

-153- 28(1)

Annexure
to Item
28

KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
(‘A++’ Grade, NAAC Accredited)

Minutes of the meeting of the Committee constituted by the Dean Academic Affairs held on 26.09.2024 in the office of the Dean Academic Affairs to review/re-consider the earlier decision taken by the Deans’ Committee in its meeting held on 16.01.2023 and the observations of the committee in its last meeting held on 19.01.2024 regarding replacing the existing workload norms appearing under Appendix-VII and Appendix-VIII in K.U. Calendar Volume-2009 with the new workload norms for UG and PG Programmes as per NEP-2020

MEMBERS PRESENT :-

1. Dean Academic Affairs
2. Prof. Anita Dua, IIHS
3. Prof. Omveer Singh, Department of Geography
4. Prof. Parmesh Kumar, IIHS
5. Deputy Registrar (Academic)
6. (Superintendent (Academic) and Superintendent (Syllabus) could not attend the meeting)

At the outset, the Committee was informed that the Deans’ Committee in its meeting held on 16.01.2023 had recommended that the norms of workload appearing under Appendix-VII and Appendix-VIII in K.U. Calendar Volume-2009 may be deleted as it is not feasible to make norms of workload as a part of the Ordinance as Schemes/Syllabi change from time to time, hence it is a part of Scheme/Syllabi as already resolved by the Academic Council of the University. The Academic Branch reported to the Committee the following:

“Accordingly, the draft item for placing the matter before the Academic Council was approved by the Hon’ble Vice-Chancellor and the same was supplied to the Syllabus Section for placing the same before the Academic Council in the ensuing meeting. But, the Supdt. (Syllabus) returned the draft item to the Academic Section by stating that the same may be withdrawn as per their discussion with the Dean Academic Affairs on 12.10.2023 (However, no such discussion was reported as held by the Dean Academic Affairs)”.

It is further added that another meeting of the committee was held on 19.01.2024 and the Committee finalized the statement showing number of contact hours per week for the different courses of UG Programmes as per NEP-2020. It was also observed that as the NEP is also going to be implemented in the PG Programmes in the University Campus and Affiliated Colleges from the Session 2024-25, hence, the matter may be

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Dr. A. K. Singh

finalized after approval of the Ordinance of PG Programmes under NEP-2020.

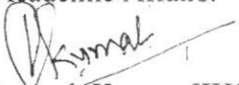
The next meeting of the committee was held on 26.09.2024 and the committee framed/finalized the statement showing the number of contact hours per week for the UG Programmes and PG Programmes as per NEP-2020 as per Appendix-VII and recommended that the same may be replaced with the existing norms appearing under Appendix-VII and Appendix-VIII in K.U. Calendar Volume-I, 2009.

The committee is of the view that the branch officer D.R./A.R. will ensure the coordination of both Sections of Academic Branch as the workload will involve both the Scheme of the examination and the Ordinance.

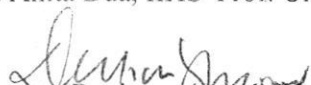
After detailed deliberations the Committee recommends as under: -

1. The workload norms appearing under Appendix-VII and Appendix-VIII in K.U. Calendar Volume-2009 may not be deleted from the K.U. Calendar Volume-I, 2009 as per earlier recommendations of the Deans' Committee in its meeting held on 16.01.2023.
2. The old norms of workload appearing under Appendix-VII and Appendix-VIII in K.U. Calendar Volume-2009 may be replaced as per Appendix-VII i.e. the Statement showing number of contact hours per week for the different courses of UG and PG Programmes as per NEP-2020.
3. The workload of a subject will be determined as per Scheme of the examination in accordance with the Ordinance.


Dean Academic Affairs.


