



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

(സംഗ്രഹം)

സ്വകാര്യ എയ്ഡഡ് കോളേജുകൾ- ജോലി ഭാരവും തസ്തിക നിർണ്ണയവും- ഓർഡിനൻസുകൾ ക്രോഡീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു

അക്കാദമിക് ലെജിസ്ലേഷൻ സെക്ഷൻ

സ.ഉ.നം.5417/എൽ/ജോലിഭാരം/അക്കാദമിക്/2018

പി.ഡി.ഹിൽസ്, തീയതി 11.07.2018

- പരാമർശം:- (1) 09.05.2018 തീയതിയിലെ സർക്കാർ ഉത്തരവ് നം. ജി. ഒ (എംഎസ്) 93/2018/H.Edn.  
 (2) 30.06.2018- തീയതിയിൽ കൂടിയ സിൻഡിക്കേറ്റ് യോഗത്തിന്റെ ഇനം.നം.ഒ.ഏ.5/18.05 പ്രകാരമുള്ള തീരുമാനം.

ഉത്തരവ്

പരാമർശം (1) സർക്കാർ ഉത്തരവ് അനുസരിച്ച് സ്വകാര്യ എയ്ഡഡ് ആർട്സ് ആൻഡ് സയൻസ് കോളേജുകളിലെ അധ്യാപകരുടെ ജോലിഭാരവും, തസ്തിക നിർണ്ണയത്തിനുമുള്ള തീരുമാനം പ്രാബല്യത്തിലുണ്ട്. പരാമർശം (2) പ്രകാരം 09.05.2018-ലെ ജി. ഒ (എംഎസ്) 93/2018/ H.Edn. നമ്പർ സർക്കാർ ഉത്തരവ് അനുസരിച്ച് അധ്യാപകരുടെ ജോലിഭാരവും തസ്തികകളും നിർണ്ണയിക്കുന്നതിനുള്ള സർക്കാർ തീരുമാനത്തിന്റെ അടിസ്ഥാനത്തിൽ, 1997-ലെ മഹാത്മാഗാന്ധി സർവ്വകലാശാലാ സ്റ്റാറ്റ്യൂട്ട് - (അദ്ധ്യായം 38 പ്രകാരമുള്ള അധികാരമുപയോഗിച്ച്, നിലവിലുള്ള സർവ്വകലാശാല ഓർഡിനൻസ് പരിഷ്കരിക്കുന്നതിനും അനുബന്ധമായി പേർത്തിട്ടുള്ള "The Mahatma Gandhi University Ordinance regarding workload and staff pattern of teaching staff of Private Aided Arts and Science Colleges, 2018" എന്ന ഓർഡിനൻസ് അംഗീകരിക്കുന്നതിനും തീരുമാനിച്ചു.

അനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഒപ്പ്

രമേഷ് നാരായൺ

അസിസ്റ്റന്റ് രജിസ്ട്രാർ - II (അക്കാദമിക്)  
രജിസ്ട്രാർക്ക് വേണ്ടി

പകർപ്പ്:-

1. പ്രിൻസിപ്പൽ സെക്രട്ടറി, ഉന്നത വിദ്യാഭ്യാസ വകുപ്പ്, തിരുവനന്തപുരം.
2. കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടർ, തിരുവനന്തപുരം.
3. കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് ഡെപ്യൂട്ടി ഡയറക്ടർ, കോട്ടയം/ഏറണാകുളം.
4. അഫിലിയേറ്റഡ് കോളേജ് പ്രിൻസിപ്പൽമാർ.(ഇ-മെയിൽ മുഖേന)
5. വി.സി/പി.വി.സി എന്നിവരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ.
6. രജിസ്ട്രാർ/പരീക്ഷാ കൺട്രോളർ എന്നിവരുടെ പി.എ.മാർ.
7. ജെ.ആർII/ഡിആർ/എ.ആർ (അക്കാദമിക്)
8. ഏസി ബി 1 / ഏസി ബി 2.
9. എ.സി.സി സെക്ഷൻ.
10. പി.ആർ.ഒ സെക്ഷൻ.
11. കണ്ടൻർ മാനേജ്മെൻ്റ് സെക്ഷൻ. (വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിന്)
12. റിക്കാർഡ്സ് സെക്ഷൻ.
13. സ്റ്റോക്ക് ഫയൽ/ഫയൽ കോപ്പി.

