

# SGC



**SARADHA  
GANGADHARAN  
COLLEGE**

# NAAC II Cycle SSR 2020 - 2021

## Work load 2016-2021

1. Curricular Aspects
  - 1.1 Curricular Planning and Implementation


odd 2016


**Appendix – E**  
Department of Mathematics  
Staff Workload -Subject- Wise/Year- Wise  
Odd Semester (2016-17)

Classes	Total work load as per syllabus			Workload to be allotted to teacher as per UGC/University norms	Excess/Less workload, if any		
	No.of Papers	Hours/Week	Total				
<b>Course: B.Sc Mathematics</b>							
I Year	3	6	18	16	13 hours Excess		
II Year	3	6	18				
III Year	4+1*	6	24				
<b>Allied Subjects:</b>							
<b>Department: Computer Science</b>							
I B.Sc (CS)	1	5	5				
I B.Sc (IT)	1	5	5				
I BCA	1	5	5				
II BCA	1	5	5				
II BSC(CS)	1	5	5				
<b>Department: Commerce</b>							
II B.Com	1	6	6				
II B.Com(CS)	1	6	6				
I BBA	1	6	6				
I M.Com	1	6	6				
<b>Department: Physics</b>							
I B.Sc (Physics)	1	6	6				
<b>Department : M.Sc Mathematics</b>							
I&II year			22				
<b>The total workload for the department</b>			137				

Total Work Load as per Syllabus	:137
Number of Staff required as per Norms	:137/16=8.5625
Number of Existing Staff	:7+1(Part time)
Work Load to be assigned to the Existing Staff	:131
Work load to be assigned to the part time staff	:6
From Department of Computer Science	:6
Existing Staff Work Load- Syllabus Work Load	:118-131=13 hours Extra

\*One Paper handled by department of Computer Science.

  
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 DR. M. GERDHA, M.Sc., M.Phil., Ph.D.  
 HEAD, (PG) DEPT. OF MATHEMATICS  
 SARADHA GANGADHARAN COLLEGE  
 PUDUCHERRY-605 004.

\*One Paper(Three Hours)handled by department of Computer Science.

**Appendix – E**

PG Department of Mathematics  
Staff Workload -Subject- Wise/Year- Wise  
Odd Semester (2016-17)

Subject	Year	Total Work load as per syllabus			Work load to be allotted to teacher as per UGC/University Norms	Actual work load allotted to the Existing staff	Excess/Less workload, if any
		No. of Papers	Hours/week	Total			
M.Sc	I	4	6 x 1	24	16	16	NIL
	II	5	6 x 1	30			
Total				54			

Total Work Load as per Syllabus : 54

Number of staff Required as per Norms :  $54/16 = 3.37$


Number of Existing Staff : 2

Work Load to be assigned to the Existing Staff:  $2 \times 16 = 32$  hours

The remaining hours of work is assigned to the

Staff from the UG Department of Mathematics : 22 hours

  
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**Appendix-E**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**STAFF WORKLOAD SUBJECT-WISE / YEAR-WISE**  
**EVEN SEMESTER (2016-2017)**

SUBJECT	YEAR	Total work load as per syllabus			Work load to be allotted to teacher as per UGC/University Norms	Actual work load allotted to the Existing staff	Excess/less workload, if any
		No. of Papers	Hours/Week	Total			
UG Course B.C.A	I	1	5	5	16	16	Excess 9 Hours
		1	4	4			
		*(P)2	3*2=6M	6*2=12			
	II	3	5	15			
		1	4	4			
		*(P)2	3*2=6M	6*2=12			
	III	3	5	15			
		*(P)1	1*3=3M	3*2=6			
		project	12	12			
	Allied for other Departments						
BBA	III	I	6	6			
BSc Maths	III	*(P)1	1*3=3M	3*2=6			
Total				97			

PG work load to be shared by UG staff : 4  
 PG work load for project to be shared by UG staff : 3 + 1  
 Total Work Load as per Syllabus :  $104 = 97 + 8$   
 Number of Staff Required as per Norms :  $104/16 = 6.5$   
 Number of Existing Staff : 6  
 Work load to be assigned to the existing Staff :  $6 * 16 = 96$   
 Existing Staff Work Load – Syllabus Work Load :  $96 - 104 = 8$   
**# The Excess work load is shared by the existing staff.**  
 \*For each practical class manner are calculated based on the student's strength.

