Ref. No./CU/R/19-20/ 8715　　　　　　　　　　　　　　　　**Dated:19.06.2020**

FROM THE OFFICE OF THE REGISTRAR

NOTIFICATION

SUBJECT: TEACHING LOAD POLICY & OTHER IMPORTANT INFORMATION RELATED TO BLENDED LEARNING USING BLACKBOARD

It is notified for information of all the Heads of the University Teaching and Non-Teaching departments that the next Academic Session July to Dec. 2020 shall run exclusively on blended learning mode due to unprecedented situation of Covid-19. The blended learning will be delivered to the students using Blackboard LMS platform. In this regard, the comprehensive instructions to frame teaching load calculations, the various logistics of classroom strength and time slots to be fixed for classes on Blackboard are enclosed herewith for necessary action.

REGISTRAR

Cc: Copy of the above is forwarded to the following for information and necessary action:

1. All Principals/Heads of University Teaching Departments
2. All the Deans/Executive Directors/Directors
3. All Branch Officers
4. OSDs/PA to Pro-Chancellor, Vice-Chancellor and Pro-Vice Chancellor *(for kind information of the Pro-Chancellor, Vice Chancellor and Pro Vice-Chancellor)*

COMPREHENSIVE INSTRUCTIONS TO FRAME TEACHING LOAD CALCULATIONS

Applicable to: **For All Theory and Practical Classes for All departments.**

PROVISIONS ON BLACKBOARD PLATFORM:

Sr. No.	Category	Strength	Remarks
1.	Live Class Room through BB Collaborate	Maximum 250	Can be utilized for Expert talk/Open Elective Course delivery
2.	Section Size per course available	Upto 500 students.	Per Section.
3.	Number of Courses available to a teacher	Upto 20 per semester.	Teacher can take total 9 credits course in a semester.

LOGISTICS FOR CLASSES AND TIME SLOTS FOR VIRTUAL CLASSES ON BB COLLABORATE:

Sr. No.	Category	Strength Proposed	Remarks
1.	Section Strength for Online Classes	70/80/90/100+* *For Open Elective Courses Only	As per the class-room size.
2.	Group Strength for Tutorial/Practical Classes	30 to 40	Can be increased depending upon the type of delivery of the course.
3.	Contact Hours per week*	5 Lectures per day from Monday to Thursday & 6 lectures for Friday and Saturday (One additional contact hour for UC & SS-MNG Subjects.)	Total 5 lectures (4 mandatory on BB Collaborate and one only for engagement activity/Doubt clearing for SS-MNG/Workshop mode courses.
4.	Contact Hour for theory and practical classes	45 minutes for Theory on BB Collaborate & 90 minutes (Two slots of 45 minutes each) for practical classes in groups.	
5.	Class Mentor Group Size	36 per class-mentor as followed earlier.	To be allocated on CUIMS.
6.	Class-Representatives Selection.	Student CR of previous semester to be continued in next for old students only.	CR Selection of New students shall be notified later.

*The load has to be calculated as per the actual credits mentioned in the scheme with one to one mapping with L,T,P.

MODE OF DELIVERY OF UC/SSMNG SUBJECTS:

Sr. No.	Course Type	Name of Course	Name and E-Code of Master Subject Coordinator	Mode of Delivery
1	University Core	Life Skills and Mentoring	Dr. Navneet Kaur (E7283)	Workshop Mode
		Communication Skills Theory and Practical Courses	Mr. Vishal Monga (E3943)	Normal Theory Mode
		Introduction to Management & Leadership	Mr. Kapil Sharma (E4912)	Normal Theory Mode
		Social and Professional Ethics	Dr. Inderpreet Kaur (E4934)	Workshop Mode
		Creativity and Critical thinking	Ms. Sucheta Chauhan (E5255)	Workshop Mode
		Gender Equity and woman empowerment	Dr. Poonam Sharma (E8939)	Workshop Mode
		Environment, Waste and Disaster Management	Ms. Akriti (E1441)	Normal Theory Mode
		Entrepreneurship	Mr. Kamal Batta (E5635)	Workshop Mode
2	DCPD Subjects	Aptitude (For All Departments and Semesters)	Mr. Abhinandan (E4511)	Normal Theory/Practical Mode
		Soft Skills (For All Departments and Semesters)	Mr. Jaskiran (E3844)	Normal Theory/Practical Mode
3	Research Based	Project/Seminar/Thesis/Dissertation Subjects	Dr. Raman Kumar (E1642)	Workshop/Self Study Mode.
4	MOOCs	MOOCs	Mr. Gurpreet Singh (E1102)	Self-Study Mode
5	University Open Elective	Theory type	The concerned teacher who will teach but ONE for single course.	Normal Theory Mode.