അനുബന്ധം: ഓർഡിനൻസ്

ഉത്തരവിൻ്റെ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

**THE MAHATMA GANDHI UNIVERSITY ORDINANCE REGARDING WORK LOAD  
AND STAFF PATTERN OF TEACHING STAFF OF PRIVATE AIDED ARTS AND  
SCIENCE COLLEGES, 2018**

**(1) Short title and Commencement**

This Ordinance shall be called "**Mahatma Gandhi University Ordinance regarding Workload and Staff Pattern of Teaching Staff of Private Aided Arts and Science Colleges 2018.**" It shall come into force from 2018-2019 Academic Year onwards.

**(2) Applicability**

This Ordinance is applicable to all the Private Aided Arts and Science Colleges affiliated to the Mahatma Gandhi University.

This Ordinance is made in supersession of the Ordinance promulgated vide Notification No.Ac.L/Ord/3/1994, dated 21.11.1995 and the Ordinances promulgated for Model-II (Vocational) and other individual courses and all the University Orders having the nature of an Ordinance in force on the date of commencement of this Ordinance in so far as the areas and matters provided under this Ordinance are concerned and in respect of areas and matters not provided under this Ordinance the existing Ordinances and University Orders shall continue to be in force, to the extent such provision are not inconsistent with the provision of this Ordinance.

**(3) Definitions**

In this Ordinance, unless the context otherwise requires, the words and phrases noted shall have the same meaning as defined under the Mahatma Gandhi University Act, 1985 and Mahatma Gandhi University Statutes, 1997.

**(4) Calculation of workload of teachers of Private Aided Arts and Sciences Colleges**

The workload of teachers per week shall be calculated on the following basis:

For the purpose of assessing the workload the strength of students to be taken into account shall be the actual strength as on the 1<sup>st</sup> November of the previous academic year viz. the middle of the academic year distributed batch wise for the programme(s) specified.

The Principals of all Private Aided Arts and Science Colleges should furnish a statement of workload on the basis of the student strength as on 1<sup>st</sup> November of the previous academic year before the commencement of each academic year in the proforma appended.

**EXPLANATION:**

- 1) Actual strength here means the number of students on the roll excluding drop-outs and those transferred/admitted on inter-collegiate/inter-university transfer basis, in a class in the programme of an academic year in a college.
- 2) Marginal increase of seats sanctioned by the University over and above the affiliated strength shall not be included in the actual strength. Students admitted to marginal seats should not be adjusted against vacancies that may arise within the sanctioned strength for this purpose.
- 3) In any case if admission to any programme could be completed only after 1<sup>st</sup> November of the previous year the actual students' strength of such programme(s) shall be the student strength as on the date of commencement of classes.
- 4) When a new College is affiliated, the workload of the 1<sup>st</sup> year of the programme(s) shall be calculated on the basis of affiliated students' strength of the current academic year. During subsequent years the actual strength as on 1<sup>st</sup> November of the previous year plus the affiliated strength of the current academic year, until the completion of the programme of the first batch of students, shall be taken into account.
- 5) When a new programme is started in an existing College or the number of seats of an existing programme is increased the workload of that part of the respective departments shall be calculated on the basis of the principle indicated under explanation (4) above.

**(5) Batches & Workload of each Programme of Study**

**A - MODEL I COURSES**

**i. B.A.**

Subject	Student Strength	Distribution of Hours		
		I Year	II Year	III Year
English	Upto 75	9	5	-
Language	Upto 75	4	5	-
Core	Upto 70	6	9	25
Complementary - I		3	3	-
Complementary - II		3	3	-
<b>Total</b>		<b>25 hours</b>	<b>25 hours</b>	<b>25 hours</b>

**Note:**

- a. **6 (six) hours** of workload of B.A. Economics course and **7.5 (seven & half) hours** of M.A. Economics shall be shifted to the Statistics Faculty. This shall not affect the service conditions of the teachers already in service.
- b. In any case where certain papers of a programme are taught by teachers of another Department (for e.g. Statistics papers of B.A./M.A. Economics handled by Statistics Department, B.A Malayalam handled by Sanskrit Department), such hours of work should be included in the workload of Department which actually teaches and there should be consistency in the allotment of such work every year.

