

S.J.P.N. Trust's

Hirasugar Institute of Technology

Nidasoshi – 591 236, Belagavi District, Karnataka, INDIA

Accredited at 'A' Grade by NAAC & Recognized Under Section 2(f) of UGC Act, 1956

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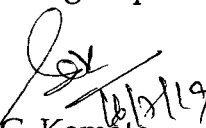
CIRICULAR

In continuation of the decision of the HOD's Meeting convened on 11-07-2019, all the HOD's are hereby required to adhere to following guidelines for the allotment of teaching workload for Odd/Even sem.

1. Two theory + department administration for HOD/Professor
2. Two theory + research & development work for Professor/ Associate Professor
3. Two theory + relevant subject laboratory of maximum three batches for Assistant Professor.
4. The allotment of workload shall be in the descending order from HOD to junior most faculty.
5. One subject as per his/her choice and other subject as per department/HOD choice.
6. After completion of allotment of workload if any junior faculty remain surplus or less workload shall be given department coordination work and assistance work to HOD
7. For instructors to assist the concern faculty in the conduct of laboratory experiments and maintaining laboratory equipments/documents and involve in other work of institution.

The department/institution level administrative other work shall be allocated separately.

The circular may please be read and implemented in the right spirit.


Dr. S.C. Kamate
Principal

Copy to:

- 1) All HODs
- 2) Circulation to staff.
- 3) Est.