

DEAN ACADEMIC AFFAIRS
Chaudhary Devi Lal University, Sirsa

A meeting of the Deans was held on 04.08.20 at 11.00 AM in the office of the Dean of Humanities to discuss the issues related to workload and online classes. Following were present:

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| 1. Prof. Deepti Dharmani | DAA |
| 2. Prof. Sultan Singh | Dean of Commerce in Management |
| 3. Prof. J.S. Jakhar | Dean of Law |
| 4. Prof. Monika | Dean of Education |
| 5. Prof. Rajkumar Salar | Dean of Life Sciences |
| 6. Prof. Sushil Kumar | Dean of Physical Sciences |
| 7. Prof. Abhey Singh | Dean of Social Sciences |

1. The Deans discussed the issues of teaching workload as existing in their department w.e.f 04.08.2020 and felt that a confusion prevails in the department with regard to APCs and PTTs. They unanimously viewed that the workload may be assigned as per the following order:

- i) Regular faculty
- ii) APCs
- iii) PTTs

2. Though the academic session has started it is observed that some of the departments face hardships due to non-availability of teaching faculty. In some departments there is no regular faculty. In some departments there are only one or APCs, and in a few teaching departments and the University College there is no regular or contractual faculty. The latter imparted teaching only through PTTs during the last academic session. Hence, the following is recommended:

- i) The contractual faculty in case of deficit workload may be assigned bridge or remedial classes subject to exhausting the minimum workload of the faculty.
- ii) In case there is no regular faculty in the department and there is less than two faculty member, an APC may be allowed to take not more than two courses at the most with eight hours each course per week. The loss of credits to other courses may be compensated through additional teaching hours as and when the other faculty is engaged. The Chairperson may hold extension lectures online on other courses to compensate the loss additionally.

3. In case the contractual teacher is outstation work from home may be recommended under exceptional circumstances by the Chairperson for the permission of the Vice-Chancellor.

4. To commence teaching without delay PTTs may be engaged at the earliest. Keeping in view the rarest situation as existing today due to COVID-19, old PTTs may be invited again by the Chairperson on the basis of good work and conduct after the approval of the Vice-Chancellor on CV basis purely as a stop gap arrangement till appointments are made. Similarly in the department of Law for teaching of non-law subjects, regular faculty,

URS/contractual faculty from the other departments may be assigned the teaching workload in consultation with the Chairperson of the Dept. concerned under intimation to the Estt. Branch. In case, the requirement is not fulfilled, similar process as recommended above may be adopted.

5. As regard to the payment of APCs during the period of less or no workload till the admissions for 1st semester are over and the teaching commences, the matter may be decided at the level of University Administration.
6. As for the online classes Deans expressed their serious concern over poor Wi-Fi connectivity and none-availability of LAN facility. In few departments where there is LAN facility available, there are issues of non-functionality, which may be addressed on urgent and priority basis, so that teaching is imparted smoothly and without interruption and disturbance.
7. The Deans also recommended that a weekly teaching progress report may be submitted to the Chairperson under intimation to the Dean of the concerned faculty.
8. The Deans also opined that under Lock out 3 the teacher would be coming to the department but it is observed that there is no provision for sanitizing the teaching blocks. If teaching is to be imparted from the UTDs regular sanitization of the buildings may be ensured for maximum safety of the teachers and the employees working in the teaching blocks. Till now there is no facility at the entrance of the teaching blocks and there has been no sanitization of the departments.
9. The Dean also noted provision made for cooling and recharging of the mobile phones and laptop in the time-table and were of the unanimous opinion that this period may be utilized for discussion and feedback and addressing individual problems of the students in continuation to 45 minutes of teaching amounting to full one hour/credit.
10. The Deans also were of the opinion that for online teaching one credit of tutorial may be provided in each course and for this necessary amendments in the CBCS Ordinance for PG programmes may be initiated.
11. Regarding the non-credit course on human values as discussed in the meeting of the Deans with the Vice-Chancellor, the minutes of the said committee may be circulated to the department to initiate to the process and the standing approval through e-mail or online meeting for holding UGBOS and PGBOS be brought into notice of the Conveners of these bodies.
12. Space, furniture and equipment's may be provided to all the Dean to run their offices and hold meetings.

Prof. Abhey Singh

Prof. Sushil Kumar

Prof. Rajkumar Salar

Prof. Monika

Prof. J.S. Jakhar

Prof. Sultan Singh

Prof. Deepti Dharmani