**ii. B.Sc. (Other than Chemistry, Botany & Zoology)**

Subject	Student Strength	Distribution of Hours		
		I Year	II Year	III Year
English	Upto 75	9	5	-
Language	Upto 75	4	5	-
Complementary - I	48	2	3	-
Complementary - II		2	3	-
Core -Theory		2	3	19
Core/Complementary-I&II-Practical	16 to 20	2+2+2	2+2+2	6
<b>Total</b>		<b>25 hours</b>	<b>25 hours</b>	<b>25 hours</b>

**iii. B.Sc. Chemistry**

Subject	Student Strength	Distribution of Hours		
		I Year	II Year	III Year
English	Upto 75	9	5	-
Language	Upto 75	4	5	-
Complementary - I	48	2	3	-
Complementary - II		2	3	-
Core -Theory		2	3	15
Core/Complementary-I&II-Practical	16 to 18	2+2+2	2+2+2	10
<b>Total</b>		<b>25 hours</b>	<b>25 hours</b>	<b>25 hours</b>

iv. **B.Sc. Botany & Zoology**

Subject	Student Strength	Distribution of Hours		
		I Year	II Year	III Year
English	Upto 75	9	5	-
Language	Upto 75	4	5	-
Complementary - I	48	2	3	-
Complementary - II		2	3	-
Core -Theory		2	3	17
Core/Complementary-I&II-Practical	16 to 20	2+2+2	2+2+2	8
<b>Total</b>		<b>25 hours</b>	<b>25 hours</b>	<b>25 hours</b>

v. **B.Com**

Subject	Student Strength	Distribution of Hours		
		I Year	II Year	III Year
English	Upto 75	5	3	-
Language	Upto 75	4	-	-
Core/Complementary	Upto 70	16	22	25
<b>Total</b>		<b>25 hours</b>	<b>25 hours</b>	<b>25 hours</b>

**Note**

In case of Part Time Law Lecturer is working in a college, statusquo may be maintained. If the college has no Part- time Law Lecturer in the Department of Commerce, such workload shall be added to the workload of commerce.

vi. **M.A./M.Sc./M.Com./M.S.W.**

Subject	Distribution of Hours	
	I Year	II Year
M.A./M.Sc.Mathematics/M.Com./M.S.W	25x1.5=37.5	25x1.5=37.5
<b>Grand total</b>	<b>75 hours</b>	

vii. **M.Sc. (other than Mathematics & Statistics)**

Subject	Distribution of Hours	
	I Year	II Year
Theory	15x1.5=22.5	15x1.5=22.5
Practical	10 hours	10 hours
Total	32.5	32.5
<b>Grand Total</b>	<b>65 Hours</b>	

**Note:**

1. For theory classes there shall be one batch limited to the affiliated strength. For practical there shall be one staff member for every 10 students, if the number of excess students exceeds five, one more batch shall be allowed.
2. While dividing batches as mentioned above total number of students undergoing the same course of study, whether Core or Complementary course, English or other additional languages, shall be clubbed together and divided by the maximum of the permissible number.
3. Mathematics and Statistics though are Science subjects will be treated as subjects under Arts, Social Science and Commerce faculties for this purpose. As Psychology is having practical classes at degree level, it shall be treated as science subject for this purpose.

**B. CALCULATION OF WORK LOAD OF M.Sc (Biotechnology)**

<b>Subject</b>	<b>Workload</b>
Biotechnology	38 hours
Biochemistry	15 hours
Microbiology	12 hours
<b>Total</b>	<b>65 hours (I&amp;II Year together)</b>

**C- MODEL II COURSES****1. General**

<b>Model II Courses -UG</b>			
<b><u>Student Strength</u></b>	<b><u>Arts - 75</u></b> <b><u>Science - 65</u></b>		
<b>Subjects</b>	<b>I Year</b>	<b>II Year</b>	<b>III Year</b>
Part I English	5 hours	5 hours	Nil
Part II Language	5 hours	Nil	Nil
Part III Core	5 Hours (Theory 3 + Practical 2)	10 Hours (Theory 6 + Practical 4)	15 Hours (Theory 9 + Practical 6)
Part III Vocational	5 Hours (Theory 3 + Practical 2)	5 Hours (Theory 3 + Practical 2)	10 Hours (Theory 6 + Practical 4)
Part III Complementary	5 Hours (Theory 3 + Practical 2)	5 Hours (Theory 3 + Practical 2)	Nil
<b>Grand Total</b>	<b>25 hours</b>	<b>25 hours</b>	<b>25 hours</b>

**Note:**

- a. In Model II Courses the total workload shall be 15 hours (Core + Complementary + Vocational) for first year. (Theory - Maximum hours 9 & Practical - Maximum hours 6). In second year the total workload shall be 20 hours. (Core + Complementary + Vocational). (Theory - 12 hours & Practical - 8 hours). In third year total workload will be 25 hours. (Theory 15 hours & Practical 10 hours). Where subjects are handled by another department, the workload will be calculated with the department which actually teaches.

