

Session 2019-20

- Work load
- Class wise
- Faculty wise

2019-2020

| ESTI<br>No | TO CLASSES FOR THE SESSION |         |     |             |                              |                        |
|------------|----------------------------|---------|-----|-------------|------------------------------|------------------------|
|            |                            |         |     | No. of<br>m | No of periods<br>Per Section | Total no<br>of periods |
| 1          | BA-I                       | History | 240 | 4           | 6                            | 24                     |
| 2          | BA-II                      | History | 220 | 3           | 6                            | 18                     |
| 3          | BA-III                     | History | 170 | 2           | 6                            | 12                     |
| Total      |                            |         |     |             |                              | 54                     |

## ADARSH MAHILA MAHAVIDYALAYA, BHIVANI

ESTIMATED WORK LOAD ACCORDING TO CLASSES FOR THE SESSION 2019-20 [B. Com (Pass Course)]

| Sr. No.      | Class      | Subject  | Student Strength | No. of Section             | No. of periods per section | Total no. of periods             | Total No. of Students in each composition/ practical group | No. of Groups | Period per group | Total No. of Practical/ composition periods | Total periods of Col No. 7 & 11 | No. of staff in position | Period Covered | Period Uncovered | Additional Requirement            | Discussed with the Principal Yes/No. |  |  |
|--------------|------------|--|------------------|----------------------------|----------------------------|----------------------------------|--|---------------|------------------|---|---------------------------------|--------------------------|----------------|------------------|-----------------------------------|--------------------------------------|--|--|
| 1            | B. Com I   | F. A/c<br>B. Mgmt<br>B. Eco<br>B. Com  | 200              | 3<br>3<br>3<br>2           | 6<br>6<br>6<br>6           | 18<br>18<br>18<br>12             |  |               |                  |   |                                 |                          |                |                  |                                   |                                      |  |  |
| 2            | B. Com II  | C. A/c<br>B. Stat<br>B. R. F<br>Co. Laws<br>M. Eco<br>HRM                              | 200              | 3<br>3<br>3<br>3<br>2<br>2 | 6<br>6<br>6<br>6<br>6<br>6 | 18<br>18<br>18<br>18<br>12<br>12 |  |               |                  |   |                                 | 3                        | 78             | 180              | 7 Lectures for 24 period per week | Yes                                  |  |  |
| 3            | B. Com III | T. Laws<br>Cost A/c<br>A/c for Mgmt<br>FMO<br>Entrepreneurship & SSB<br>Sec. Practical | 200              | 3<br>3<br>3<br>3<br>2<br>2 | 6<br>6<br>6<br>6<br>6<br>6 | 18<br>18<br>18<br>18<br>12<br>12 |  |               |                  |   |                                 |                          |                |                  |                                   |                                      |  |  |
| <b>Total</b> |            |  |                  |                            |                            |                                  |  |               |                  |   | 96                              |                          |                |                  |                                   |                                      |  |  |

Total 258

# ADARSH MAHILA MAHAVIDYALAYA, BHIWANI

ESTIMATED WORK LOAD ACCORDING TO LECTURER FOR THE SESSION 2019-20

[B.Com Pass Course]

