

14 JUN 2011
ગુ.શ. ગાંધીનગર
સાચીવલય

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Norms for teaching days and Workload in the Universities. Independent colleges and affiliated colleges including Government and Non Government Colleges of the State.

- 2. 2009
- 3. 2008
- 4. 2009-10

Government of Gujarat
Education Department
GR No : NGC-2610-1055-Kh, 120
Sachivalay, Gandhinagar
Dated 7th June, 2011.

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READ

- 1. UGC Regulations on Minimum Qualifications for appointment of Teachers and other academic staff in Universities and measures for the maintenance of standards in higher education 2010.
- 2. GR No. NGC-1599-4073-KH of Education Department dated 6.6.2002
- 3. GR No. NGC-1599-4073-KH of Education Department dated 6.7.2002
- 4. GR No. NGC-1103-631-KH of Education Department dated 8.4.2003
- 5. GR No. NGC-112009-3734-KH of Education Department dated 11.11.2009
- 6. GR No. NGC-112009-3734-KH (part file) of Education Department dated 4.12.2009
- 7. GR No. CBC-262011-918-KH of Education Department dated 11.4.2011

Preamble:-

The state government has accepted the Pay scale as per the recommendations of the UGC vide GR dated 11.11.2009 and 4.12.2009 for college/Universities teachers as read at 5. and 6 above. The question of revising the Minimum qualification for appointment of teachers and other academic staff in Universities and colleges and other measures for the maintenance of standards in Higher education as per the UGC Regulation, 2010 for teaching was also under consideration of the state government.

As a part of educational reforms, state Universities will be implementing the Choice Based Credit System (CBCS) in semesterization for undergraduate courses from the academic year 2011-12. CBCS is a flexible system of learning allowing the students to have a choice of selecting a course from a pool of courses. The programmes offered under CBCS have components namely, Core courses, Elective Courses and foundation courses. The system emphasizes on continuous and comprehensive evaluation with a system of grading as the index of performance. The state government had issued GR dated 6.6.2002 read at 2 above defining the teaching days and workload for the

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college/University teachers. Now, as per the UGC Regulation, 2010 which has been published in the Gazette of India on 18.9.2010 -has the guidelines of the teaching days and the workload. Thus, in view of the UGC Regulation, 2010 the revision of the GR dated 6.6.2002, 6.7.2002 and 8.4.2003 was under consideration.

Resolution:

The state government is pleased to revise the guidelines for teaching days and workload as follows:

1) There shall be 90 teaching days (15 weeks) per semester in every university/constituent colleges/Affiliated colleges including Government colleges, grant in aid colleges and self financed colleges. This is equivalent to 180 days during an academic year as per UGC norms. This does not include days for admission, examination and non instructional days for co-curricular, sports, college days. The same is summarized as follows:

• Categorization	No. of weeks in University	No. of weeks in College
• Teaching Learning process	15	15
• Admission/Examination/Non instructional days	06	05
• Vacation	04	05
• Public Holidays *	01	01
• Total	26	26

* If number of public holidays declared by state government are more than six days in a semester, University can decide the vacation period to meet with the requirement.

2. The odd semester shall be from July to December while the even semester shall be from January to June.

3. The workload in full employment should not be less than 40 hours a week for each semester in an academic year. It should be necessary for a teacher to be available for at least six and a half (6 1/2) hours daily in the University/ College. Necessary amendments in the relevant ordinance/statute are to be made by the respective university in conformity with the provisions of this resolution with an immediate effect. The bifurcation of 40 hours for the Undergraduate colleges and Universities shall be as follows.

For Undergraduate Colleges:

- a) Associate professors/Assistant professors in Non laboratory/field work subjects.

Teaching (1 lecture = 1 hour)	16 hours
Preparation of Teaching	10 hours
Continuous/Comprehensive Evaluation	04 hours
Administrative work	02 hours
Co curricular/Extracurricular Activities	04 hours
Extension Activities	04 hours

- b) Associate professors/Assistant professors in laboratory/field work subjects.

Teaching (1 lecture = 1 hour)	16 hours
Preparation of Teaching & laboratory work	12 hours
Continuous/Comprehensive Evaluation	04 hours
Administrative work	02 hours
Co curricular/Extracurricular Activities	04 hours
Extension Activities	02 hours

Where teachers are engaged in teaching of Postgraduate work at University or University affiliated postgraduate centers, the workload of postgraduate teaching shall be taken into consideration while calculating their total workload in their respective college.