**2. B.A. English Model II [Vocational : Administrative Assistant]**

Student Strength: 24

Sl.No.	Subject/Paper	Distribution of Hours		
		I Year	II Year	III Year
1	Part I-English	5	5	-
2	Part II-Language	5	-	-
3	Core-English	5	10	25
4	Vocational-Computer Science & Commerce	5	5	-
5	Complementary-English	5	5	
<b>Total</b>		<b>25</b>	<b>25</b>	<b>25</b>

**3. BSc. - Model II Mathematics [Vocational : Computer Science]**

Student Strength: 24

Sl.No.	Subject/Paper	Distribution of Hours		
		I Year	II Year	III Year
1	Part I-English	5	5	-
2	Part II-Language	5	-	-
3	Core-Mathematics	4	5	25
4	Vocational-Computer Science	8	12 [Theory-6 Practical-6]	-
5	Complementary-Operations Research	3	3	-
<b>Total</b>		<b>25</b>	<b>25</b>	<b>25</b>

### D. Model III Courses

#### 1. B.Com.

Student Strength-40

<u>Sl.No.</u>	Subject/Paper	Distribution of Hours		
		I Year	II Year	III Year
1	Part I-English	5	-	-
2	Core- Commerce	12	16	13
4	Vocational-Office Management	4	5	10
5	Complementary-Secretarial Practice	4	4	2
<b>Total</b>		<b>25</b>	<b>25</b>	<b>25</b>

### E. CALCULATION OF WORK LOAD OF B.Sc (Computer Science) COMING UNDER SEMESTER SYSTEM

The workload of the teachers shall be calculated on the following basis:-

- i. The course is divided into six semesters, I<sup>st</sup> and II<sup>nd</sup> Semesters constituting I<sup>st</sup> year, III<sup>rd</sup> and IV<sup>th</sup> Semesters constituting II<sup>nd</sup> Year and V<sup>th</sup> and VI<sup>th</sup> Semesters constituting III<sup>rd</sup> Year. Since the workload of certain subjects differs considerably in three semesters the average of workload of two semesters in each year is taken for the calculation of workload.
- ii. The syllabus of the English Language is unified for similar courses and 5 hours is allotted for odd and even semesters. For division of practicals, the existing pattern of 16-18 students is to be taken into consideration.

#### **Semester-wise distribution of Teaching Hours per week.**

The semester-wise workload per week of B.Sc Computer Science shall be as follows:-

Semester	English (Hours)	Maths (Hours)	Electronics (Hours)	Statistics (Hours)	Commerce (Hours)	Computer Science	
						Theory (Hours)	Practical (Hours)
I	5	4	8			4	4
II	5	4	4			8	4
III				4		17	4
IV					4	13	8
V			8			13	4
VI						13	12



### Calculation of Year-wise weekly workload of the course.

The year-wise distribution of hours per week arrived at by calculating the average workload of 2 semesters in each year is as follows:-

Subjects	I Year	II Year	III Year
English	5	-	-
Mathematics	4	-	-
Electronics	6	-	4
Statistics	-	2	-
Computer Science	10	23	21
<b>Total</b>	<b>25 hours</b>	<b>25 hours</b>	<b>25 hours</b>

### Average workload of B.Sc. Computer Science/Week and staff pattern of the B.Sc Computer Science coming under the Semester System.

