



**Mata Sundri College for Women  
(University of Delhi)  
Mata Sundri Lane, New Delhi-110002**

**Ph: 23237291**

**Workload Summary 2016-2022**

Workload Committee meeting on 7<sup>th</sup> June, 2016

Name	Department
Dr. Jagjit Kaur	Pol. Sci.
Madhuri Subhiya	Bookish work
Amrjot Kaur	AKaur
IOBBL COOR	Other
Supreet Kaur	Mathematics
Dr. DALIT Kaur	Maths
Mrs. Kavirat Kaur	Phys. Chem.
Mrs. Parvinder Kaur	Physics
Mrs. Babhanjan Kaur	Public Administration
Dr. SHEELAM BHARIZ	Philos. (Department of Philosophy)
Nidhi Kuriwal	B-Ed Ed Child
Dr. Pooja Varma	Mathematics
Dr. Harjinder Kaur	Psychology
Dr. Kamta Gaur	Psychology
Ms. Nishi Arora	Economics
Dr. Kuddoop Sehgal	Sanskrit
Dr. Asha Rani	Sanskrit

**Workload Committee and Admission Committee Meeting with Teacher In charges -  
07.06.2016**



**Mata Sundri College for Women  
(University of Delhi)  
Mata Sundri Lane, New Delhi-110002**

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Attendance Sheet for the meeting of Workload Committee with Incharges and Admission Committee held on 07.06.2016

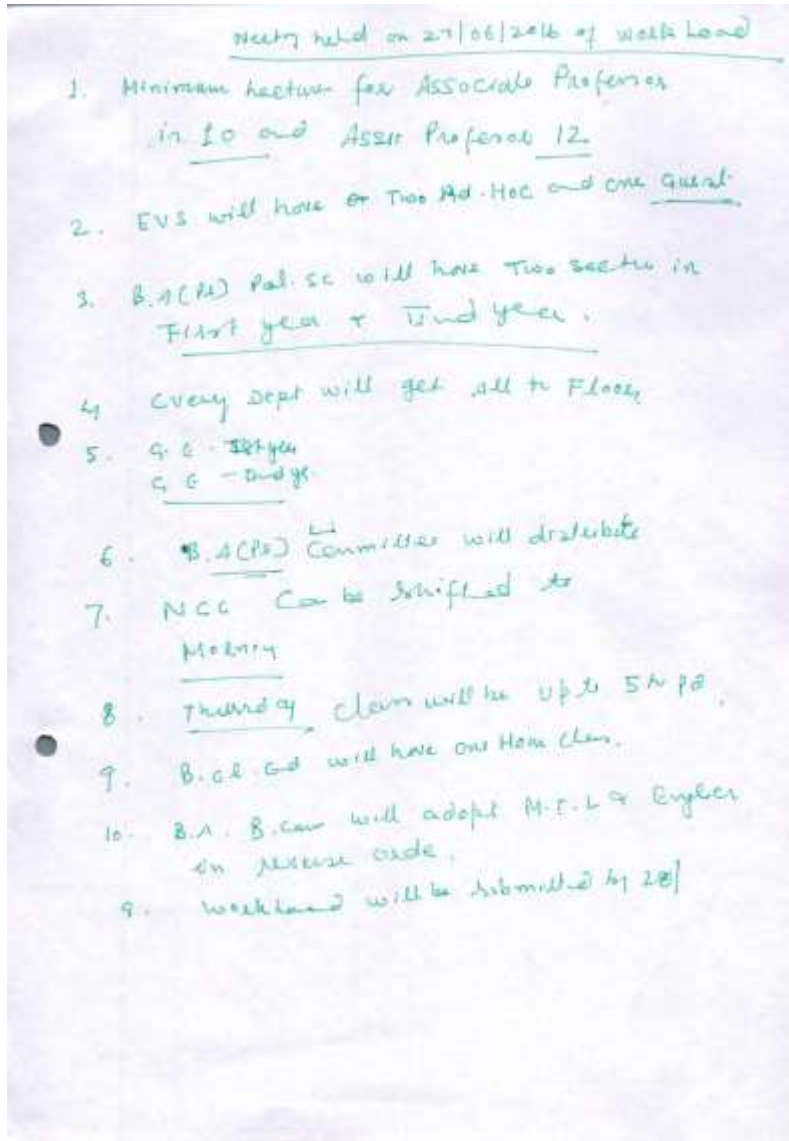
Department	Name	Signature
B.El.Ed Department	Dr. Nidhi Kunwar	<i>Nidhi</i>
Commerce	Ms. Kanwaljit Kaur	<i>Kanwaljit Kaur</i>
Economics	Ms. Neeti Arora	<i>Neeti Arora</i>
English	Dr. Kiranjeet Sethi	
History	Dr. Daljit Kaur	<i>Daljit Kaur</i>
Hindi	Dr. Savita	
Music	Dr. Gursharan Kaur	
Maths	Ms. Gurpreet Kaur	<i>Gurpreet Kaur</i>
Pol. Science	Dr. Madhuri	<i>Madhuri</i>
Psychology	Dr. Booja Wadhawan	<i>Booja Wadhawan</i>
Philosophy	Ms. Sheelam Bharti	<i>Sheelam Bharti</i>
Physical Education	Mrs. Charanjeet Kaur	
Punjabi	Ms. Amarjeet Kaur	<i>Amarjeet Kaur</i>
Sanskrit	Dr. Kuldeep Sehgal	<i>Kuldeep Sehgal</i>
Urdu	Dr. Iffat Zarine	
Workload Committee	Ms. Meenakshi Kohli Dr. Sharda Garg Dr. Rajkumar Sharma Dr. Sangeeta	<i>Meenakshi Kohli</i> <i>Sharda Garg</i> <i>Rajkumar Sharma</i> <i>Sangeeta</i>
Admission Committee	Dr. Rama Vohra Dr. Parnita Dr. Iqbal Kaur Ms. Gurpreet Kaur	<i>Rama Vohra</i> <i>Parnita</i> <i>Iqbal Kaur</i> <i>Gurpreet Kaur</i>
Time Table Committee	Ms. Prasharan Kaur Ms. Parvinder Kaur Manu Meenakshi Kohli Sharda Garg	<i>Prasharan Kaur</i> <i>Parvinder Kaur</i> <i>Manu</i> <i>Meenakshi Kohli</i> <i>Sharda Garg</i>

**Workload Committee and Admission Committee Meeting with Teacher In charges - 07.06.2016**



**Mata Sundri College for Women  
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**Minutes of Workload Committee - 27.06.2016**



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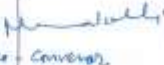
Workload Committee  
July - Dec 2016


Requirement of  
ad hoc teachers

Department	Existing	Additional	Total
1. Commerce	6.5 + 5.5 hrs	2.5	9 + 5 hrs
2. Economics	4	-	4
3. Education & Soc. Education	10	-	10
4. English	6	5	11
5. Hindi	4	(-1)	3
6. History	6	-	6
7. Mathematics	4	-	4
8. Music	-	-	-
9. Philosophy	4	(-2)	2
10. Political Science	9	-	9
11. Psychology	1	-	1
12. Punjabi	3	1!	4
13. Sanskrit	1	-	1
14. Urdu	-	-	-
15. EVS	2 Adhoc + 2 Guest	(-1 Guest)	2 Adhoc + 1 Guest
16. Physical Education	1	-	1

Please there is reduced work-load of Philosophy & Hindi Deptt. for the sem - (July - Dec 2016).

