

From

Principal Secretary to Govt. Haryana,  
Department of Higher Education.

To

All Principals of Government Colleges in the State

Memo. No. 30/1-2017 Co (3)  
Dated 22.11.2017

**Subject:- Regarding assessment of workload.**

Kindly refer to the subject cited above and as per the decision taken in the video conference held under the Chairpersonship of Principal Secretary Higher Education on 16.11.2017, I have been directed to request you that the workload in all the subjects be assessed by 07.12.2017. It is assumed that you have already started work on that pursuant to the decision taken in the video conference mentioned above. Following norms must be adhered to while getting the workload assessed:-

1. Workload must be calculated / assessed strictly as per the norms of the Department.
2. It must be ensured that no fake data should be given.
3. All Post Graduate Classes shall be taught by regular faculty only and Extension Lecturer shall be assigned only Under Graduate Classes.
4. Practical Groups and Tutorial Groups shall be given as per the number of Laboratories and Classrooms available at that time.
5. The Principals shall also take at least 4 classes in a week.

You are requested to pay personal attention to this whole exercise as it is the personal responsibility of the Principal that workload is assessed / calculated strictly as per norms. The workload assessed by the Principal will be checked by the inspection committees comprising of retired Assistant/Associate Professors and Principals, to be deputed by the Department in the first week of January 2018.


It is further requested that this whole exercise may be completed by 07.12.2017 and action taken report may be sent to this office at [hechry1college@gmail.com](mailto:hechry1college@gmail.com).

  
OSD to Principal Secretary Higher Education,  
For Principal Secretary Higher Education,  
Haryana, Panchkula

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A copy of the above is forwarded to Superintendent College-I Branch with the request that the action taken report may be compiled for further necessary action.

  
OSD to Principal Secretary Higher Education,  
For Principal Secretary Higher Education,  
Haryana, Panchkula