Students' Strength -24

Subjects		Ist Year	IInd Year	IIIrd Year	Total
English		5	-	-	5
Mathematics		4	-	-	4
Electronics		6	-	4	10
Statistics		-	2	-	2
Computer Science	Theory	6	17	13	36
	Practical	4	6	8	18
<b>Total</b>		<b>25 hours</b>	<b>25 hours</b>	<b>25 hours</b>	<b>75 hours</b>

### F. CALCULATION OF WORK LOAD OF BBM/BBA/BCA/B.SC.(ELECTRONICS) COMING UNDER SEMESTER SYSTEM.

1. The Courses are divided into six semesters during the span of three years. For workload calculation, either the workload of odd semester (I,III & V) or even Semesters (II,IV&VI) is to be taken into consideration since both semesters do not occur at the same time, the workload of certain subjects differ considerably in odd and even semesters, the average is taken for calculation of workload.

#### Note

- The Syllabus of English Language has been unified for all the courses, 5 hours is allowed for odd semesters and 5 hours for even semesters.
- The division of batches for practicals, the existing pattern of 16 - 18 Students follows.

The detailed scheme and pattern prepared is as follows:-

### **1. BBM**

Student Strength: 32

<b>Distribution of Hours</b>				
Subjects	I Year	II Year	III Year	Total
English	5	-	-	5
Mathematics	4	-	-	4
Statistics	4	-	-	4
Computer Applications	-	-	5	5
Law	-	3	4	7
Business Management	12	22	16	50
Total	25	25	25	
Grand Total :				75

### **2. BBA**

Student Strength: 60

<b>Distribution of Hours</b>				
Subjects	I Year	II Year	III Year	Total
English	5	-	-	5
Mathematics	4	-	-	4
Statistics	4	-	-	4
Computer Applications (Theory)	-	3	-	3
Law	-	3	5	8
Commerce	4	2	3	9
Business Administration	8	17	17	42
Total	25	25	25	
Grand Total :				75

### **3. BCA**

Student Strength: 60

Practical: 16-18

<b>Distribution of Hours</b>				
Subjects	I Year	II Year	III Year	Total
English	5	-	-	5
Mathematics	4	2	-	6
Statistics	2	2	-	4
Computer Applications	Theory	15	13	37
	Practicals	6	12	23
Total	25	25	25	
Grand Total :				75

#### **4. B.Sc (Electronics)**

Student Strength: 60

Practical: 16-18

<b>Distribution of Hours</b>					
<b>Subjects</b>		<b>I Year</b>	<b>II Year</b>	<b>III Year</b>	
English		5	-	-	5
Mathematics		4	-	-	4
Physics		2	-	-	2
Statistics		-	2	-	2
Electronics	Theory	10	17	19	46
	Practicals	4	6	6	16
<b>Total</b>		<b>25</b>	<b>25</b>	<b>25</b>	
<b>Grand Total :</b>					<b>75</b>

#### **G. CALCULATION OF WORK LOAD OF BSW COMING UNDER SEMESTER SYSTEM.**

Student Strength: 24

<b>Subjects</b>	<b>I Year</b>	<b>II Year</b>	<b>III Year</b>
English	5	-	-
Core	12	17	25
Comp. I	4	4	-
Comp. II	4	4	-
<b>Total</b>	<b>25 hours</b>	<b>25 hours</b>	<b>25 hours</b>

#### **H. CALCULATION OF WORKLOAD OF B.A. (ENGLISH WITH JOURNALISM) COMING UNDER SEMESTER SYSTEM**

1. The course is divided into six semesters during the span of 3 years. For calculating the workload of each year average workload of each semester coming in that year is taken.
2. The total number of teaching hours/week in each semester shall be 25 hours and the total allocation of hours of each subjects coming under each semester shall be restricted to a maximum of 25 hours. Any further re-allocation based on the revision of syllabus shall be made only with the prior concurrence of the University.
3. Distribution of Hours per week (Year wise)

The year wise distribution of hours per week arrived at after calculating the average of semesters in each year is as follows:-

Total number of students in a batch shall be 30.