Dr.: 24 July 2016

 **Convener**  
work-load  
(Dr. SHARDA SINGH)
 
 **Co-Convener**  
(Dr. Manojkumar)
 

 **Member**  
(Dr. Radhika)

**Workload Summary July-December 2016 - 08.07.2016**



**Mata Sundri College for Women  
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Work load Committee  
19 July 2016

Department	Existing July - December 2016	Requirement of adhoc teacher Additional	Total
1. Commerce	6 + Guest + 2 adhoc	3 (- 1 guest)	9 + 2 adhoc
2. Economics	4	-	4
3. Education & Secondary Education	10	-	10
4. English	6	5	11
5. Hindi	4	(- 1) + 1 guest	3 + 1 guest
6. History	6	-	6
7. Mathematics	4	-	4
8. Music	-	-	-
9. Philosophy	4	(- 2)	2
10. Political Science	9	-	9
11. Psychology	1	-	1
12. Punjabi	3	1	4
13. Sanskrit	1	1	2
14. Urdu	-	-	-
15. EVS	2 adhoc + 2 guest	(- 1 guest)	2 + 1 guest
16. Physical Education	1	-	1

Convener: (Dr. Sharda Garg)  
 Co-Convener: (Dr. Namakshi Kataria)  
 Members: Dr. Manon Chandra, Dr. Ashwini Varma

**Workload Summary July-December 2016 - 19.07.2016**



**Mata Sundri College for Women  
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For B.A (Prog)

1) Discussed about the Timetable, Mr. Kohli said that they can put SEC at 8 on their own.

Wed<sup>rd</sup> → Psycho.  
Thurs<sup>th</sup> → Sec.  
Friday<sup>th</sup> → Sec.  
Sat → Hindi & Urdu → Sec.

2) V<sup>th</sup> Semester no changes.

3) B.A → AECC - Hindi, Punjabi, English → 4 classes  
B.Com → Urdu

To coordinate with Commerce teachers for AECC  
Psycho → to coordinate with Eng & Punjabi  
Pol sc → to coordinate with Hindi, Punjabi

→ If there are less than 10 students for Hindi, they should be shifted to English

→ Philosophy → ~~only~~ No separate section will be given for 35 students

→ Psycho → should also conduct <sup>theory papers</sup> on Saturdays

→ Maths (Hans) → bc in 6<sup>th</sup> semester will not be given ~~the~~ Economics, ~~with~~ ~~only~~ Philosophy with 54 students they have options, so in practical Hindi, Philosophy, Psycho, English

**Workload Committee Meeting with Teacher In charges - 05.12.2016**



**Mata Sundri College for Women  
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Attendance Sheet for the meeting of Work load Committee held on 05.12.2016

Department	Name	Signature
Economics	Ms. Meenakshi Kohli	<i>[Signature]</i>
Commerce	Dr. Sharda Garg	<i>[Signature]</i>
Pol.Science	Dr. Jasjit Kaur	<i>[Signature]</i>
Maths	Dr. Rashmi Verma	<i>[Signature]</i>
Hindi	Dr. Manita Choudh	<i>[Signature]</i>
B.El.Ed Department	Dr. Nidhi Kunwar	
Commerce	Ms. Kanwaljit Kaur	<i>[Signature]</i>
Economics	Ms. Neeti Arora	<i>[Signature]</i>
English	Dr. Kiranjeet Sethi	<i>[Signature]</i>
History	Dr. Daljit Kaur	<i>[Signature]</i>
Hindi	Dr. Savita	<i>[Signature]</i>
Music	Dr. Gursharan Kaur	
Maths	Ms. Gurpreet Kaur	<i>[Signature]</i>
Pol. Science	Dr. Madhuri Sukhija	<i>[Signature]</i>
Psychology	Dr. Pooja Wadhawan	<i>[Signature]</i>
Philosophy	Ms. Sheelam Bharti	<i>[Signature]</i>
Physical Education	Mrs. Charanjeet Kaur	<i>[Signature]</i>
Punjabi	Ms. Amarjeet Kaur	<i>[Signature]</i> (Mrs. Amarjeet)
Sanskrit	Dr. Kuldeep Sehgal	<i>[Signature]</i>
Urdu	Dr. Ifat Zarine	<i>[Signature]</i>
EVS	Dr. Kamb	<i>[Signature]</i>
Time Table Committee	→ PRASHANT ANAND, Prabhakar Singh	

**Workload Committee Meeting with Teacher In charges - 05.12.2016**



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Workload Details  
January - June 2017  
13 Dec 2016

Department	No. of Teachers		Additional Requirement
	Permanent	Adhoc	
1. Sanskrit	2	2	1
2. Urdu	1	-	-
3. Political Science	7	9	1 guest
4. Mathematics	6	5	-
5. Psychology	9	1	1 guest
6. Environment Science	-	2+ guest	-
7. Commerce	17	11	-
8. Punjabi	4	3	1
9. Philosophy	4	2	-
10. English	6	9	one adhoc Ex-pts
11. Hindi	12	3	2
12. Music	1	-	-

Hemabati (ambli)  
Co-Convenor

(Member)

**Workload Summary January-June 2017 - 13.12.2016**





**Mata Sundri College for Women  
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**Workload Summary (July-December 2017)**

Department	Sanctioned Strength	Permanent	Adhoc	Additional Requirement	
English					
Hindi	19	11	5	--	
Punjabi	8	4	4	--	
Sanskrit	6	2	3	1	
Urdu	1	1	--	--	
Political Science	16	6	10	--	
Mathematics	12	6	5	--	
Computer science		--	--	2	
Statistics		--	--	2	
Commerce	24	17 + 2 on leave	11	--	
History	8	2	6	1 (Above sanctioned strength)	
Economics	12	5	4	1	
Music	2	1	1+ 1 tabla assistant	--	
Education		4 + 1	10	--	
Physical Education	2	1	1	--	
E.V.S.		--	2 + 2 guest	--	



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Philosophy	6	4	2		
Psychology	10	9	1	2 (Above sanctioned strength)	

A meeting of the Workload Committee was held on May 17, 2017 to discuss workload for July-December 2017 and allocation of GE, AECC and SEC to honours and programme courses.