For Universities/Postgraduate Colleges:

- a) Professors/Associate Professors in Non laboratory & Laboratory subjects.

Teaching (1 lecture = 1 hour)	14 hours
Preparation of Teaching	12 hours
Research	06 hours
Continuous/Comprehensive Evaluation	02 hours
Administrative work	02 hours
Co curricular/Extracurricular Activities	02 hours
Extension Activities	02 hours

b) Assistant professors in Non laboratory & Laboratory subjects.

Teaching (1 lecture = 1 hour)	16 hours
Preparation of Teaching	12 hours
Research	06 hours
Continuous/Comprehensive Evaluation	02 hours
Co curricular/Extracurricular Activities	02 hours
Extension Activities	02 hours

4. The Credit weightage for the credit courses to be offered under CBCS shall be as follows:

a) For theory Courses

1 Credit Course 1 hour per week in a 15 week semester
2 credit course 2 hours per week in a 15 week semester

b) For Laboratory Courses

1 Credit Course 2 hours per week in a 15 week semester
2 Credit course 4 hours per week in a 15 week semester

Thus, 1(one) credit = 1 (one) hour of direct class room teaching or 2 hours of laboratory work /field work per week in a 15 week semester.

5. For the subjects having practical the number of students per batch of practical shall be as follows:

For semester I and II 30 students per batch

For semester III & IV 25 students per batch

For semester V & VI 20 students per batch

6. As all the subjects in discipline of Arts, Commerce, Science, Education and Law are to be offered as Core Courses for the first semester of the said Degree Programme there is a possibility of enrollment of less than 15 students in some of such courses. However, such subjects will be allowed till the first cycle of CBCS gets over and they will be considered eligible for grant.

7. The maximum number of students per division shall be 110 to 130.

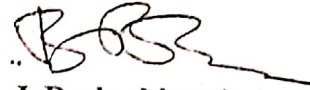
8. Any decrease in the workload should be communicated to the Commissioner of Higher Education. Such teachers however will not be declared surplus till the first cycle of Choice Based Credit System gets over. They may be instructed to teach Allied/ Interdisciplinary subjects in their own institutes/ sister institutes as well as in the institutes of the nearby region. They may be assigned supplementary work such as Content writing, Translation, Preparation of Question bank etc. During this time, at the end of every Academic year the status of teachers vis-à-vis workload will be reviewed by the Commissioner Higher Education and recommendations and suggestions will be made to the Education department.

9. The teaching work for various courses to be offered under Elective and Foundation courses is to be carried out by the teachers of Core subjects in the discipline of Arts, Commerce, Science, Education and Law. The training and capacity building workshops for the teachers shall be arranged periodically.

10. The time spent by a teacher for activities such as NCC, NSS, Saptdhara activities and activities pertaining to KCG initiatives shall be considered as a part of his/her workload keeping in mind maximum of 2 hours per week during a 15 week semester. Besides it will be obligatory for teachers of Universities, Government Colleges, Grant-in-Aid colleges to perform functions and assignments given to them by the Commissionerate of Higher Education, Government of Gujarat from time to time

11. The state Universities will make necessary amendments in the statues/Ordinance in conformity with the provisions of this GR with immediate effect.

By order and in the name of Governor of Gujarat,



(B. J. Brahmbhatt)

Deputy Secretary to the Government
Education Department.

To,

- PS to Hon. Chief Minister, New sachivalaya, Gandhinagar.
- PS to Hon. Minister for Education, New sachivalaya, Gandhinagar.
- PS to Hon. Minister of state (H&TE), New sachivalaya, Gandhinagar.
- ALL Vice Chancellors of All Universities.
- All Registrars of the Universities
- ✓ • Commissioner of Higher Education, Dr. Jivraj Mehta Bhavan, Gandhinagar.
- Principal, All Government colleges and Grant in Aid Colleges through the office of the Commissioner of Higher Education.
- System Manager, Computer cell. Education Department. (To upload on website.)
- Select File