Subject	I year	II Year	III Year
English	5	5	-
Second Language	5	-	-
Unit I -English	5	10	15
Unit II - Journalism	5	5	10
Unit III - Complementary Subjects - English	5	-	-
Law	-	5	-
<b>Total</b>	<b>25</b>	<b>25</b>	<b>25</b>

Summary of year wise distribution of hours of each Subject/week

Subject	I Year	II Year	III Year
English	15	15	15
Second Language	5	-	-
Journalism	5	5	10
Law	-	5	-
<b>Total</b>	<b>25</b>	<b>25</b>	<b>25</b>

### I. CALCULATION OF WORK LOAD OF B.SC. AQUACULTURE COURSE COMING UNDER SEMESTER SYSTEM

#### 1. Calculation

- i. The course is divided into six semesters during the span of three years. The syllabus of English Language has been unified for all such courses. 5 hours is allotted for English.
  - ii. For division of batches for practicals, the existing pattern of 16-18 students in a batch is to be followed.
4. Staff pattern (semester wise)

Semester	Main (Aquaculture)		Sub-I (Zoology)		Sub-II (Biochemistry)		English
	Theory	Practical	Theory	Practical	Theory	Practical	
I	9	3	2	2	2	2	5
II	9	3	2	2	2	2	5
III	9	6	3	2	3	2	-
IV	9	6	3	2	3	2	-
V	19	6	-	-	-	-	-
VI	19	6	-	-	-	-	-

#### 3. Distribution of Hours per week (year wise)

The year wise distribution of hours per week arrived at after calculating the average of hours is as follows:-

Subject	I Year	II Year	III Year
English	5	-	-
Sub-I (Zoology)	4 (Theory 2 + Practical 2)	5 (Theory 3 + Practical 2)	-
Sub-II (Biochemistry)	4 (Theory 2 + Practical 2)	5 (Theory 3 + Practical 2)	-
Main (Aquaculture)	12 (Theory 9 + Practical 3)	15 (Theory 9 + Practical 6)	25 (Theory 19 + Practical 6)
Total hours per week	25	25	25

### **J. CALCULATION OF WORK LOAD OF BACHELOR OF TOURISM STUDIES**

Students Strength : 40

1. The course is divided in to six semesters, 1<sup>st</sup> and 2<sup>nd</sup> semesters constituting 1<sup>st</sup> year, 3<sup>rd</sup> and 4<sup>th</sup> semesters constituting 2<sup>nd</sup> year and 5<sup>th</sup> and 6<sup>th</sup> semesters constituting 3<sup>rd</sup> year. For calculating the workload/week in each year the average of workload of 2 semesters in the particular year is taken.

### **DISTRIBUTION OF TEACHING HOURS/WEEK**

#### Semester wise allocation

Subjects		I	II	III	IV	V	VI
English		5	5	-	-	-	-
Tourism		10	5	12	16	15	10+2.5
Commerce		5	5	4	4	5	+2.5
Computer Applications	Theory	-	5	-	3	3	3
	Practical	-	-	-	2	2	2
Social Science		5	5	9	-	-	5
TOTAL		25	25	25	25	25	20+5

#### Year wise Work load of Bachelor of Tourism Studies/week average of Semester

Subject	I Year	II Year	III Year
English	5	-	-
Tourism	7.5	14	12.5+1.25
Commerce	5	4	2.5+1.25
Computer Applications	2.5	2.5	5
Social Sciences	5	4.5	2.5
Total	25	25	25

(+) Elective –open course-anyone from Tourism or commerce.

**(6) Workload of various categories of teachers**

Sl.No.		
i.	Assistant Professor/ Associate Professor	16 hours/week
ii.	Maximum number of period for direct teaching for Principal of PG/UG Colleges	5 hours per week
iii.	Minimum number of hours required for single faculty teaching post	8 hours and above per week
iv.	Minimum number of hours required for additional post in a subject	9 hours and above per week

\* There shall be no reduction of the workload for Head of the Department.

\* One hour of teaching (Theory Class) for PG shall be treated as 1<sup>1</sup>/<sub>2</sub> (1.5) hours for calculating workload.

\* There shall be no weightage for PG practicals.

**NOTE:** The above workload is fixed in accordance with the specification laid down in the Government Order No.G.O.(Ms.) 93 /2018/H.Edn, dtd 09.05.2018, and shall stand modified to the extent of amendments, which the Government would make from time to time.

**Explanation:**

1. The workload of those who do not come under the U.G.C. Scheme or are not eligible for the U.G.C. scales of pay (if any) shall also be according to U.G.C. guidelines.
2. In addition to the above all categories of teachers shall be present in the college for 40 hours during a week (8hrsx5) and shall attend to correction of exercise, records, testing/examinations, tutorials, research, etc. But such work shall not be taken into account for the purpose of staff fixation.
3. For the purpose of calculations, the workload of Post-graduation departments one hour of teaching in the theory class shall be treated as equivalent to 1.5 of the normal class work. (This weightage is not applicable for practical classes). Fractions should be ignored while calculating the total workload of a Department.