- Allocation of GE to honours courses is as follows:

Subject	No. of sections	Offered to honours courses
English	2/3	<ul style="list-style-type: none"><li>• Mathematics &amp; Psychology</li><li>• History, Political Science &amp; Philosophy</li></ul>
Political Science	3	<ul style="list-style-type: none"><li>• English &amp; Philosophy</li><li>• Hindi</li><li>• History, Punjabi &amp; Sanskrit</li></ul>
History	2	<ul style="list-style-type: none"><li>• Political Science</li><li>• Hindi, Philosophy, Languages and remaining Political Science</li></ul>
Economics	2 (Economics course) + 3 (Commerce course)	<ul style="list-style-type: none"><li>• Mathematics &amp; Psychology</li><li>• English, Philosophy, History, Political Science</li><li>• Commerce &amp; Statistics</li></ul>
Psychology	1	Statistics, English, Mathematics and Philosophy
Mathematics	2	<ul style="list-style-type: none"><li>• Computer Science</li><li>• English, Political Science, Psychology &amp; History</li></ul>



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		● Commerce
Philosophy	1	Psychology & English
Punjabi	1	Political Science, History, Philosophy, Hindi, Sanskrit & English
Hindi	1	Political Science, History, Philosophy, Punjabi & Sanskrit

- The distribution of EVS and MIL for AECC in I and II Semester is as follows:

**I Semester –**

- EVS: B.Com(H), B.Com (Prog), Psychology (H) & B.A.(Prog.)
- MIL(Eng/Hindi/Punjabi/Urdu (A/B): Statistics(H), English(H), Hindi(H), Sanskrit/ Punjabi(H), Political Science(H), History(H), Philosophy(H), Mathematics(H) & Computer Science (H)

**II Semester –**

- MIL(Eng/Hindi/Punjabi/Urdu (A/B): B.Com(H), B.Com (Prog), Psychology (H) & B.A.(Prog.)
- EVS : Statistics(H), English(H), Hindi(H), Sanskrit/ Punjabi(H), Political Science(H), History(H), Philosophy(H), Mathematics(H) & Computer Science (H)
- B.Com(Prog) shall study English in I & III Semester and MIL(Hindi/Punjabi) in II & IV semester.
- B.A(Prog) shall study MIL(Hindi/Punjabi) in I & III Semester and English in II & IV semester.
- GE for B.A.(Prog.) in V & VI semester shall have following options: Political Science (1section), Economics (4 sections) , Philosophy (1section), History (1section), Hindi (1section), Urdu (1section) , English (1section) and Physical Education (1section subject to approval of course). It is suggested that except Urdu, there should be at least 20 students in a section.



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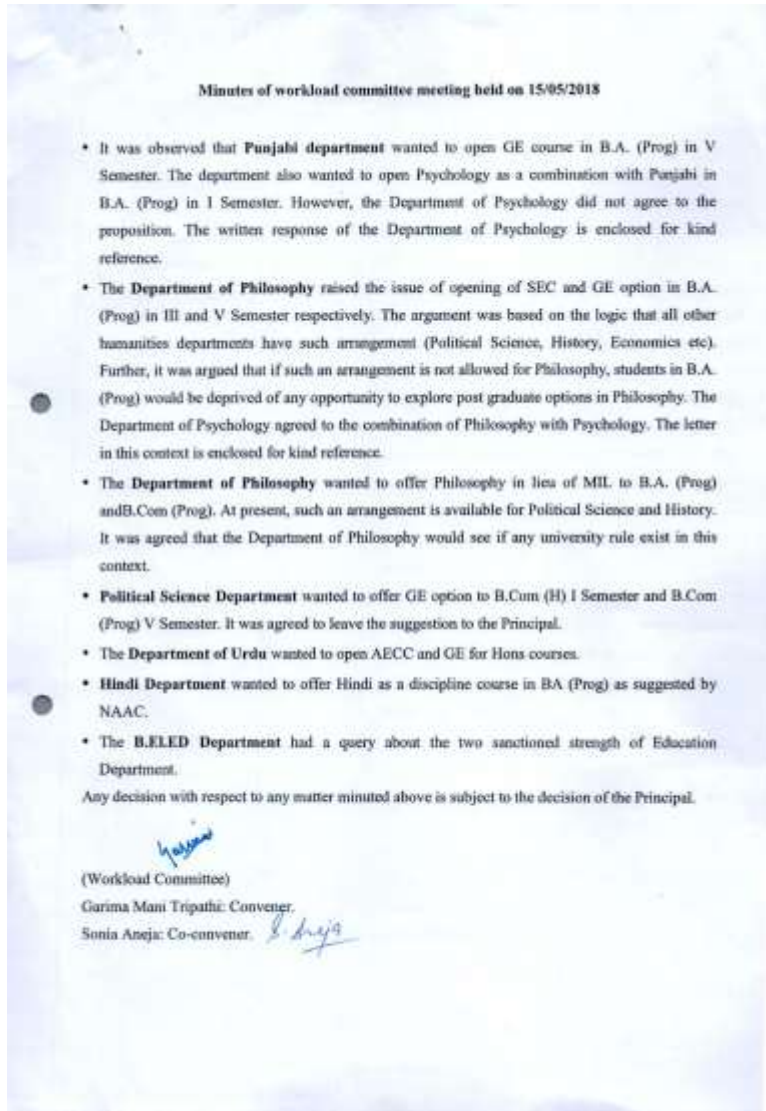
- SEC options for B.A. (Prog) in III semester shall be according to DSC . For ASPM/OMSP , ASPM/ Mathematics & OMSP/ Mathematics, option is English as SEC. It is suggested that except Urdu, Punjabi & Sanskrit, there should be at least 20 students in a section.

**Workload Summary July-December 2017**



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**Minutes of the Workload Committee Meeting - 15.05.2018**



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Workload (July –December 2018)

Department	Sanctioned Strength	Permanent (Asso + Asst)	Adbuc	Additional Requirement	Remarks
English	18	3+4	6 = 11	+1 guest	
Hindi	20	2+9	5 = 15	—	
Punjabi	8	4+0	4 = 8	1 y	
Sanskrit	6	0+2	4 =	—	
Urdu	1	1	—	—	
Political Science	16	2+4	10 = 16	—	
Mathematics	12	3+3	5 = 11	—	
Computer science	—	—	2	+ 2	
Statistics	—	—	2	+ 2	
Commerce	24	10+6	14 = 30	2 (above sanctioned strength but they have assured to do with one)	already 6 above sanctioned strength
History	8	2+0	6	—	
Economics	12	1+4	5 = 10	—	
Music	2	0+1	1	1 (above sanctioned strength)	X
B.El.Ed/Education	18+2	0+5	10 = 8	—	
Physical Education	2	0+1	1 = 2	—	
E.V.S.	—	—	2+2 guest	—	

*P. Singh*  
*Kumar etc*

**Workload Summary July-December 2018 - 24.05.2018**



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Philosophy	6	1-2	2	✓ 1 good	
Psychology	10	4-4	2 + 1 (resulting)		already advised functional freely. ✓

*[Signature]*  
(Workload Committee)