Kindly note: Only above 8 courses are University core, courses like Introduction to Artificial Intelligence are not university core it should be included in the Program core.

STUDENT REGISTRATION POLICY

For Old Students:

Sr. No.	Type of Activity	Dates	Remarks
1.	Tele-Phonic Information to parents about start of session.	From 22th June to 5th July	Registration to be done on CUIMS for 15th July and 16th July. Start of Virtual Mode of Classes: **21st July.**
2.	Online Registration through CUIMS (BB Login through CUIMS)	15th July UG (9:00 am till 5:00 pm) and 16th July (PG) Same time.	**Restricted Registration if dues are pending.**
4.	Start of Virtual Online Class Room Teaching	21st July	As per the normal time tables punched on CUIMS.
5.	Follow-Up of Non-Registered Students	16th and 17th July onwards through Class-Mentors	Encouraging them to join classes after registration.

ATTENDANCE POLICY

Sr. No.	Category	Existing	Proposed for Online Session	Remarks
1.	Attendance Criteria for MST and End Term Exams	75%	75% DCPD: 90% (For soft skills and Aptitude) Session presence control in BB Collaborate to be fixed to 90%.	
2.	Duty Leave	10 DLs per subject	Not Applicable Now.	No DLs to be granted till virtual mode of classes.
3.	Medical Leave	10 working days (2 weeks) per semester	Same but provided he/she should NOT attend online Classes in the duration of medical leave and should be HOSPITALIZED.	Medical Leave will be considered for complete absenteeism.

INTERIM TEACHING LOAD POLICY (From July to Dec, 2020)

(Applicable for the period of Virtual Mode of Teaching)

Faculty is among the most important and consequential resources of the Chandigarh University. So, it is essential that the university's academic policy related to teaching load ensure workload equity with maximizing the efficient use of its teaching, research and other resources.

Some guidelines are designed to ensure the consistency of workload expectations inside every department of the university.

Faculty is advised to take theory load also in addition to laboratory, in exception cases permission may be taken from competent authority.

Sr. No.	Designation/Category	Teaching Load per week	Remarks
1.	Executive Director and Above	Minimum 5 lectures per month	Lectures in Seminar Halls on advanced Learning domains/ Beyond classroom learning.
2.	Principal/Dean/ Director/Asst.Dean/ Asst. Director	3 lectures per week	It is expected that the faculty of same subject should sit in their classes to gain the expertise, teaching skills and wide knowledge about the subject.
3.	Head of department	6-8 lectures (Theory+ Lab)	This waiver to given to perform additional administrative responsibilities in a better way.
4.	Administrative Coordinator	9 lectures (Theory+ Lab)	This waiver to given to perform additional administrative responsibilities in a better way.
5.	Academic Coordinator & Other Departmental Coordinators	17-19 lectures (Theory+ Lab)	• Full load during whole virtual campus classes. • Load relaxation of 3 hours during physical reopening of campus classes.
6.	Master Subject Coordinators	14-16 lectures	This waiver is provided for devoting time for content development on BB.
7.	Departmental Mentoring Coordinator, Research Coordinator, MOOCs Coordinator	14-16 lectures	This waiver to given to perform additional administrative responsibilities in a better way.
8.	Department Quality Assurance Members	12-16 lectures	Maximum of 2 faculty over 40 faculty count in a department. Can be exceeded if the number of faculty exceeds 40 in a department.

9.	Professor	14-15 lectures	In addition to Regular teaching, can be deputed on examination duties also.
10.	Associate Professor	15-17 lectures	In addition to Regular teaching, can be deputed on examination duties also.
11.	Full Time Research Scholar (affiliation with CU)	8-12 lectures	Permission to be taken from competent authorities if engaged in other departmental duties.
12.	Assistant Professor (pursuing part-time PhD from CU)	17-20 lectures	During the course work semester, the faculty shall be allowed only 2 hour relaxation per week.
13.	Assistant Professor	17-20 lectures	
14.	Faculty involved in IDOL, BB Teams, UCRD, E-Gov. and IQAC	As notified by Registrar Office.	The load shall be decided by the Hon'ble VC office depending upon the quantum of work.

