

Policy for subject distribution.

- 1) Subject distribution shall be done at least three months before the commencement of semester.
- 2) Priorities/choice for minimum three subjects shall be called from faculty in standard format.
- 3) To distribute the subject, HOD may consider subject specialization/domain expertise, teaching experience of allied/similar subject, students feedback of previous years etc. (Subject distribution shall be at the discretion of HOD)
- 4) The following norms shall be followed for subject distribution.
 - a) More than one subject per division shall not be allotted to a faculty.
 - b) As per as possible more than two subjects shall not be allotted to a faculty.
 - c) If more than two PROJECT groups are given to a faculty then teaching load shall be reduced proportionately.
 - d) Faculty having Institute level workload shall be given less academic load as per Institute policy with the consent of the principal.