*[Signature]*  
(Principal)

**Workload Summary July-December 2018 - 24.05.2018**



**Mata Sundri College for Women  
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WORKLOAD July - December 2018

24.05.2019

Table 1

Department	Total lectures	Total practicals	Tutorials	Grand total	Additional lectures + tutorials (subject to approval)				
B.El / BEd	62	170.5	47.5	280					
Commerce	173	900	46	92	192	202	419	594	
Economics	126	118	-	-	88	214	206		
History	102	-	-	35	70	137	192		
Philosophy	87	74	-	25	42	132	125	4 (Sec III sem B.A Prog)	
Political Science	189	-	-	-	124	313			
Psychology	63	104	-	-	7	169	5 + 12 (4 <sup>th</sup> sem) + 4 (Sec) III sem B.A Prog		
Mathematics	98	-	-	48	36	27	183		
Computer Science	47	22	-	-	68	56	02	117	78
Statistics	51	31	-	-	76	44	2	127	77
EVS	33	-	-	-	Field work (22)	33+field work	-55		
English	164	-	-	-	44	208			
Hindi	103	178	-	-	102	92	207	270	5+2 * 40 (Sec) (B.A Prog Discipline Course)
Punjabi	111	96	-	-	37	48	144		
Sanskrit	43	88	-	-	54	33	127	121	0+1 (Sec) (4 <sup>th</sup> sem)

P. Anand  
Kumar 100

**Workload Summary July-December 2018 - 24.05.2018**





**Mata Sundri College for Women  
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Table 1

Urdu	20	-	4	7	24	31	
Music	6	-42	24	-	-	36	

*Sahy's  
Gurami*

**Workload Summary July-December 2018 - 24.05.2018**



**Mata Sundri College for Women  
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**Justification for extra workload (July - December 2018)**

1. **Department of Commerce:** The Department is having 6 faculty members over and above its sanctioned strength but as per the workload due to two extra sections in V Semester, the Department is demanding for at least one extra teacher. Principal may take a call on this.
2. **Department of Punjabi:** The Department wishes to offer GE (Prog) V Semester (Five extra lectures). Since the Department is currently not offering discipline core papers in B.A. (Prog), there is no justification for the proposal. The Department can manage within the existing workload.
3. **Department of Hindi:** The Department wants to offer discipline core paper in B.A. (Prog). They are open to this course if they can manage this within their existing workload. The Department should stick to this principle next year as well. *They are conversing with the Dept. of Hindi.*
4. **Department of Philosophy:** The Department wants to offer SEC in BA (Prog) III Semester (four lectures) and GE in BA (Prog) V Semester (five lectures). They also have extra four lectures in their workload. Therefore, the demand for adhoc teacher may be considered on following grounds: *SEC in BA (Prog) III Semester is a new course. It is being offered for the first time. The Department is offering this course for the first time. The Department is offering this course for the first time. The Department is offering this course for the first time.*  
 First, all the humanities departments (History, Economics, Political Science, Psychology) have opened these courses, and second, if the students are not given the opportunity to explore the two core disciplines in Prog courses, they would not be able to opt for PG courses in Philosophy. Principal may, therefore, sympathetically consider the demand.
5. **Department of Psychology:** The Department wishes to offer GE in Hon and they will work within their existing workload with the condition that they will not demand for extra teaching support next year as well. *Psychology is a new course. It is being offered for the first time. The Department is offering this course for the first time. The Department is offering this course for the first time.*
6. **Department of English:** The Department has asked for one guest lecturer. It would be appreciated if the Department can manage with existing strength, otherwise Principal may take a considered view.
7. **Department of Music:** It has dismissed one ad hoc teacher. Since the student teacher ratio is too less, the Department is advised to manage within their existing strength.

*H. Singh*  
 (Dr Garima Manch/Prinpal: Convenor, Workload Com.)
 (Principal)

*S. Singh*  
 (Ms Sonia Anjan: Co-convenor, Workload Com.)

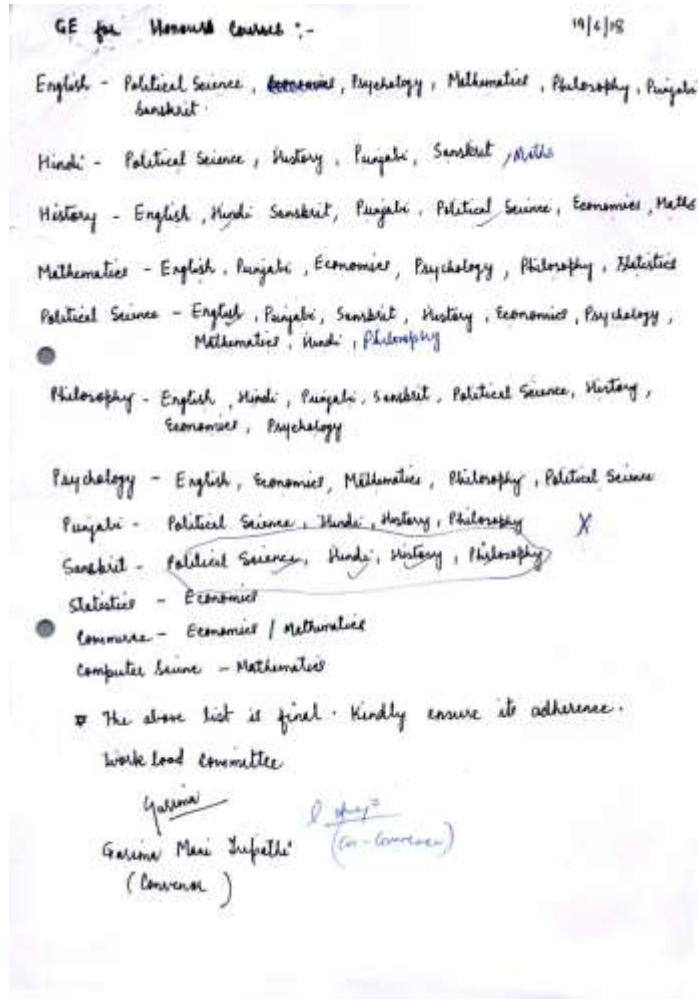
*\* The performance of B.A Prog (Philosophy) has been encouraging and they should be given opportunity to enroll in the field of philosophy and pursue different career options. SEC (Philosophy) will be offered, if student have good result in the subject. 10/11/18*

**Justification for extra workload July-December 2018**



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**SEMESTER I / II**

**MATA SUNDRI COLLEGE FOR WOMEN**  
 DEPARTMENT \_\_\_\_\_  
 WORK LOAD FOR YEAR \_\_\_\_\_

B.A./B.Com. (Hons.)

