its type related to the specificity of the subject, the facilities available including the possibility or otherwise of controlling and supervising a number of students simultaneously through a central control panel, and such other devices. The ideal number of students for a normal laboratory session in subjects like Physics, Chemistry and Biology is 15. The number for Computer lab, Language lab, etc. may be higher or lower, depending upon the factors referred to above.

7.4 The norms laid down by the concerned statutory body shall be followed in the case of laboratories in the professional courses.

8 Award of degrees:

8.1 No student shall be eligible for the award of the Master's degree unless he/she has successfully completed a minimum of two Years after the First degree or five years after Plus Two or earned the minimum number of credits prescribed by the University for the programme.

8.2 The degree to be awarded may be called the Master's degree in the respective discipline in accordance with nomenclature specified by the UGC under Section 22(3) of the UGC Act.

9. Information:

Every university shall furnish to the UGC information relating to the observance of the provisions of these Regulations in the form prescribed for the purpose. The information shall be supplied to the UGC within 60 days of the close of the academic year.

A. Apperdis 4

Madurai Kamaraj University

COLLEGE DEVELOPMENT COUNCIL

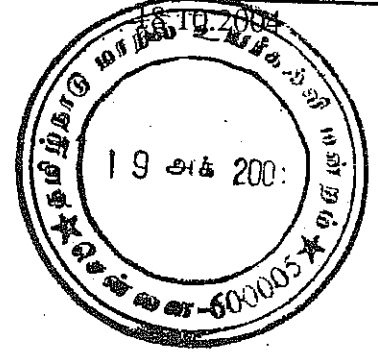
Dr. P. CHELLATHURAI, Ph.D.,
Dean,

Palkalai Nagar,
Madurai – 625 021.
Tamilnadu.

CDC/04

To

Prof. S. Muthukumaran
Former Vice-Chancellor
Member-Secretary
Tamilnadu State Council for Higher Education
Lady Wellington College Campus
Kamarajar Salai, Chennai 600005



Sir,

Sub: Workload of College Teachers – Reg.
Ref: Your letter No.D.O. Rc.803/2003 /A, dt.22.9.2004

With reference to the above, I am sending herewith the details of workload of College Teachers for your perusal.

Yours faithfully,

DEAN

FORMAT

Particulars	UG				PG			
	Arts	Commerce	Science		Arts	Commerce	Science	
			Theory	Practical			Theory	Practical
1. Total hours allotted for each subject/each course:								
Languages I and II	6 + 6	6	6+6	-	-	-	-	-
Main Subject	12	18	12	6	30	30	20+4	6
Allied Subject	6	6	4	2	-	-	-	-
2. Number of Students per section:	60	60	40	-	36	36	25	-
3. (i) Allocation of number of students per batch of practical class:	-	-	-	40	-	-	-	25
(ii) Number of teachers per batch:	-	-	-	3	-	-	-	2
4. The equivalence of practical class with reference to lecture work	-	-	-	1 : 1	-	-	-	1:1½
5. Distribution of work:								
Work allotted to H.O.Ds.	12	12	8	4	8	8	4	4
Work allotted to Additional H.O.D., in any	12	12	8	4	8	8	4	4
Work allotted to Lecturers	16	16	10	6	11	11	7	4

At present the teaching staff of the Science Faculty are engaged in teaching in two streams of postgraduate teaching – i.e. Semester pattern where Choice Based Credit System is in vogue and integrated courses for five years. In the CBCS system, in the majority of the disciplines (Mathematics, Statistics, Physics, Chemistry, Biochemistry, Botany, Zoology, Marine Biology and Earth Sciences) an average of 3(theory) papers and 3 practicals are being offered per semester. Each theory carries 3 credits (3 hours per week) and the practical carries 4 credits per week (3 practicals per week, each of 2-3 hours duration per practical). 10 days are reserved for theory and practical examinations in each semester and effective teaching is done for 80 days.

Additionally, weekly seminars at the rate of 1 hour per subject are also being given. Continuous Internal Assessment Test and Semester Practical Examinations require 20 hours per semester.

Summary:

	Theory		Practical		Seminar	Internal Test	Total Working Hours/week
	No. of Papers	No. of hours/paper	No. of Practicals	No. of hours/week			
	3	3	3	4			
Total Hours/week	9	(x 16)	12	(x 16)	2 (or) 3 (x 16)	1 (x 16)	
Total Hours/semester	144		192		32	16	384

80 days = Semester(16weeks)

10 days= examinations

Appendix

LiPS
DEAN 15/1/2015

FACULTY OF SCIENCE
ANNAMALAI UNIVERSITY
ANNAMALAI, TAMIL NADU-608 002

Note on the workload for Lecturers working in Government and Aided Colleges

-0-

The Tamil Nadu State Council for Higher Education constituted a committee with the limited scope of making a study into the existing workload for Lecturers working in Government and Aided Colleges and to furnish its recommendations on the same. Accordingly, the Committee made a study into the existing workload for the Lecturers working in Government and Aided Colleges and furnish the following report with its recommendations to the Tamil Nadu State Council for Higher Education for necessary follow up action.

As per the UGC norms, the colleges must observe atleast 180 actual teaching days. Pursuant to this norms the colleges have to work for 90 days in each semester taking into account that the colleges work for 5 hours a day, for 90 working days in a semester, the workload for the 90 days in each semester will be $90 \times 5 = 450$ hours. As such for one academic year the total workload will be $450 \times 2 = 900$ hours. As per the UGC norms the direct teaching hours for each Lecturer shall be 16 hours in a week.

Previously the colleges were working for 6 days in a week, which amounts to 30 hours ($5 \times 6 = 30$) per week. For each Language the workload is 6 hours per week and so for the Part I and Part II Language subjects, the workload is $6 + 6 = 12$ hours. For ancillary subjects the workload is another 6 hours and the remaining 12 hours is meant for the main subjects.

The colleges now work for only 5 days in a week and for 90 days in each semester. This amounts to 450 hours ($5 \times 90 = 450$) per semester and 900 hours for the 2 semesters ($450 \times 2 = 900$) in an academic year. But, the colleges work for only 5 days in a week, the total hours worked out only 25 hours. As per existing norms, the Head of the Department should take classes for 12 hours and the Lecturers in the Department should take classes for 16 hours in a week. The requirement of 900 hours in an academic year is met by working for 180 days in a year at rate of 5 hours per day for 5 days in a week. The colleges working for 5 days in a week however follow the 'Day order system' i.e. from Monday to Monday in the Time Table.

PRACTICALS

One Lecturer may be allowed for every 40 students for 3 hours practicals.

Above 40 and upto 60 students one more Lecturer may be allowed.

Correction of Practical Note Books for the Science subjects and

correction of Composition Note Books for Languages will not be reckoned for workload calculation. Correction work is outside lecture work and does not form part of the regular workload.

FOR P.G. COURSES

For 1 hour of Lecture work may be made equal to 1 hour of teaching.

FOR P.G. PRACTICALS

One Lecturer may be allowed for 30 students for 3 hours practicals. One

more Lecturer may be allowed for above 30 students.

WORKING DAYS

All the colleges may be reopened uniformly on 16th June of every year.

First semester working days shall be between 16th June and 31st October.

First phase of twin vacation may be declared between 1st Nov to 5th Dec.

EVEN SEMESTERS (II, IV & VI)

Second semester working days shall be between December 6th to April 21st.

Second phase of twin vacation may be declared between April 22nd to June 15th.