

**Geethanjali College of Engineering and Technology, Cheeryal, Keesara (M),
Hyderabad**

Factors / Issues to be considered by HoD in allocation of workload to Faculty

Factors / issues to be considered by the Head of the department and the concerned faculty member in workload determination:

Teaching:

Some factors that may influence an individual's load and apportionment include but are not limited to:

1. Preparation required towards a new course, if any.
2. Type of course (e.g. Practical / More Mathematical with more abstractness / Qualitative).
3. Courses to be taught which is / are outside the faculty member's area of expertise.
4. Development of new curriculum, courses, lab manuals, course file, etc. if any
5. Development of new learning experiences for students involving laboratories, project based learning etc.
6. Lab in-charge responsibilities requiring procurement/maintenance of lab etc.
7. Documentation required for accreditations, approvals etc.
8. Mentoring support to faculty / students.
9. Elective courses that are in emerging areas.
10. Courses regularly and repeatedly taught over time.
11. Preparation of research proposals.
12. Administrative help provided in the department / college (Alumni coordinator, attendance posting, examination branch coordinator, placement coordinator, electrical maintenance, Transport operations etc.)
13. Advising student clubs, professional bodies, etc.
14. Membership on committees in the department / college
15. Responsibilities such as class adviser/course coordinator, program coordinator, group head etc.
16. Seniority, Knowledge, and experience (the best teacher as determined by these factors should be allocated second year)