Prof. Parmesh Kumar, IIHS


Prof. Anita Dua, IIHS Prof. Omveer Singh, Dept. of Geography


Deputy Registrar (Academic)

STATEMENT SHOWING THE NUMBER OF CONTACT HOURS PER WEEK FOR THE COURSES OF UNDER-GRADUATE/POST-GRADUATE PROGRAMMES UNDER LEARNING OUTCOME BASED CURRICULUM FRAMEWORK-CHOICE BASED CREDIT SYSTEM (LOCF-CBCS) AS PER NEP-2020

A. UNDER-GRADUATE PROGRAMMES

Course: A subject/course refers to a component of a programme. A course may comprise of lectures, tutorials/practicum, seminar, internship, studio activity, field work/ practice/survey/project, community engagement and service, dissertation or combination of these as per scheme of a programme.

Based on the composition, courses can be categorised into the following two categories;

Category 1: Courses without practicum component.

The composition of these courses may be theory and tutorial or theory only.

Category 2: Courses with practicum component.

The composition of these courses may be theory and practicum or practicum only.

The weekly contact hours/workload for these components will be determined as follows:

- i. 1 credit theory/tutorial = 1 hour
- ii. 1 credit practical/ laboratory work/studio/project/survey/field work = 2 hours.#
(# OR as mentioned in the Scheme of the Programme, whichever is less)
- iii. The tutorial/ practicum/laboratory work/project/studio will be conducted in groups of students and one group will comprise of 20 students. However, the workload of field work/survey work will be counted for the whole class but not in groups.
- iv. (a) Project work/ Dissertation work of 12 credits = 12 hours* for category 1 courses
(b) Project work/ Dissertation work of 12 credits = 16 hours* for category 2 courses

* The work load of Project work/ dissertation work will be counted for the whole class and not in groups and these hours shall be equally divided among the teachers supervising the students for project work/dissertation work of that class. Provided that minimum workload of one hour per week shall be counted towards the workload of a teacher guiding students for Dissertation/Project work. However, the workload due to Dissertation/Project work in one semester of one teacher will not be counted more than 4 hours per week.

Similarly, if the project work is same for the whole class or is same for some number of groups, then workload will be counted accordingly i.e. class-wise or merged group-wise. For example if there are 60 students in a class and field work is conducted by the whole class together, then workload be counted as 2 hours/credit for the whole class. If two groups of a class work on one project and one group works on a different project, then workload will be (2+2) = 4 hours/credit for the whole class.

- v. Chairperson/Principal/Director may increase the size of tutorial group as a temporary arrangement, if sufficient teachers are not available in a subject. However, this measure will not be used for the purpose of calculation of workload of a subject for number of posts in that subject.

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Workload calculations for the courses of category-1 i.e. without practicum component.

Course Credit			Contact hours/Work load per Week	
Total Credits	Theory	Tutorial	Theory (Hours/Class)	Tutorial (Hours/Group)
2	2	-	2	-
3	3	-	3	-
3	2	1	2	1
4	4	-	4	-
4	3	1	3	1

Workload calculation for the courses of category-2 i.e. courses with practicum component

Course Credit			Contact hours/Work load per Week	
Total Credits	Theory	Practical	Theory (Hours/Class)	Practical (Hours/Group)
2	1	1	1	2
3	2	1	2	2
4	3	1	3	2
4	2	2	2	4
4	0	4	-	8

Illustrations:

If there is a class of 60 students of History course of 4 credits (3 theory +1 tutorial) and tutorial size is of 20 students, then total workload of that course will be $3+3=6$ hours/week.

OR

If there is a class of 60 students of History course of 4 credits (3 theory +1 tutorial) and tutorial size is of 30 students, then total workload of that course will be $3+2=5$ Hours/week.

Sunil Kumar

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R. Komal

Shubh

B. POST-GRADUATE PROGRAMMES

Course: A subject/course refers to a component of a programme. A course may comprise of lectures, tutorials/practicum, seminar, internship, studio activity, field work/ practice/survey/project, community engagement and service, dissertation or combination of these as per scheme of a programme.

Based on the composition, courses can be categorised into the following two categories;

Category 1: Courses without practicum component.

The composition of these courses may be theory and tutorial or theory only.

Category 2: Courses with practicum component.

The composition of these courses may be theory and practicum or practicum only.