| Sr. No. | Name of Lecturers | Class     | Subject       | Student Strength | No. of Section | No. of periods per section | Total no. of periods Theory/Text | Total No. of Students in each composition/practical group | No. of Groups/Composition periods | Period per Group | Total No. of Practical/Composition periods | Total of Col 8 & 12 |
|---------|-------------------|-----------|---------------|------------------|----------------|----------------------------|----------------------------------|---|-----------------------------------|------------------|--|---------------------|
| 1       | 2                 | 3         | 4             | 5                | 6              | 7                          | 8                                | 9   | 10                                | 11               | 12   | 13                  |
| 1.      | Mrs. NEERU CHAWLA | B.Com I   | F. Acc.       | 120              | 2              | 6                          | 12                               | 26  |                                   |                  |  | 26                  |
|         |                   | B.Com III | Inc. Tax      | 130              | 2              | 6                          | 12                               |   |                                   |                  |  |                     |
|         |                   | B.Com II  | HRM           | 50               | 1              | 2                          | 2                                |   |                                   |                  |  |                     |
| 2.      | Mrs. ANITA VERMA  | B.Com II  | BRF           | 130              | 2              | 6                          | 12                               | 26  |                                   |                  |  | 26                  |
|         |                   | B.Com III | Sec. Practice | 90               | 2              | 6                          | 12                               |   |                                   |                  |  |                     |
|         |                   | B.Com I   | B.Mgmt.       | 50               | 1              | 2                          | 2                                |   |                                   |                  |  |                     |
| 3.      | Dr. Amita Graba   | B.Com II  | Comp. A/c     | 130              | 2              | 6                          | 12                               | 26  |                                   |                  |  | 26                  |
|         |                   | B.Com III | Cost A/c      | 130              | 2              | 6                          | 12                               |   |                                   |                  |  |                     |
|         |                   | B.Com III | FIYO          | 55               | 1              | 2                          | 2                                |   |                                   |                  |  |                     |

## ADARSH MAHILA MAHAVIDYALAYA, BHIWANI

ESTIMATED WORK LOAD ACCORDING TO CLASSES FOR THE SESSION 2019-20

[B.Com (Vocational Course - ASM)]

| Sr. No. | Class     | Subject   | Student Strength | No. of Section | No. of periods per section | Total no. of periods | Total No. of Students in each composition/ practical group | No. of Groups | Period per group | Total No. of Practical/ composition periods | Total periods of Col. No. 7 & 11 | No. of staff in position | Period Covered | Period Uncovered                    | Additional Requirement | Discussed with the Principal Yes/No. |
|---------|-----------|-----------|------------------|----------------|----------------------------|----------------------|--|---------------|------------------|---|----------------------------------|--------------------------|----------------|-------------------------------------|------------------------|--------------------------------------|
| 1       | 2         | 3         | 4                | 5              | 6                          | 7                    | 8  | 9             | 10               | 11  | 12                               | 13                       | 14             | 15                                  | 16                     | 17                                   |
| 1.      | B.Com I   | ASM - I   | 30               | 1              | 6                          | 6                    |  |               |                  |   | 6                                | NIL                      | NIL            |                                     |                        | Yes                                  |
|         |           | ASM - II  | 30               | 1              | 6                          | 6                    |  |               |                  | 6   |                                  |                          |                |                                     |                        |                                      |
| 2.      | B.Com II  | ASM - III | 30               | 1              | 6                          | 6                    |  |               |                  |   | 6                                |                          |                | 36<br>One full time & one part time |                        |                                      |
|         |           | ASM - IV  | 30               | 1              | 6                          | 6                    |  |               |                  | 6   |                                  |                          |                |                                     |                        |                                      |
| 3.      | B.Com III | ASM V     | 30               | 1              | 6                          | 6                    |  |               |                  |   | 6                                |                          |                |                                     |                        |                                      |
|         |           | ASM VI    | 30               | 1              | 6                          | 6                    |  |               |                  | 6   |                                  |                          |                |                                     |                        |                                      |