Core Papers (2)	G.E. offered to other Hons.	Name of other Hons.	AECC	Offered to following Hons.
		_____		_____
		_____		_____
		_____		_____
		_____		_____
No. of Students	No. of Students		No. of Students	
No. of Sections	No. of Sections		No. of Sections	
No. of Classes	No. of Classes		No. of Classes	
No. of Tutorials	No. of Tutorials			
No. of Practicals	No. of Practicals			
<b>TOTAL</b>	<b>TOTAL</b>		<b>TOTAL</b>	

B.A./B.Com. (Prog.)

Core Paper	AECC
No. of Students	No. of Students
No. of Sections	No. of Sections
No. of Classes	No. of Classes
No. of Tutorials	
No. of Practicals	
<b>TOTAL</b>	<b>TOTAL</b>

TOTAL LECTURES \_\_\_\_\_  
 TOTAL TUTORIAL \_\_\_\_\_  
 TOTAL PRACTICALS \_\_\_\_\_  
 GRAND TOTAL \_\_\_\_\_

TEACHER INCHARGE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

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**Mata Sundri College for Women**  
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**SEMESTER V / VI**

**MATA SUNDRI COLLEGE FOR WOMEN**  
DEPARTMENT \_\_\_\_\_  
WORK LOAD FOR YEAR \_\_\_\_\_

B.A./B.Com. (Hons.)

Core Papers (2)	Discipline Specific Elective Papers (2)	SEC	
No. of Students	No. of Students	No. of Students	
No. of Sections	No. of Sections	No. of Sections	
No. of Classes	No. of Classes	No. of Classes	
No. of Tutorials	No. of Tutorials		
No. of Practicals	No. of Practicals		
<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	

B.A./B.Com. (Prog.)

Discipline Specific Elective Paper	SEC	GE	
No. of Students	No. of Students	No. of Students	
No. of Sections	No. of Sections	No. of Sections	
No. of Classes	No. of Classes	No. of Classes	
No. of Tutorials		No. of Tutorials	
No. of Practicals		No. of Practicals	
<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	

TOTAL LECTURES \_\_\_\_\_  
TOTAL TUTORIAL \_\_\_\_\_  
TOTAL PRACTICALS \_\_\_\_\_  
GRAND TOTAL \_\_\_\_\_

TEACHER INCHARGE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

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**MATA SUNDRI COLLEGE FOR WOMEN**  
DEPARTMENT \_\_\_\_\_

TOTAL WORK LOAD FOR SEM (I, III, V) / (II, IV, VI)  
YEAR \_\_\_\_\_

TOTAL LECTURES \_\_\_\_\_  
TOTAL TUTORIAL \_\_\_\_\_  
TOTAL PRACTICALS \_\_\_\_\_  
GRAND TOTAL \_\_\_\_\_

SANCTIONED STRENGTH OF DEPT. \_\_\_\_\_  
NO. OF PERMANENT TEACHERS IN DEPT. \_\_\_\_\_  
NO. OF EXISTING ADHOC TEACHERS \_\_\_\_\_  
TOTAL NO. OF TEACHERS IN DEPT. \_\_\_\_\_  
NO. OF ADDITIONAL TEACHERS REQUIRED \_\_\_\_\_

TEACHER INCHARGE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

WORK LOAD COMMITTEE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRINCIPAL \_\_\_\_\_

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**AECC Options**

**(AECC - EVS / English / Hindi / MIL Communication Allocations)**

Course	SEM I	SEM II
B.Com (Hons)	EVS	AECC English
B.Com (Programme)	EVS + MIL English	AECC English / Hindi / Punjabi / Sanskrit
B.A (Programme)	EVS + MIL - Hindi / Punjabi / Urdu / Sanskrit	AECC English / Hindi / Urdu / Punjabi / Sanskrit + MIL English
Psychology (Hons)	EVS	AECC English
Statistics (Hons)	AECC English	EVS
Computer Science (Hons)	AECC English	EVS
Mathematics (Hons)	AECC English / Hindi / Punjabi / Urdu / Sanskrit	EVS
History (Hons)	AECC English / Hindi / Punjabi / Urdu / Sanskrit	EVS
Political Science (Hons)	AECC English / Hindi / Punjabi / Urdu / Sanskrit	EVS
Philosophy (Hons)	AECC English / Hindi / Punjabi / Urdu / Sanskrit	EVS
English (Hons)	AECC English	EVS
Hindi (Hons)	AECC Hindi	EVS
Punjabi (Hons)	AECC Punjabi	EVS
Sanskrit (Hons)	AECC Sanskrit	EVS

**Note 1:** It is to be noted that to ensure harmony of time table and equitable treatment to all language courses, the Honours students of each language would mandatorily study *their own language* as AECC.

**Note 2:** B.Com (Hons), Computer Science (Hons), Statistics (Hons) and Psychology (Hons) would study *AECC English*.

(Workload Committee)

Date: 9 June 2019



**Mata Sundri College for Women**  
**(University of Delhi)**  
**Mata Sundri Lane, New Delhi-110002**

**Ph: 23237291**

Workload (July –December 2019)

Department	Sanctioned Strength	Permanent (Associate + Assistant)	Adhoc	Additional Requirement	Total no of teachers
English	18	3+4	6	-	13
Hindi	20	2+9	5	1 guest	16
Punjabi	8	3+0	6	—	9
Sanskrit	6	0+2	3	1	6
Urdu	1	0+1	—	—	1
Political Science	16	2+4	10	—	16
Mathematics	12	2+3	6	—	11
Computer science	—	—	4	3	4
Statistics	—	—	4	3+1 guest	4
Commerce	24	10+6	13	Surrendering 2	27
History	8	2+0	6	—	8
Economics	12	1+4	4	1	9
Music	2	0+1	1	—	2
B.El.Ed/ Education	18+2	0+5	10	—	15
Physical Education	2	0+1	1	—	2
E.V.S.	—	—	2 + 2 guests	—	2
Philosophy	6	1+3	2 +1 guest	—	6





**Mata Sundri College for Women  
(University of Delhi)  
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**Ph: 23237291**

Psychology	10	4+4	3	—	11
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**Observations / Recommendations:**

1. As against the sanctioned strength of the faculty at 165, the present availability is 162. This also includes the posted strength of faculty in Departments of Computer Sciences, Statistics and EVS where the sanctioned strength is yet to be determined and allocated.
2. It is also noted that the Departments of Commerce, Punjabi and Psychology have more faculty posted than otherwise sanctioned. It is strongly recommended that the **Department of Commerce** be asked to surrender at least **three** instead of two agreed to by it since the workload for Commerce Department has drastically come down from 392 in 2018 to 309 in 2019. Similarly, the **Department of Punjabi** be asked to consider their faculty strength due to their re-structured workload and closing down of some optional papers. Finally, the **Department of Psychology** be asked to surrender one faculty or justify their workload as they are working above their sanctioned strength.
3. The Department of Sanskrit has requested for one faculty since they are working below their sanctioned strength. It is felt that this demand may be considered and provided.
4. Department of Hindi has demanded one guest faculty. Principal may take a call.
5. The Department of Computer Science should be considered for two additional ad hoc faculty due to increased workload.
6. The Department of Statistics should be considered two ad hoc and one guest faculty to cope up with the increased workload.

