



2.4.3 – Average Teaching Experience of Full Time Teachers in the same Institution (Data for the latest completed academic year 2020-2021)

Justification for inclusion of Principal and Controller of Examinations as full-time teachers

Letter from University of Madras dated 15.02.1999 regarding workload of the teachers of the Arts & Science colleges affiliated to the University highlighting workload of Principal

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, Pachiappa'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.

Principal
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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


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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.


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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.

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II. POST-GRADUATE CLASSES

One hour of lecture/practical for Post-Graduate class shall be equated 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.

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