## ADARSH MAHILA MAHAVIDYALAYA, BHIWANI

ESTIMATED WORK LOAD ACCORDING TO LECTURER FOR THE SESSION 2019-20

B.Com Vocational Course-AS

| Sr. No. | Name of Lecturers | Class     | Subject | Student Strength | No. of Section | No. of periods per section | Total no. of periods Theory/Text | Total No. of Students in each composition/practical group | No. of Groups/Composition periods | Period per Group | Total No. of Practical/Composition periods | Total of Col 8 & 12 |
|---------|-------------------|-----------|---------|------------------|----------------|----------------------------|----------------------------------|---|-----------------------------------|------------------|--|---------------------|
| 1       | 2                 | 3         | 4       | 5                | 6              | 7                          | 8                                | 9   | 10                                | 11               | 12   | 13                  |
| 1       | New I             | B.Com I   | ASM I   | 30               | 1              | 6                          | 12                               |   |                                   |                  |  |                     |
|         |                   |           | ASM II  |                  |                | 6                          |                                  |   |                                   |                  |  |                     |
|         |                   | B.Com II  | ASM III | 30               | 1              | 6                          | 12                               |   |                                   |                  |  | 24                  |
|         |                   |           | ASM IV  |                  |                | 6                          |                                  |   |                                   |                  |  |                     |
| 2       | New II            | B.Com III | ASM V   | 30               | 1              | 6                          | 12                               |   |                                   |                  |  | 12                  |
|         |                   |           | ASM VI  |                  |                | 6                          |                                  |   |                                   |                  |  |                     |

## ADARSH MAHILA MAHAVIDYALAYA, BHIWANI

### ESTIMATED WORK LOAD ACCORDING TO CLASSES FOR THE SESSION 2019-20

B. Com (Computer Application Course)

| Sr. No. | Class                               | Subject         | Student Strength | No. of Section | No. of periods per section | Total no. of periods | Total No. of Students in each composition/practical group | No. of Groups | Period per group      | Total No. of Practical/composition periods | Total periods of Col. No. 7 & 11 | No. of Staff in position | Period Covered | Period Uncovered | Additional Requirement             | Discussed with the Principal Yes/No. |
|---------|-------------------------------------|-----------------|------------------|----------------|----------------------------|----------------------|---|---------------|-----------------------|--|----------------------------------|--------------------------|----------------|------------------|------------------------------------|--------------------------------------|
| 1       | 2                                   | 3               | 4                | 5              | 6                          | 7                    | 8   | 9             | 10                    | 11   | 12                               | 13                       | 14             | 15               | 16                                 | 17                                   |
| 1.      | B. Com I<br>(Pass course)<br>(CA)   | BOC             | 90               | 2              | 6                          | 12                   | 22  | 2             | (1-3) days each group | Practical -12                              | 24 pds weekly                    |                          |                | 96 pds weekly    | 4 lectures Required each 24 period | Yes                                  |
|         |                                     | CA I<br>CA II   | 80               | 1<br>1         | 6<br>6                     | 6<br>6               | 20  | 4             | (1-3) days each group | Practical -12                              | 24 pds weekly                    |                          |                |                  |                                    |                                      |
| 2.      | B. Com II<br>(Computer Application) | CA III<br>CA IV | 80               | 1              | 6                          | 6                    | 20  | 4             | (1-3) days each group | Practical -12                              | 24 pds weekly                    |                          |                |                  |                                    |                                      |
|         |                                     | CA V<br>CA VI   | 80               | 1<br>1         | 6<br>6                     | 6<br>6               | 20  | 4             | (1-3) days each group | Practical -12                              | 24 pds weekly                    |                          |                |                  |                                    |                                      |

## ADARSH MAHILA MAHAVIDYALAYA, BHIWANI

### ESTIMATED WORK LOAD ACCORDING TO LECTURER FOR THE SESSION 2019-20

B.Com (Computer Application Course)

| Sl. No.      | Name of Lecturers | Class                    | Subject                 | Student Strength | No. of Section | No. of periods per section | Total no. of periods Theory/Text | Total No. of Students in each composition/ practical group | No. of Groups/ Composition periods | Period per Group   | Total No. of Practical/ Composition periods | Total of Col 8 & 12 |
|--------------|-------------------|--------------------------|-------------------------|------------------|----------------|----------------------------|----------------------------------|--|------------------------------------|--|---|---------------------|
| 1            |                   | 3                        |                         | 5                | 6              | 7                          | 8                                | 9  | 10                                 | 11   | 12  | 13                  |
| 1.           | News I            | B.Com I<br>(Pass Course) | Boc                     | 90               | 2              | 6                          | 12                               | 23   | 2                                  | U-I (1-3) days<br>U-II (4-6) days<br>U-III (1-3) days<br>U-IV (4-6) days | 24  |                     |
| 2.           | News II           | B.Com I<br>(CA)          | CA I<br>CA II           | 80               | 1              | 6                          | 6                                | 20   | 2                                  | U-I (1-3) days<br>U-II (4-6) days<br>U-III (1-3) days<br>U-IV (4-6) days | 24  |                     |
| 3.           | News III          | B.Com II<br>(CA)         | CA III<br>CA IV         | 80               | 1              | 6                          | 6                                | 20   | 4                                  | U-I (1-3) days<br>U-II (4-6) days<br>U-III (1-3) days<br>U-IV (4-6) days | 24  |                     |
| 4.           | News IV           | B.Com III<br>(CA)        | CA V<br>CA VI<br>CA VII | 80               | 1              | 6                          | 6                                | 20   | 4                                  | U-I (1-3) days<br>U-II (4-6) days<br>U-III (1-3) days<br>U-IV (4-6) days | 24  |                     |
| <b>Total</b> |                   |                          |                         |                  |                |                            |                                  |  |                                    |  | 96  |                     |

