

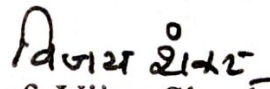


सत्यवती कॉलेज (सांध्य)
Satyawati College (Evening)
अशोक विहार फेज-३ दिल्ली - ११००५२
Ashok Vihar Phase-III, Delhi - 110052
Website: www.satyawatiedu.ac.in
Phone: 011-27213402

Date: 17.11.2022

NOTICE

This is in reference to the Notice dated 15.11.2022 regarding the formation of "Course Committee". The Convenor/Members are hereby informed that in future the Committee will be called as "Course & workload committee". In addition the committee will also consider the existing limited infrastructure of the college and make recommendation on the appropriate lecture/practical tutorial classes of the college. Further, the committee will take care of preparing the work load of individual teacher as per the required norms of the University.


Prof. Vijay Shankar Mishra
Principal (Offg.)

Encl.: as attached

Copy to:

Prof. Rajiv Kumar Verma
Prof. Virender Singh Kashyap
Dr. Prakash Veer Dahiya
Dr. A. Ravichandran
Prof. Anamika
Dr. Manjul Singh
Ms. Sangya Ranjan
Dr. Dharmender Kumar
Prof. Ranjana Rani Singhal

Convenor, Teacher In-charge History
Teacher In-charge, Hindi
Teacher In-charge, Political Science
Teacher In-charge, Commerce
Teacher In-charge, English
Teacher In-charge, Economics
Teacher In-charge, Environmental Science
Teacher In-charge, Mathematics
Teacher In-charge, Buddhist Studies



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

No. Acad. Uclass size/2022/754
Date: 11.11.2022

NOTIFICATION

In order to observe uniformity in Teacher-Student ratio in all the programmes being offered by the University and its colleges, both at the Undergraduate and Postgraduate level, following class room size, in terms of the number of students, is hereby notified for compliance by all concerned.

Under Graduate		Post Graduate	
Class Room Size (No. of Students)		Class Room Size (No. of Students)	
Lectures	60	Lectures	50
Tutorials	30	Tutorials	25
Practical's	25	Practical's	15-20

Note:

- This number is exclusive of the supernumerary seats.
- The Colleges may decide on mentor and mentee group size as per the relevant provisions of the UGC Regulations as applicable from time to time.

Abhishek Kumar
REGISTRAR

Copy to:

1. Deans of the Faculties
2. Heads of the Departments
3. Directors of the Centres/Institutions
4. Principals of the Colleges
5. Director, COL
6. Dean Students' Welfare
7. Dean, Academic Affairs/ Dean, Planning/ Dean, Admissions/ Dean, Examinations
8. Director, NCWEB/Joint Director, DUCC/ Joint Dean, FSR
9. JR(VCO)/ JR (SDC)/ JR (Estab.-T)/AR (Colleges)
10. PA to Registrar/PA to Dean of Colleges/PA to Director, South Delhi Campus

NOTIFICATION

1. In accordance with the of clause No.15 of the UGC Resolutions 2018 & Clause I of Ordinance XIII of the Ordinances of University of Delhi the following guidelines shall be taken into account for calculation of workload for direct teaching learning arrangement in the departments of the University.

- (a) A teacher is expected to work minimum 40 hours a week
 - (b) As per the UGC guidelines, 14 hours / 16 hours is a workload for direct teaching learning for Professor, Associate Professor/ Assistant Professor.
 - (c) 2 hour per week from the direct teaching learning may be devoted to administrative work. It includes work performed as Dean/Head of Department, PIC of Center /Director of the Center or any other equivalent administrative work as notified and assigned by the Competent Authority of the University in addition to existing duties.
 - (d) Guidance to Ph.D. Students, examination work, other administrative work shall be taken into accounts in 26 hours/ 24 hours working work. The other administrative work includes administrative work in the departments and other then those defined in point (c) above.
 - (e) The two hours per day for research in case of PG Courses shall be included in 26 hours/24 hours.
 - (f) The actual hours utilized for classroom teaching/tutorial/practical/field work/project work/dissertation work per week by a faculty shall amounts to his/her workload for direct teaching learning with in the 14 hours/ 16 hours.
 - (g) For the purpose of calculation of working hours per week for guiding the PG students for project / dissertation/field work within the workload 14/16 hours, following criteria shall be followed:
 - (i) For Management Students: 3 students per teacher amounts to one hour per week upto maximum of four hours per week.
 - (ii) For Science/Mathematical Science Students: 4 Students per teacher amounts to one hour per week upto maximum of four hours per week.
 - (iii) For Social work: 4 students per teacher amounts of one hour per week upto maximum of four hours per week.
 - (iv) For Arts, Social Sciences, Law, Commerce, and Education Students: 5 Students per teacher amounts to one hour per week upto maximum of four hours per week
 - (h) The aforesaid provisions must be reflected in the time table of Department.
 - (i) The class size /batch size for classroom teaching/practical/tutorial/dissertation shall be determined by the Department considering optimum utilization of the available infrastructure/resources in the interest of the students.
 - (j) The 14/16 hours of direct teaching learning workload in respect of each faculty member should include minimum 60% towards lecture for Faculties of Arts, Social Sciences, Law, Commerce and Education and Minimum 40% towards lectures for Faculty of Sciences / Interdisciplinary & Applied Sciences and 50% towards lecture for the Department of Social Work.
 - (k) The requirement of the faculty/department for guest faculty shall be examined by the University only after ensuring full workload on each and every teacher of the department.
2. This is issued with the approval of the Competent Authority


JOINT REGISTRAR (Estab-T)