  
Convener

  
Co Convener

Date: 04/07/2019

(Workload Committee)





**Mata Sundri College for Women  
(University of Delhi)  
Mata Sundri Lane, New Delhi-110002**

**Ph: 23237291**

**Workload - July to December 2019**

**GE Combination in Honours Courses**

Subject	No of Sections	GE offered to Honours Courses
English		2 Mathematics, Psychology, History, Political Science, Philosophy, Punjabi, Sanskrit.
Political Science		3 English, Hindi, Philosophy, History, Punjabi, Sanskrit.
History		1 Political Science, Philosophy, Hindi, English, Sanskrit, Punjabi.
Economics		6 Open to all Honours Courses provided students have studied either Mathematics or Economics up to Class 12th, excluding BSc Honours in Computer Science.
Psychology		1 English, Mathematics, Philosophy.
Mathematics		2 Computer Science, Statistics, Commerce, English, Psychology, History, Political Science.
Philosophy		1 Psychology, English, Mathematics, Sanskrit.
Punjabi		1 Open to all Honours Courses.
Hindi		1 Political Science, History, Philosophy, Mathematics, Punjabi, Sanskrit.
Sanskrit		1 Open to all Honours Courses.
Physical Education		1 Open to all students admitted under sports quota (tentative).

Minimum number of students in each section of GE (Honours) should be at least 20 for creation of a section.

The distribution of EVS & English / Hindi/MIL Communication for in I & II Semester is as follows:

**I Semester**

- EVS: B.Com (Honours), B.Com (Programme), B.A (Programme) & Psychology (Honours).
- English / Hindi / MIL Communication — (English / Hindi / Punjabi / Sanskrit will be offered) to English (Honours), Hindi (Honours), Punjabi (Honours), Sanskrit (Honours), History (Honours), Philosophy (Honours), Political Science (Honours), Mathematics (Honours), Statistics (Honours), Computer Science (Honours).
- Sanskrit, Hindi, English, Punjabi students would study their AECC papers.

**II Semester**



**Mata Sundri College for Women  
(University of Delhi)  
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**Ph: 23237291**

- AECC: English / Hindi / MIL Communication (English / Hindi / Punjabi / Sanskrit) / B.Com (Honours), B.Com (Programme), B.A (Programme) and Psychology (Honours).
- EVS: English (Honours), Hindi (Honours), Punjabi (Honours), Sanskrit (Honours), History (Honours), Philosophy (Honours), Political Science (Honours), Mathematics (Honours), Statistics (Honours), Computer Science (Honours).
- B.Com (Programme) shall study English in I and III Semester and MIL (Hindi / Punjabi / Sanskrit) in II and IV Semester.
- B.A (Programme) shall MIL (Hindi / Punjabi / Sanskrit) in I and III Semester and English in II and IV Semester.
- **GE for B.A (Programme) in V and VI Semester shall have following options:**

Subject	Sections
Political Science	1
Economics	4
Philosophy	1
History	1
Hindi	1
Urdu	1
English	1

It is suggested that there should be at least 20 students in a section other side the discipline should not open GE sections.

- SEC options of B.A (Programme) in III Semester shall be according to DSC. For ASPM / OMSP, ASPM / Mathematics and OMSP / Mathematics, English would be the sole SEC option. The minimum number of students in each section should be at least 20.
- B.Com (Programme) would opt for Economics in GE V Semester.

  
(Workload Committee)

  
(Principal)



**Mata Sundri College for Women  
(University of Delhi)  
Mata Sundri Lane, New Delhi-110002**

**Ph: 23237291**

April 2020

To,  
The Principal,  
Mata Sundri College for Women,  
University of Delhi, Delhi - 110003.

Subject: Justification of workload for the college for Academic Year 2020-21.

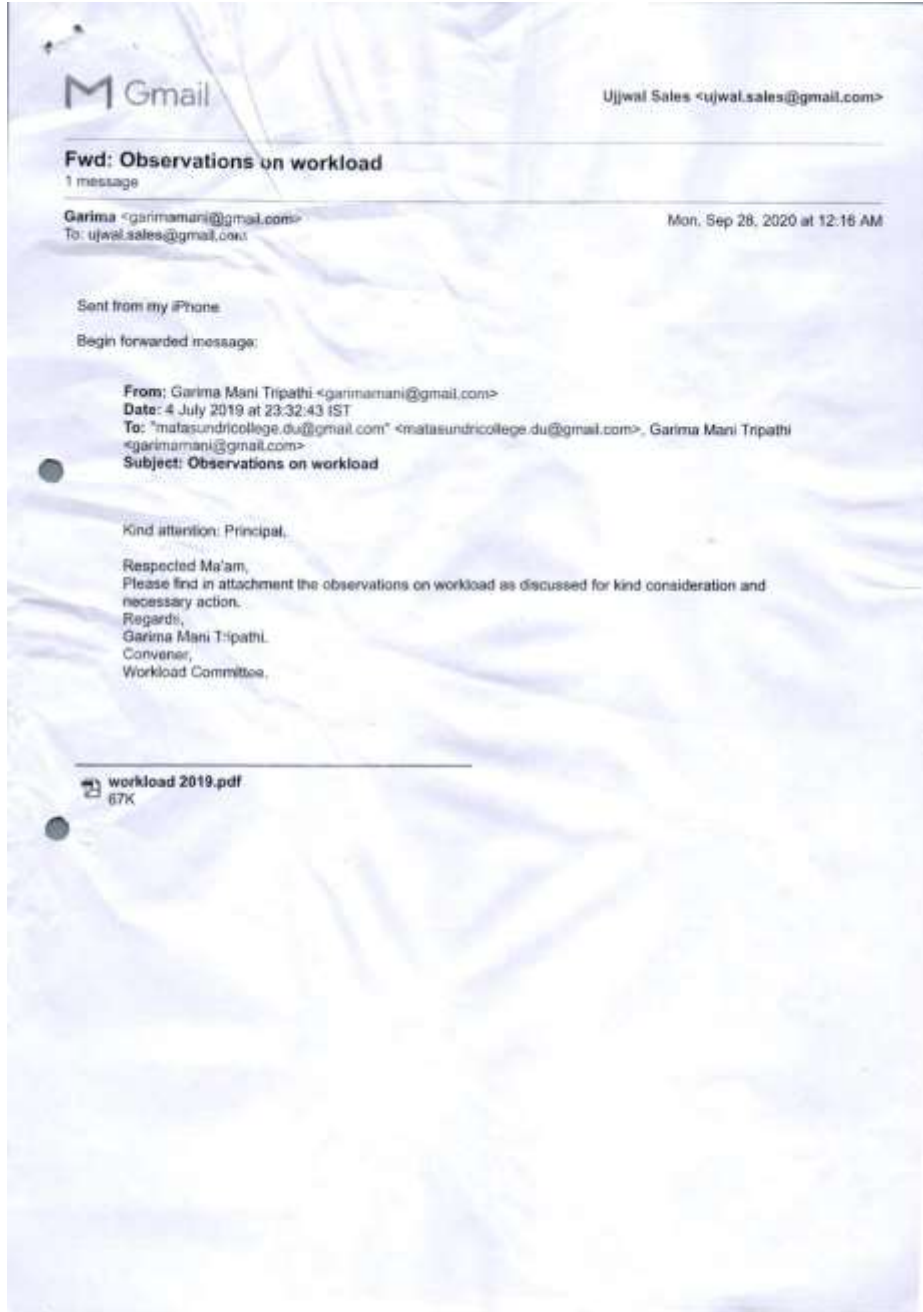
Respected Ma'am,  
This is to bring to your kind information that the year 2020-21 was an extra ordinary academic year due to the pandemic. Therefore, online classes were resorted to as per the University directives. In the prevailing circumstances, the College Workload Committee had decided that due to the extra ordinary situation all around, it was best to continue with the benchmarks agreed to for deciding the workload in previous year (2019-20). The guidelines regarding AECC, GE Division for all the courses (honours as well as programme) were to adhere to 2019-20 schema.