Workload - 2019-20

| Class  | Subject | Students strength | No of sections | No of Period per section | Total Period | Required Section | Unrequired Section |
|--------|---------|-------------------|----------------|--------------------------|--------------|------------------|--------------------|
| BA I   | Hindi   | 56                | 7              | 6                        | 42           |                  |                    |
| BA II  | Hindi   | 55                | 7              | 6                        | 42           |                  |                    |
| BA III | Hindi   | 530               | 6              | 6                        | 36           |                  |                    |
| BSc II | Hindi   |                   | 3              | 6                        | 18           |                  |                    |
| MSc I  | Hindi   |                   | 1              | 3                        | 3            |                  |                    |
| Total  |         |                   |                |                          | 141          |                  |                    |

Total Periods = 141  
 Required Periods = 141  
 Unrequired Periods = 0



Session - 2019-20

Hixbeg Department

ESTIMATED WORK LOAD ACCORDING TO LECTURER FOR THE SESSION

| S.No  | Names of Lecturers | Class               | Subject | Student Strength | No. of Section | No. of Period per Section | Total no. of Period / Thrusday / Term |
|-------|--------------------|---------------------|---------|------------------|----------------|---------------------------|---------------------------------------|
| 1.    | New 1              | B.A.I, III<br>& III | History |                  | 5              | 6                         | 30                                    |
| 2.    | New 2              | B.A-I, II<br>& III  | History |                  | 4              | 6                         | 24                                    |
| Total |                    |                     |         |                  |                |                           | 54                                    |

REGISTRATION - 2019-20

STUDY TIME TABLE

Post Grad. Sub. 2019-20  
 ADARSH MAHILA MAHAYDYALAYA, BHUWANI

| Sl. No. | Name of the Candidate | Roll No. | Date of Birth | Date of Admission | Date of Examin. | Total Marks | Percentage | Grade | Remarks |
|---------|-----------------------|----------|---------------|-------------------|-----------------|-------------|------------|-------|---------|
|         |                       |          |               |                   |                 |             |            |       |         |
| 1       | ...                   | ...      | ...           | ...               | ...             | ...         | ...        | ...   | ...     |
| 2       | ...                   | ...      | ...           | ...               | ...             | ...         | ...        | ...   | ...     |
| 3       | ...                   | ...      | ...           | ...               | ...             | ...         | ...        | ...   | ...     |
| 4       | ...                   | ...      | ...           | ...               | ...             | ...         | ...        | ...   | ...     |
| 5       | ...                   | ...      | ...           | ...               | ...             | ...         | ...        | ...   | ...     |
| 6       | ...                   | ...      | ...           | ...               | ...             | ...         | ...        | ...   | ...     |
| 7       | ...                   | ...      | ...           | ...               | ...             | ...         | ...        | ...   | ...     |
| 8       | ...                   | ...      | ...           | ...               | ...             | ...         | ...        | ...   | ...     |
| 9       | ...                   | ...      | ...           | ...               | ...             | ...         | ...        | ...   | ...     |
| 10      | ...                   | ...      | ...           | ...               | ...             | ...         | ...        | ...   | ...     |