**(7). Staff Pattern for the Colleges:-**

a. College having Post-Graduate Programmes:-

- i. Principal
- ii. Professor
- iii. Associate Professor
- iv. Assistant Professor

b. Colleges having Degree Programmes:-

- i. Principal
- ii. Professor
- iii. Associate Professor
- iv. Assistant Professor

**(8). The number of post(s) for each category of teachers in a college (Degree and Post-Graduate)**

i.	Principal	:	One
ii	Head of the Department	:	One for each Department
iii	Professor/ Associate Professor/ Assistant Professor	:	Total number of posts permissible shall be according to the workload and staff pattern in this specified Ordinance
iv	Physical Education: Associate Professor/ Assistant Professor	:	a. One where the number of students does not exceed 1000. b. Two where the number of students exceeds 1000.

Provided that where the number of lady students exceeds 400 in a mixed college, a lady teacher in Physical Education shall be appointed. This will not however affect the existing staff.

**(9). Procedure for calculating the number of teachers required for a Department.**

- i. Total hours of teaching work per week (Lecture/Practical) shall be 25. Apart from the above there shall be Tutorials, Tests, Exams, Field Work and extracurricular activities, which do not come under the purview of fixing the Staff Pattern.
- ii. The total number of lecture hours per week and supervision periods of practical classes for Science subjects shall be calculated first on the basis of hours prescribed for the concerned subject in the syllabus for the respective hours and strength of subjects.
- iii. From the total hours so calculated the workload of Principal (if the Principal belongs to that Department) shall be deducted. The balance hours so arrived at shall be divided pro rata by the maximum workload of all categories of teachers after deduction as prescribed above. If there is a balance of 9 hours or more, a proposal for the creation of an additional post may be made as per section 59(1) of Mahatma Gandhi University Act 1985. The workload shall be distributed equally among all teachers.

## (10) GENERAL

- a. A College shall have the following teaching Departments.
  - i. One for each subject on a full-fledged college offering either a degree or post-graduate programme.
  - ii. One for English in a full-fledged college, viz. College having I,II & III year class which does not offer a Degree or Post Graduate programme in English.
  - iii. One for a Language in a full-fledged college, viz. College having I,II & III year class which does not offer without a Degree or Post Graduate programme in the concerned language.
  - iv. There shall be a minimum of three members of teaching faculty in a subject to form a 'Teaching Department'.
- b. Teaching departments having no Heads of Department will be under the administrative control of the Head of the Department, if any, of the same faculty. However, the workload of each such department should be calculated separately and staff pattern decided. If no other subject of study under the same faculty has a Head of Department, such departments shall be under the direct administrative control of the Principal.HOD shall be the senior most permanent faculty of the department.
- c. In any case where certain papers of a programme are taught by teachers of another Department (for e.g. Statistics papers of B.A./M.A. Economics handled by Statistics Department), such hours of work should be included in the workload of Department which actually teaches and there should be consistency in the allotment of such work every year.
- d. Allocation of hours between theory and practical classes in respect of Science subjects shall be as per the Syllabus approved by the Academic Council. Any change in the Syllabus of any programme of study involving additional financial commitment shall be implemented only with the prior concurrence of the Government. Allocation of hours for theory and practical for various programmes of Science subjects will be as per the decision taken by the Academic Council.
- e. For fixing the staff pattern of inter-disciplinary programmes, each post shall be allotted based on the share of workload, subject to the number of posts sanctioned by the Government for the entire programme of study. i.e. the total number of posts thus allotted shall not exceed the total number of posts sanctioned by the Government for the said programme of study.
- f. The existing pattern of theory and practical is derived from the prevailing workload and syllabi of programmes. The same work load shall continue to be in force for CBCSS also.



**(11). Staff Pattern of Teaching Staff in Training Colleges**

Sl.No.		
1	Principal	1 teacher
2	General Subjects	2 teachers
3	Optional Subjects	1 teacher for every subject
4	Physical Education	1 teacher

**EXPLANATION:**

Principal in Training Colleges shall be considered as Teacher for determining the staff pattern of the Training College under this Ordinance. The above pattern is subject to change in accordance with the orders of the Government of Kerala in this regard, based on the teacher-student ratio.

Sd/-

REGISTRAR