

From  
Principal Secretary to Govt. Haryana,  
Higher Education Department, Chandigarh.

To  
Principal,  
All Govt. Colleges in the State

Memo No. 3/17-2012 C-I (3)  
Dated, Panchkula, the

13.9.2019

**Subject: - Guidelines for workload assessment for session 2019-20.**  
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Kindly refer to the subject cited above.

The following guidelines for workload assessment in current academic session 2019-2020 were finalised and hereby forwarded for compliance: -

1. The student-strength will be 80 per section as it was in previous year.
2. Group for practical will comprise of 20-23 students for TDC-1 and 15-18 students for TDC-II and TDC-III.
3. Section strength for optional subjects will be of minimum 30 students.
4. In case, students strength is less than 30 students in any non-practical subject and 20 in any practical subject, it will be discontinued (except in new colleges). However, for Music (vocal or instrument), the minimum strength will be 15 and for Fine Arts/Sanskrit, it will be 10.
5. The workload for Hindi/Sanskrit/Punjabi/Urdu (compulsory/elective) is assessed as per University norms.
6. The workload of Environment Science will be allotted to displaced extension lecturers who are qualified in the subject of Environment Science as per UGC regulations. If displaced extension lecturers in EVS are not available, this workload the may be allotted to teachers of Biological Sciences (Botany/Zoology) and Geography till joining of regular Assistant Professors/ Extension lecturers in the subject of EVS.
7. The practical in the subject of Mathematics will be held in 4<sup>th</sup> and 5<sup>th</sup> semester only.
8. The composition group in the subject of English will be of 20 students.
9. The teaching workload will be 24 lectures per week for non-practical subjects and 27 for practical subjects. It will be 24 lectures per week for Honours and PG classes.
10. For map work etc, the workload will be assessed as per University calendar.

  
Budget Officer

13/9/2019

for Principal Secretary to Govt. Haryana,  
Higher Education Department, Chandigarh