Note:

1. The guidance of the students under ME Thesis/project work/Research scholar **should NOT** be shown as an integral part of load. **However, the faculty (Assistant Professor and above) whosoever is taking load of 19 hours or more and guiding minimum 5 ME students for Thesis or Dissertation can be granted relaxation of 1-2 lecture on the discretion of the concerned HOD of the department.**

2. Every teacher other than 1 to 4 & 9 categories as mentioned above shall be a **Class Mentor.**

3. The load of Professor may be reduced to 12 lectures per week subject to the condition that he/she is handling some research/consultancy project or guiding minimum 2 research scholars.

4. The reduction in the load of Professor and Associate Professor is subject to the achievement of research outcome as fixed by Dean Research Office every semester.

5. The faculty having independent Govt. /Industry funded projects may be given relaxation of upto 2 lectures per week with the permission of higher authorities.

6. **In case, some faculty is sent for some official duty, then the maximum load of his/her should be transferred to a single faculty so that the uniformity in quality teaching must be maintained. In this case, if the faculty load becomes more than 21 hours (lecture/tutorial/practical except mentoring and floor duty), then that faculty shall be entitled to be paid for the remuneration of the extra class as per the CU norms.**

7. **For any reduction to be done from the above load, permission has to be taken from Hon'ble Vice Chancellor.**

CONCEPT OF PRODUCTIVE LOAD:

Chandigarh University shall always strive for the proportional growth of its faculty in every aspects. It shall stress upon the personal as well as professional satisfaction of its faculty by enabling them to use their non-contact hours towards some productive work, which may lead to some fruitful outcome leading to the overall growth of a faculty.

CALCULATION OF PRODUCTIVE LOAD:

The faculty is available for 40 contact hours in a week. Reducing the lunch time of one lecture per day, the number of effective contact hours becomes 35. Out of 35 contact hours per week, each faculty (Categories from 3 to 11 as mentioned above) is expected to allocate some minimum contact hours (10 at-least) other than teaching in activities as mentioned below:

Sr. No.	No. of Contact hours allocated per week (Tentative and may subject to change)	Activity planned per week
1.	2 contact hours	Self preparation of lecture contents and planning of pedagogical techniques.
2.	3 contact hours	Research activities/Online certifications **(Category no. 10 shall devote more time on this)**
3.	2 contact hours	Doubt clearing/Interaction with students.
4.	2 contact hour	Preparation of academic material/ updations of records.
5.	1 contact hour (Every teacher must login to e-resources as well as National Digital Library in this duration)	Personal enhancement of knowledge by library Visit/ accessing e-resources/ journals.

After reducing these 10 contact hours, the faculty (if we take an average load of 19 lectures) is still having 6+5 (for lunch)=11 contact hours where he/she can do the mundane tasks related to the academic/administrative/personal as per his/her own will.

Please note that this is the **minimum mandatory** allocated contact hours to be spent for each of the mentioned activities. The number of contact hours dedicated to each task may be changed that has to be decided by the faculty.

These activities should be mentioned in the time table of the teacher apart from their normal teaching load.

All the categories from 3 to 11 shall cover under the above mentioned teaching load rules and regulations.

SOME INSTRUCTIONS IN FRAMING THE TEACHING ACADEMIC LOAD:

1. The subject/course allocation has to be done as per the specialization domains of the concerned faculty as much as possible for load to be taken in a semester.

2. All the concerned HODs are supposed to allocate the load as per the Teaching Load Policy and the allocation of load to the coordinators are also to be done as per the Policy.

3. The new courses/subjects offered for the first time in any department SHOULD NOT be allocated to new joinee/freshers but should be allotted to some senior faculty.

4. Every Coordinator/HOD should take minimum one core theory subject (other than MNG/Seminar/Project etc) with additional practical subject depending upon the provision in the scheme of the program. No faculty should take ONLY practical classes.

5. The section strength allocated to the faculty should have mixed distribution. The concerned faculty/coordinator/HOD should take minimum strength of 72 students at-least.

6. The senior and experienced faculty who shall be taking masters must be allotted with the graduation load as well.

7. The subjects like Project, Seminar, Mentoring, MNG etc should be allotted in combination with the theory and practical subjects. No faculty/coordinator/HOD should take only these subjects.

8. The Master Subject Coordinator has to be allotted for courses other than University Cores, Project, Seminar, Thesis/Dissertations, MOOCs subjects which will be done to limited single SPOC only.

9. **The teaching load has to be framed course wise and faculty wise as per the format notified by E-Governance.**

10. **In case of any doubt in calculating the teaching load, please contact E-Governance.**

REGISTRAR