Class	I yr	II yr	III yr	IIYr(Maths)
*Practical Paper:	2(6 hrs)	2(6 hrs)	1(3 hrs)	1(3 hrs)
**Man Hours :	12	12	6	6

  
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Appendix-E

Department of Commerce  
Staff Workload – Subject – Wise/Year – Wise  
ODD SEMESTER (2017-18)  
(3<sup>rd</sup>, 2nd Year Old Pattern, 1<sup>st</sup> Year CBCS)

Sl. No	Subject	Year	Total Workload as per syllabus			Workload to be Allotted to Teacher as UGC Norms	Actual workload Allotted to the Existing Staff	Excess/ Less Workload, If any
			No. of papers	Hours/ week	Total			
1	B.Com	I	2+1*	9+2*	20	16	14	Less 9 Hours
2	B.Com	II	3	6	18			
3	B.Com	III	4	6	24			
<b>TOTAL</b>					<b>62</b>	<b>16</b>	<b>14</b>	<b>9</b>

Syllabus workload = Total workload – (TCIL + Public Admit) = 62 – (5+2) = 55  
 Total work load as per syllabus (UG) : 55  
 Number of staffs required as per norms : 55/16= 3.4375  
 Number of existing staffs : 4  
 Work load to be assigned to the existing staffs : 4 x 16= 64  
 Existing staff work load - Syllabus work load : 64 – 55 = 9  
 No of Staff Requirement : Nil

\* Public Administration

**SARADHA GANGADHARAN COLLEGE**  
**DEPARTMENT OF COMMERCE**  
**Workload for Odd Semester 2017- 2018**

**WORKLOAD FOR ODD SEMESTER – 2017-2018(With CBCS)**

**I – B.Com – I Semester**

Sl. No	Title of the Paper	Subject Code	No. of Hours
1	Financial Accounting – I		7
2	Business Law		6
3	Public Administration		2
4	Add-on-Course		5
<b>Total</b>			<b>20</b>

**II – B.Com – III Semester**

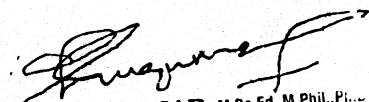
Sl. No	Title of the Paper	Subject Code	No. of Hours
1	Corporate Accounting – I		6
2	Cost Accounting		6
3	Company Law		6
<b>Total</b>			<b>18</b>

**III – B.Com – V Semester**

Sl. No	Title of the Paper	Subject Code	No. of Hours
1	Income Tax – I		6
2	Management Accounting – I		6
3	Principle of Marketing		6
4	Consumer Behaviour		6
<b>Total</b>			<b>24</b>

**TOTAL WORKLOAD**

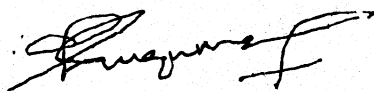
SL.NO	NAME OF THE STAFF MEMBERS	TOTAL HOURS
1	Dr. S. PANDURANGAN	13
2	Mr. S. SANKAR	14
3	Mrs. M.VIJAYALAKSHMI	14
4	Mrs. C. RADHA	14
<b>TOTAL</b>		<b>55</b>

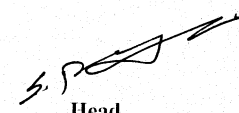
  
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**SARADHA GANGADHARAN COLLEGE**  
**DEPARTMENT OF COMMERCE**

Subjects Handled by each faculty – 2017-2018(Odd Semester) (With CBCS)

SL.NO	NAME OF THE STAFF MEMBERS	Class	Per Subject	Total Hours (Periods)
1	Dr. S. PANDURANGAN			
	Income Tax – I	III	6	13
	Cost Accounting	II	6	
	Financial Accounting	I	1	
2	Mr. S. SANKAR			
	Consumer Behaviour	III	6	14
	Corporate Accounting - I	II	4	
	Business Law	I	4	
3	Mrs. M.VIJAYALAKSHMI			
	Management Accounting – I	III	6	14
	Company Law	II	6	
	Business Law	I	2	
4	Mrs. C. RADHA			
	Principles of Marketing	III	6	14
	Financial Accounting	I	6	
	Corporate Accounting – I	II	2	
TOTAL				55

