

Accy/Reg/2019/1056

Amritsar College of Engineering and Technology,
Amritsar
Circular

Dated: 24.04.2019

HOD's are required to send a copy of the allocation of workload for the next semester (odd Semester July-Dec., 2019) on or before **03.05.2019** as per the given norms to the undersigned.

While calculating the workload, it is to be ensured that Assistant Professor are given workload of 18-20 hours per week and Associate Professors are given 16-18 hours workload per week.

For UGC courses, the workload for each faculty should be 20-24 hours per week.


January admission and M.Tech workload is to be allocated over & above the regular workload to the faculty.

It is to be ensured that senior most faculty members of the department are required to teach 1st year subject if in case department faculty is involved in teaching first year students.

Subjects which are to be taught by other departments is to be forwarded through Registrar by 30.04.2019 to the concern department.

Any additional requirement of Faculty may also be sent along with the workload .

HOD's are required to forward the name of one faculty member from their respective department to Er. Neha Chadha (Deptt. of IT), for preparing the time table for the odd semester July-Dec., 2019.


Dr. V. K Banga
Principal

Cc:

PA to Chairman Sir(For information please)
Registrar
Dean Academic Affairs
HOD's (All teaching Deptts.)

Principal.
Amritsar College of Engg. & Tech.
AMRITSAR.