Thanking you,  
Yours sincerely,  
*Yashvir Singh*  
Workload Committee.



**Mata Sundri College for Women  
(University of Delhi)  
Mata Sundri Lane, New Delhi-110002**

**Ph: 23237291**





**Mata Sundri College for Women  
(University of Delhi)  
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Workload (July -December 2019)

Department	Sanctioned Strength	Permanent (Associate + Assistant)	Adhoc	Additional Requirement	Total no of teachers
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Music	2	0+1	1	—	2
B.El.Ed/ Education	18+2	0+5	10	—	15
Physical Education	2	0+1	1	—	2
E.V.S.	—	—	2 + 2 guests	—	2
Philosophy	6	1+3	2+1 guest	—	6



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**Ph: 23237291**

Psychology	10	4+4	1	---	11
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**Observations / Recommendations**

1. As against the sanctioned strength of the faculty at 165, the present availability is 162. This also includes the posted strength of faculty in Departments of Computer Sciences, Statistica and EVS where the sanctioned strength is yet to be determined and allocated.
2. It is also noted that the Departments of Commerce, Punjabi and Psychology have more faculty posted than otherwise sanctioned. It is strongly recommended that the **Department of Commerce** be asked to surrender at least **three** instead of two agreed to by it since the workload for Commerce Department has drastically come down from 392 in 2018 to 309 in 2019. Similarly, the **Department of Punjabi** be asked to consider their faculty strength due to their re-structured workload and closing down of some optional papers. Finally, the **Department of Psychology** be asked to surrender one faculty or justify their workload as they are working above their sanctioned strength.
3. The Department of Sanskrit has requested for one faculty since they are working below their sanctioned strength. It is felt that this demand may be considered and provided.
4. Department of Hindi has demanded one guest faculty. Principal may take a call.
5. The Department of Computer Science should be considered for two additional ad hoc faculty due to increased workload.
6. The Department of Statistics should be considered two ad hoc and one guest faculty to cope up with the increased workload.

*[Signature]*  
Convener

*[Signature]*  
Co Convener

Date: 04/07/2019

(Workload Committee)

*[Signature]*



**Mata Sundri College for Women  
(University of Delhi)  
Mata Sundri Lane, New Delhi-110002**

**Ph: 23237291**

2019

**Generic observations on workload: some suggestions**

- In the basket of humanities, languages, commerce, maths and allied subjects, some disciplines are flourishing and going far ahead of what is due to them. Some of these disciplines have not factored the students' strength vis-a-vis teachers ratio and infrastructural capabilities while arranging their section strength and unnecessarily led to too many sections. This trend has increased phenomenally in last few years. This has to be rectified at the earliest. To give an example, the Commerce Department has more than six faculty over and above its sanctioned strength. This has deprived other smaller departments to offer GE and SEC options to Hons and Prog students.
- The benchmarking for faculty strength has to be on same principles. It would, therefore, mean that the Department of Commerce cannot have an inflated number of six faculty over and above its sanctioned strength while asking other smaller departments to remain within their sanctioned strength. They must cut down their extra flab without further delay.
- It is also a fact that there are new departments like Computer and Statistics that need to be provided with faculty support and infrastructure. Since new faculty sanction is not forthcoming for them, the same has to be arranged from within the sanctioned strength of the college i.e. 166. It reinforces the view that the Department of Commerce has to shed its extra weight of six faculty beyond their sanctioned strength so that the same could be allotted to these new departments.
- It is also seen that there is no [policy for benchmarking of practical sessions. Some of the departments are making groups as per their own convenience. This leads to smaller practical session groups that could have hitherto rationalized. If such practical groups can be rationalized, then we can spare some faculty for other deserving departments.

*Yashwanth  
S. S. S.*





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**AECC Options**

**(AECC - EVS / English / Hindi / MIL Communication Allocations)**

Course	SEM I	SEM II
B.Com (Hons)	EVS	AECC English
B.Com (Programme)	EVS + MIL English	AECC English / Hindi / Punjabi / Sanskrit
B.A (Programme)	EVS + MIL - Hindi / Punjabi / Urdu / Sanskrit	AECC English / Hindi / Urdu / Punjabi / Sanskrit + MIL English
Psychology (Hons)	EVS	AECC English
Statistics (Hons)	AECC English	EVS
Computer Science (Hons)	AECC English	EVS
Mathematics (Hons)	AECC English / Hindi / Punjabi / Urdu / Sanskrit	EVS
History (Hons)	AECC English / Hindi / Punjabi / Urdu / Sanskrit	EVS
Political Science (Hons)	AECC English / Hindi / Punjabi / Urdu / Sanskrit	EVS
Philosophy (Hons)	AECC English / Hindi / Punjabi / Urdu / Sanskrit	EVS
English (Hons)	AECC English	EVS
Hindi (Hons)	AECC Hindi	EVS
Punjabi (Hons)	AECC Punjabi	EVS
Sanskrit (Hons)	AECC Sanskrit	EVS

**Note 1:** It is to be noted that to ensure harmony of time table and equitable treatment to all language courses, the Honours students of each language would mandatorily study *their own language* as AECC.

**Note 2:** B.Com (Hons), Computer Science (Hons), Statistics (Hons) and Psychology (Hons) would study *AECC English*.

(Workload Committee)

Date: 9 June 2019



**Mata Sundri College for Women  
(University of Delhi)  
Mata Sundri Lane, New Delhi-110002**

**Ph: 23237291**

**Workload - July to December 2019**

**GE Combination in Honours Courses**

Subject	No of Sections	GE offered to Honours Courses
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Economics		6 Open to all Honours Courses provided students have studied either Mathematics or Economics up to Class 12th, excluding BSc Honours in Computer Science.
Psychology		1 English, Mathematics, Philosophy.
Mathematics		2 Computer Science, Statistics, Commerce, English, Psychology, History, Political Science.
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Punjabi		1 Open to all Honours Courses.
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Physical Education		1 Open to all students admitted under sports quota (tentative).