DATE: 20/10/2019

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

## ADARSH MAHILA MAHAYIDDYALAYA, BHIWANI

ESTIMATED WORK LOAD ACCORDING TO LECTURER FOR THE SESSION 2019-20

| Sl. No. | Name of Lecturers             | Class            | Subject               | Student Strength | No. of Section | No. of periods per section | Total no. of periods Theory/Text | Total No. of Students in each composition/ practical group | No. of Groups/ Composition periods | Period per Group | Total No. of Practical/ Composition periods | Total of Col 8 & 12 |                         |
|---------|-------------------------------|------------------|-----------------------|------------------|----------------|----------------------------|----------------------------------|--|------------------------------------|------------------|---|---------------------|-------------------------|
| 1       |                               |                  |                       |                  |                |                            |                                  |  |                                    |                  |   |                     |                         |
| 2       |                               |                  |                       |                  |                |                            |                                  |  |                                    |                  |   |                     |                         |
| ①       | Mrs. Sargada<br><i>Sharma</i> | B.A.I<br>B.A.III | Hon. Sc.<br>Hons. Sc. | 60               | 1              | 6                          | 6                                | 20<br>15   | 3<br>1                             | 6                | 6<br>6                                      | 6 × 3 = 18<br>6     | 6 + 18 = 24<br>+ 6 = 30 |
| ②       | Mr. Sumande ?<br>New          | B.A.II           | Hons. Sc.             | 78               | 2              | 6                          | 12                               | 15   | 5                                  | 6                | 6 × 5 = 30                                  | 12 + 30 = 42        |                         |
| ③       | Mrs. Jyoti ?<br>New           | B.A.III          | Hons. Sc.             | 74               | 2              | 6                          | 12                               | 15   | 5                                  | 6                | 6 × 5 = 30                                  | 12 + 30 = 42        |                         |

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## ADARSH MAHILA MAHAVIDYALAYA, BHIWANI

ESTIMATED WORK LOAD ACCORDING TO CLASSES FOR THE SESSION 2019-20

| Sr. No. | Class | Subject | Student Strength | No. of Section | No. of periods per section | Total no. of periods | Total No. of Students in each composition/ practical group | No. of Groups | Period per group | Total No. of Practical/ composition periods | Total periods of Col. No. 7 & 11 | No. of staff in position | Period Covered | Period Uncovered | Additional Requirement | Discussed with the Principal Yes/No. |
|---------|-------|---------|------------------|----------------|----------------------------|----------------------|--|---------------|------------------|---|----------------------------------|--------------------------|----------------|------------------|------------------------|--------------------------------------|
| 1       | 2     | 3       | 4                | 5              | 6                          | 7                    | 8  | 9             | 10               | 11  | 12                               | 13                       | 14             | 15               | 16                     | 17                                   |

B. NI H.Sc 60 1 6 6 20 3 6 6  $6 \times 3 = 18$   $6 + 18 = 24$  One 24 — Nil

B. N II H.Sc 78 2 6 12 15 5 6 6  $6 \times 5 = 30$   $12 + 30 = 42$  One 21 21 } One Required

B. N III H.Sc 74 2 6 12 15 5 6 6  $6 \times 5 = 30$   $12 + 30 = 42$  One 21 21 } Total No. Periods = 114

One Regular  
Three Guest Faculty

Economics (U.G & P.G)  
Work-load (2019-20)

| <u>Name</u>      | <u>Debit-</u>     | <u>Periods</u>          |
|------------------|-------------------|-------------------------|
| 1. Dr. Remu      | P.G (5)           | $5 \times 6 = 30$       |
| 2. Mrs Manju     | U.G (5)           | $5 \times 6 = 30$       |
| 3. Mrs Manju Bai | P.G (5)           | $5 \times 6 = 30$       |
| 4. Mrs Anu       | P.G (5) + U.G (1) | $17(P.G) + 6(U.G) = 23$ |

Remu

Dr. Remu

H.O.D Deptt of Economics

Seen  
Rupky  
5.9.2019

2019-20.

|          | <u>Economics</u>    | <u>U.G</u> |         |               |
|----------|---------------------|------------|---------|---------------|
|          | Per Period Students | X          | Periods | Total Student |
| B.A I -  | 58                  | X          | 2       | = 116         |
| B.A II - | 61                  | X          | 2       | = 122         |
| B.A III  | 52                  | X          | 2       | = 104         |

Total Periods -  $6 \times 6 = 36$ .