ક્રમાંક:-કવટ/વ.૧/૨૦૧૧/૧૨૦૨૧-૧૨૩૯
ઉચ્ચ શિક્ષણ કમિશનરની કચેરી
બ્લોકનં ૧૨/૨, ડૉ.જી.મ.ભવન
ગુ.રા.ગાંધીનગર.
તા.૧૧/૦૬/૨૦૧૧

૨/- શિ.વિ.ના તા.૭/૬/૨૦૧૧ ના ઠરાવની સુચનાઓનો ચાલુ શૈક્ષણિક વર્ષ:-૨૦૧૧-૨૦૧૨ માં તાત્કાલિક અમલ કરી/કરાવી આ અંગેની જાણ અત્રેની કચેરીને કરવા સુચના આપવામાં આવે છે.

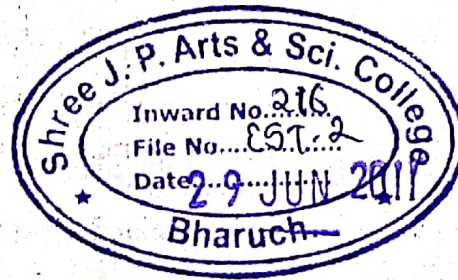
Rajkumar
સંયુક્ત શિક્ષણ નિયામક(કોલેજ)
ઉચ્ચ શિક્ષણ કમિશનર કચેરી
ગુ.રા.,ગાંધીનગર

પ્રતિ,

- આચાર્યશ્રી,બિનસરકારી વિનયન,વાણિજ્ય,વિજ્ઞાન,શિક્ષણ અને કાયદાની કોલેજો તમામ.
- કુલસચિવશ્રી રાજ્યની યુનિવર્સિટીઓ તમામ.
- હિસાબી અધિકારીશ્રી,સીધા પગાર શાખા,સદર કચેરી,
- વહીવટી અધિકારીશ્રી,સદર કચેરી.
- શ્રેયાન અધિક્ષક કોલેજ-વહીવટ/કોલેજ-ગ્રાન્ટ/કોલેજ-પેન્શન/જી.પી.એફ.
- સંયુક્ત શિક્ષણ નિયામકશ્રી(મહેકમ) સદર કચેરી.
- કોલેજ વહીવટ શાખાના તમામ દફતરે.
- હુકમ ફાઇલે

નકલ સવિનય રવાના:-

સેકશન અધિકારી,શિક્ષણ વિભાગ-ખ શાખા,સચિવાલય,ગાંધીનગર



To,
Shri S. K. Vanzar
Circulate to staff

[Signature]
PRINCIPAL

1-2-1-1 Addl. Inf



Re-Accredited 'B' 2.82 CGPA by NAAC

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વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉદ્ધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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CIRCULAR

Read:

1. Academic Council Dated 5/4/2013 Resolution No.6
2. Syndicate Dated 26/7/2013 Resolution No. 56
3. Circular: Exam/A/7027/2013 Dated: 8/8/2013

Veer Narmad South Gujarat University has implemented CBCS (Choice Based Credit System) at Undergraduate as well as Post Graduate Level Courses wherein CGPA (Cumulative Grade Point Average) has been given at degree level examination and the percentage of marks has not been mentioned in certain examinations. Therefore hereby it is clarified that the formula to convert CGPA into Percentage (%) shall be as follows:

1. At Post Graduate Level Courses where the CGPA is computed in the scale of 0 to 6 (zero to six), the formula for converting the CGPA in to Percentage shall be as follows:

$$\text{Percentage (\%)} = \text{Obtained CGPA} / 6 * 100$$

Example: If the CGPA is 4.88 the percentage will be:
 $(4.88/6)*100= 81.33\%$

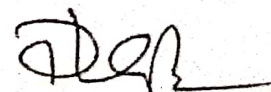
2. At Under Graduate Level as well as Post Graduate Courses where the CGPA is computed in the scale of 1 to 10 (one to ten) the formula for converting CGPA in to Percentage shall be as follows:

$$\text{Percentage (\%)} = \text{Obtained CGPA} / 10 * 100$$

Example: if the CGPA is 6.88 the percentage will be:
 $(6.88/10)*100= 68.8\%$

No: Exam/A/15497/2015

Date: 28/12/2015


Controller of Examinations