



**NOTIFICATION**

1. In accordance with the clause No.15 of the UGC Resolutions 2018 & Clause I of Ordinance. XIII of the Ordinances of University of Delhi the following guidelines shall be taken into account for calculation of workload for direct teaching learning arrangement in the departments of the University.

- (a) A teacher is expected to work minimum 40 hours a week
- (b) As per the UGC guidelines, 14 hours / 16 hours is a workload for direct teaching learning for Professor, Associate Professor/ Assistant Professor.
- (c) 2 hour per week from the direct teaching learning may be devoted to administrative work. It includes work performed as Dean/Head of Department /PIC of Center /Director of the Center or any other equivalent administrative work as notified and assigned by the Competent Authority of the University in addition to existing duties.
- (d) Guidance to Ph.D. Students, examination work, other administrative work shall be taken into accounts in 26 hours/ 24 hours working work. The other administrative work includes administrative work in the departments and other then those defined in point (c) above.
- (e) The two hours per day for research in case of PG Courses shall be included in 26 hours/24 hours.
- (f) The actual hours utilized for classroom teaching/tutorial/practical/field work/project work/dissertation work per week by a faculty shall amounts to his/her workload for direct teaching learning with in the 14 hours/ 16 hours.
- (g) For the purpose of calculation of working hours per week for guiding the PG students for project / dissertation/field work within the workload 14/16 hours, following criteria shall be followed:
  - (i) For Management Students: 3 students per teacher amounts to one hour per week upto maximum of four hours per week.
  - (ii) For Science/Mathematical Science Students: 4 Students per teacher amounts to one hour per week upto maximum of four hours per week.
  - (iii) For Social work: 4 students per teacher amounts of one hour per week upto maximum of four hours per week.
  - (iv) For Arts, Social Sciences, Law, Commerce, and Education Students: 5 Students per teacher amounts to one hour per week upto maximum of four hours per week
- (h) The aforesaid provisions must be reflected in the time table of Department.
- (i) The class size /batch size for classroom teaching/practical /tutorial/dissertation shall be determined by the Department considering optimum utilization of the available infrastructure/resources in the interest of the students.
- (j) The 14/16 hours of direct teaching learning workload in respect of each faculty member should include minimum 60% towards lecture for Faculties of Arts, Social Sciences, Law, Commerce and Education and Minimum 40% towards lectures for Faculty of Sciences / Interdisciplinary & Applied Sciences and 50% towards lecture for the Department of Social Work.
- (k) The requirement of the faculty/department for guest faculty shall be examined by the University only after ensuring full workload on each and every teacher of the department.

2. This is issued with the approval of the Competent Authority.

  
JOINT REGISTRAR (Estab-T)