Minimum number of students in each section of GE (Honours) should be at least 20 for creation of a section.

The distribution of EVS & English / Hindi/MIL Communication for in I & II Semester is as follows:

**I Semester**

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- Sanskrit, Hindi, English, Punjabi students would study their AECC papers.

**II Semester**



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- AECC: English / Hindi / MIL Communication (English / Hindi / Punjabi / Sanskrit) / B.Com (Honours), B.Com (Programme), B.A (Programme) and Psychology (Honours).
- EVS: English (Honours), Hindi (Honours), Punjabi (Honours), Sanskrit (Honours), History (Honours), Philosophy (Honours), Political Science (Honours), Mathematics (Honours), Statistics (Honours), Computer Science (Honours).
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Subject	Sections
Political Science	1
Economics	4
Philosophy	1
History	1
Hindi	1
Urdu	1
English	1

It is suggested that there should be at least 20 students in a section other side the discipline should not open GE sections.

- SEC options of B.A (Programme) in III Semester shall be according to DSC. For ASPM / OMSP, ASPM / Mathematics and OMSP / Mathematics, English would be the sole SEC option. The minimum number of students in each section should be at least 20.
- B.Com (Programme) would opt for Economics in GE V Semester.

  
(Workload Committee)

  
(Principal)





**Mata Sundri College for Women  
(University of Delhi)  
Mata Sundri Lane, New Delhi-110002**

**Ph: 23237291**

Workload Summary – I, IV and VI Semesters (2020-2021)

Department	Sanctioned Strength	Permanent	Adhoc	Additional Requirement	Remarks
English	18	6*	7	1*	One teacher is on leave
Hindi	20	10	6	--	
Punjabi	8	3	6	--	
Sanskrit	6	2	3	--	
Urdu	1	1	--	--	
Political Science	16	5	11*	--	* 1 P.W.D. as per the notice
Mathematics	12	5	5	--	
Computer science	--	--	6	--	
Statistics	--	--	6	--	
Commerce	24	16	11	4	
History	8	2	6	1	
Economics	12	5	4	--	
Music	2	1	1	--	
Philosophy	6	4**	2+1**	1	**one teacher is on maternity leave
Psychology	10	8	3	--	
Physical Education	2	1	1	--	
E.V.S.	--	--	3	--	
B.Ed	- 15	- 5 <sup>A</sup>	9	1+1 <sup>A</sup>	As per notice in the notice

M. Sundri  
Date

(Signature)



**Mata Sundri College for Women  
(University of Delhi)  
Mata Sundri Lane, New Delhi-110002**

**Ph: 23237291**


**Workload Committee  
(2021-2022)**

**Minutes of the meeting**

A meeting of workload committee was held on November 12, 2021 with the principal, Prof. Harpreet Kaur to discuss workload for I and IV and VI semester due to begin in November 2021 and January 2022 respectively. Mrs. Meenakshi Kohli, Dr. Sharda Garg and Dr. Rashmi Verma were present in the meeting. Following decisions were made:

- The workload for I, IV and VI semester shall be taken from each department on the prescribed proforma made by the workload committee to assess the requirements, if any.
- After due assessment, if there is any requirement of additional teacher, preference may be given to the appointment of guest teacher.

  
Dr. Rashmi Verma  
(Member)

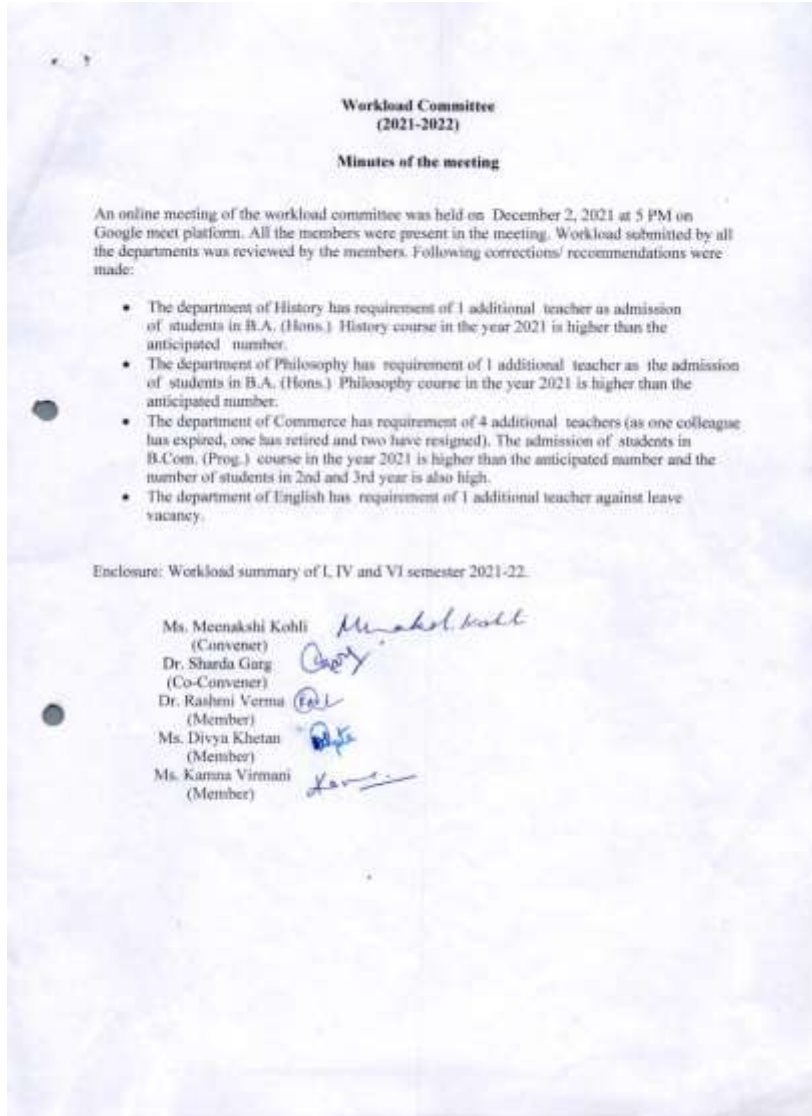
  
Dr. Sharda Garg  
(Co-convener)

  
Mrs. Meenakshi Kohli  
(Convener)



**Mata Sundri College for Women  
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*[Signature]*  
Section Officer (Accounts)  
Mata Sundri College for Women  
Mata Sundri Lane,  
New Delhi-110002

*[Signature]*  
Coordinator  
Internal Quality Assurance Cell  
Mata Sundri College for Women  
(University of Delhi)  
New Delhi-110002

*[Signature]*  
Principal  
Mata Sundri College For Women  
University of Delhi