The weekly contact hours/workload for these components will be determined as follows:

- i. 1 credit theory/tutorial = 1 hour
- ii. 1 credit practical/ laboratory work/studio/project/survey/field work = 2 hours.#
(# OR as mentioned in the Scheme of the Programme whichever is less).
- iii. The tutorial/ practicum/laboratory work/project/studio will be conducted in groups of students and one group will comprise of 20 students. **However**, the workload of field work/survey work will be counted for the whole class but not in groups.
- iv. For seminar course of 2 credits, the Chairperson/Principal/Director will assign the faculty to the students in groups of minimum 20 students. The teaching hours/workload of the seminar course will be 2 hours per week for each group.
- v. (a) Project work/ Dissertation work of 12 credits =12 hours* for category 1 courses
(b) Project work/ Dissertation work of 12 credits =16 hours* for category 2 courses

* The work load of Project work/Dissertation work will be counted for the whole class and not in groups and these hours shall be equally divided among the teachers supervising the students for project work/dissertation work of that class. Provided that minimum workload of one hour per week shall be counted towards the workload of a teacher guiding students for Dissertation/Project work. However, the workload due to Dissertation/Project work in one semester of one teacher will not be counted more than 4 hours per week.

Similarly, if the project work is same for the whole class or is same for some number of groups, then workload will be counted accordingly i.e. class-wise or merged group-wise. For example if there are 60 students in a class and field work is conducted by the whole class together, then workload be counted as 2 hours/credit for the whole class. If two groups of a class work on one project and one group works on a different project, then workload will be (2+2) =4 hours/credit for the whole class.

- vi. Chairperson/Principal/Director may increase the size of tutorial group as a temporary arrangement, if **sufficient** teachers are not available in a subject. However, this measure will not be used for the purpose of calculation of workload of a subject for number of posts in that subject.

Suman Sharma

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R. Kumar

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Workload calculations for the courses of category-1 i.e. without practicum component.

Course Credit			Contact hours/Work load per Week	
Total Credits	Theory	Tutorial	Theory (Hours/Class)	Tutorial (Hours/Group)
2	2	-	2	-
3	3	-	3	-
3	2	1	2	1
4	4	-	4	-
4	3	1	3	1

Workload calculation for the courses of category-2 i.e. courses with practicum component

Course Credit			Contact hours/Work load per Week	
Total Credits	Theory	Practical	Theory (Hours/Class)	Practical (Hours/Group)
2	1	1	1	2
3	2	1	2	2
4	3	1	3	2
4	2	2	2	4
4	0	4	-	8

Illustrations:

If there is a class of 60 students of History course of 4 credits (3 theory +1 tutorial) and tutorial size is of 20 students, then total workload of that course will be $3+3=6$ hours/week.

OR

If there is a class of 60 students of History course of 4 credits (3 theory +1 tutorial) and tutorial size is of 30 students, then total workload of that course will be $3+2=5$ Hours/week.

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Minutes of the meeting of the Deans’ Committee constituted by the Hon’ble Vice-Chancellor held on 16.01.2023 at 1.00 PM in the o/o the Dean Academic Affairs to consider/examine and also to finalize the various issues with regard to norms for Workload in the light of the representations received from the individuals to remove anomalies in the norms of workload for UG & PG Courses (already circulated) and also to finalize the norms of the workload for the various subjects as per list supplied by the Director General Higher Education, Haryana Panchkukla :-

MEMBERS PRESENT :-

1. Dean Academic Affairs
2. Dean, Faculty of Life Sc.
3. Dean, Faculty of Sciences.
4. Dean, Faculty of Arts & Languages
5. Dean, Faculty of Social Sciences.
6. Dean, Faculty of Indic Studies.
7. Dean, Faculty of Commerce & Mgt.
8. Principal, IIHS. (Dr. Reeta of IIHS attended the meeting)
(Dean Faculty of Pharmaceutical Sc; Engg. & Tech. Education; Law could not attend the meeting).