M.A. Economics (P.G)

I sem -  $6 \frac{1}{2}$  Periods +  $\frac{1}{2}$  Eng

II sem -  $7 \frac{1}{2}$  Periods

14 Periods

$14 \times 6 = 84$

U.G = 6

P.G = 14

20 Periods

Workload for the session (2018-2019) P.G. (English)

Subjects No. of sections No. of periods Total periods

English (7) 01 7 42

workload (2019-20)  
B.Sc Computer Science

| <u>Class</u> | <u>Theory/Practical</u> | <u>Group</u> | <u>Lecture in a week</u> | <u>Total Lecture</u> |
|--------------|-------------------------|--------------|--------------------------|----------------------|
| B.Sc Ist     | Theory                  | 1            | 6                        | 6                    |
|              | Practical               | 2            | 12                       | 12                   |
| B.Sc IInd    | Theory                  | 1            | 6                        | 6                    |
|              | Practical               | 2            | 12                       | 12                   |
| B.Sc IInd rd | Theory                  | 1            | 6                        | 6                    |
|              | Practical               | 2            | 12                       | 12                   |
|              |                         |              |                          | <hr/>                |
|              |                         |              |                          | 54                   |

Total Lecture in a week = 54  
Requirement = 2

Estimated workload for the session (2018-2020) P.G. (English)

| Sr. No. | Class         | Subjects        | No. of sections | No. of Periods | Total Periods |
|---------|---------------|-----------------|-----------------|----------------|---------------|
| 1.      | M.A. Previous | English (7)     | 01              | 7              | 42            |
| 2.      | M.A. Final    | (7) English     | 1               | 7              | 42            |
| 3.      | M.A. Previous | Economics (1.5) | 1               | 1.5            | 9             |
| 4.      | M.A. Previous | Maths (0.1)     | 0.1             | 0.5            | 03            |

Total No. of Periods = 96

Requirements of Teachers = 6



Estimated Work load for the session (2019-20) U.G [ENGLISH]

| Sr. No. | Class   | Subject | Student's Strength | No. of Sections | No. of Periods per section | Total No. of periods |
|---------|---------|---------|--------------------|-----------------|----------------------------|----------------------|
| 1.      | B.A III | English | 480                | 6               | 8                          | 48                   |
| 2.      | B.A III | English | 500                | 7               | 8                          | 56                   |
| 3.      | B.A I   | English | 560                | 7               |                            |                      |
| 4.      | B.Sc.   | English | 120                | 2               | 6                          | 12                   |

Total No. of periods - 180

Periods covered - 96

Periods uncovered - 84

Teacher Requirement - 04

1<sup>st</sup> at. Physics Department (2019-20)

Work-Load of Physics Department

Session (2019-20)

| <u>Lecturer Name</u> | <u>Lecture Per day</u> | <u>Lecture Per week</u> |
|----------------------|------------------------|-------------------------|
| Ms. Jyoti            | 5                      | 30                      |
| Ms Babita            | 5                      | 30                      |
| Ms. Indu Vasishtha.  | 3.5                    | 21                      |
| Ms. Sanoj            | 3.5                    | 21                      |

Work-load of Physics Department (2019-20)

| <u>Theory</u> | <u>Practical</u> | <u>Total Period</u> | <u>Covered by Permanent Staff</u> | <u>Uncovered Rg</u> |
|---------------|------------------|---------------------|-----------------------------------|---------------------|
| 36            | 126              | 162                 | 60                                | 102                 |

Requirements - 4 lectures

Notes