At the outset the Committee perused the D.O. letter dated 6.6.2022 issued by the Sh. Anand Mohan Sharan, Additional Chief Secretary to Govt. of Haryana vide which it was conveyed that all the Universities in Haryana should follow workload norms of Kurukshetra University, Kurukshetra. The Committee also perused Workload norms for UG classes and P.G. Courses already prepared/supplied to the State Govt. by Kurukshetra University; representations received from the quarters concerned to re-consider the latest norms; Appendix-VII i.e. Norms for periods to be given to the Lectures and Appendix-VIII i.e. Statement showing the number of periods per week for UG and P.G. Courses appearing in the K.U. Calendar Volume-I, 2009 from pages 96 and 97-104. The Committee also perused the Res.No.10 of the Minutes of the Academic Council dated 16.11.2016 vide which it was resolved that there should be a clear indication in all the Scheme/Syllabi regarding contact hours per week (Lectures; Tutorials; Practical/Field Work etc.). The Committee perused the list of the subjects supplied by the Colleges branch of the office of the Director General Haryana for which latest norms of workload were required.

After perusal of the norms of workload already appearing in the K.U. Calendar Volume-I, 2009, the Committee observed that recently in the past various amendments/additions have been made in the Scheme/Syllabi due to implementation

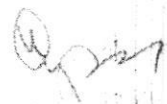
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of Semester System/Choice Based Credit System/LOCF/NEP, but the norms of workload appearing under Appendix-VIII in K.U. Calendar Volume-I, have not been revised accordingly, but the same have been mentioned in Scheme of Examinations.

The Committee also noted that the latest norms for workload recently prepared/supplied by the University to the State Govt. are as per Semester System of Examination whereas the norms appearing in the K.U. Calendar-I, 2009 are as per Annual System of examination. This gap between Scheme of Examination and Ordinance is creating confusion. The Committee further added that it is not feasible to make norms of workload as a part of the Ordinance as Schemes/Syllabi change from time to time, hence it is a part of Scheme/Syllabi as already resolved by the Academic Council of the University. The Committee also discussed that Semester based CBCS/LOCF system is followed in the University whereas Semester System of examination is being followed in the affiliated Colleges. The Committee perused the list of subjects supplied by the DHE, Haryana and noted that some programmes are not being taught in the affiliated Colleges of the University and observed that the information for the same cannot be supplied by the Kurukshetra University and DHE can obtain it from the concerned University running these programmes.

After detailed deliberations the Committee recommends as under: -

1. The norms regarding number of maximum periods for a teacher per week and Course wise Workload appearing under Appendix-VII and Appendix-VIII respectively shall not be part of K.U. Calendar Volume-2009 and be deleted.
2. The concerned Chairpersons/Directors may ensure that norms for Workload may be mentioned in the concerned Scheme/Syllabi as already resolved by the Academic Council of the University.
3. The norms of workload i.e. Contact Hours per week will be applicable/followed as mentioned in the concerned Scheme/Syllabi duly approved by the Board of Studies/Academic Council of the University prevailing from time to time".
4. The list of the Courses supplied by the o/o Director General Haryana may be circulated/supplied to the concerned Deans/Chairpersons/Directors with the request to supply the norms of workload for the various subjects pertaining to their Department/Institute, which have not been mentioned/ included in the list already supplied to the State Govt.

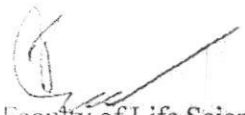


5. The next meeting may be convened after obtaining information from the quarters concerned and accordingly final reply may be sent to the State

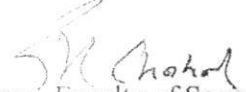
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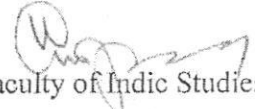

Dean Academic Affairs


Dean, Faculty of Sciences

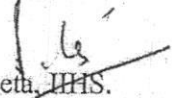

Dean, Faculty of Life Sciences


Dean, Faculty of Arts & Langs.


Dean, Faculty of Social Sciences


Dean, Faculty of Indic Studies


Dean, Faculty of Commerce & Mgt.


Dr. Reeta, IHS.