  
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Head  
Department of Commerce  
(Dr. S. Pandurangan)  
**Dr. S. PANDURANGAN**  
M.Com., M.Phil., M.F.M., B.Ed., Ph.D., SET  
ASSISTANT PROFESSOR  
Department of Commerce  
Saradha Gangadharan College,  
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**Saradha Gangadharan College**  
**Department of English**  
**Staff Workload for Main and Foundation Course**  
**Even Semester (2017-2018)**

Subject/ Course	Year	No.of Papers	Hours/ Week	Total	Work load per UGC norms	Actual Work Load Allotted to the Existing Staff	Excess/ less Work Load, if any
<b>Main &amp; Allied</b>					16	14	3hrs excess
B.A.. Eng. Lang.Lit.	I	2	9	18			
	II	3	6	18			
	III	5	6	30			
<b>Foundation Course</b>							
B.A.,Eng.Lang. Lit.	I	1	5	05			
B.Sc., Maths	I	1	5	05			
B.Sc., Physics	I	1	5	05			
B.Sc.,C.S.	I	1	5	05			
B.Sc., I.T.	I	1	5	05			
B.C.A.	I	1	5	05			
B.Com	I	1	5	05			
B.Com.C.S.	I	1	5	05			
B.B.A.	I	1	5	05			
B.A.,Eng.Lang	II	1	6	06			
B.SC., Maths	II	1	6	06			
B.Sc.,Phy.	II	1	6	06			
B.Sc., C.S.	II	1	5	05			
B.Sc., I.T.	II	1	5	05			
<b>Total</b>				<b>139</b>			

Work load as per syllabus: 139

No of Staff Required as per Norms:  $139/16=8.6$


No. of Existing Staff: 9 Regular+1(Part Time)


No. of hours handled by Part Time Staff:  $10 (139-10=129)$

Work Load assigned to the Existing Staff:  $129/9=14.3$

Syllabus Work Load- Existing Staff work load= $139-(14.3 \times 9+10)$   
 $= 139-128.7+10$   
 $=139-138.7=03$

No of staff to be appointed=Nil

  
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**Department of Computer Applications**

**Staff Workload – Subject – Wise/Year – Wise CBCS & Non –CBCS**  
**Odd Semester (June 2018- Dec 2018)**

Subject	Year	Total Work Load as per Syllabus			Workload to be allotted to teacher as per UGC/University Norms	Actual work load allotted to the Existing staff	Excess/Less Workload, if any			
		No. of Papers	Hours/Week	Total						
B.C.A	I	1	5	6	16	16	14 hours Excess			
		1	6	6						
		P(2)	2*3 = 6	6 * 2 = 12 M						
	II	1	4	4						
		1	4	4						
		1	5	5						
		1	5	5						
		P(2)	2*3 = 6	6 * 2 = 12 M						
		P(1)	1*2=2	2*2=4 M						
		III	1	4				4		
	4		5	20						
	P(2)		2*3 = 6	6 * 2 = 12 M						
	<b>TOTAL</b>							<b>94</b>		

Total Work Load as per Syllabus : 94 hrs.  
 Number of Staff Required as per Norms :  $94/16=5.875$   
 Number of Existing Staff : 5  
 Work Load to be assigned to the Existing Staff :  $5*16=80$   
 Existing Staff Work Load – Syllabus Work Load :  $80-94 = 14$   
 Excess : 14 hours  
 Staff Required : 1

  
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\*For each practical class man hours are calculated based on the student's strength.

Class	I yr	II yr	III yr
*Practical Paper :	2 (6 hrs)	2 (6 hrs) & 1(2 hrs)	2 (6 hrs)
**Man Hours :	12	12 & 4	12



### Appendix-E

Department of physics

Staff workload-subject- wise/year-wise

**Even semester (2018-19)**

Date: 26.11.18

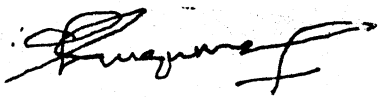
subject	Year	Total work load as per syllabus				Work load to be allotted to teacher as per UGC/ University Norms	Actual work load allotted to the existing staff	Excess / Less work load, if any
		No .of paper	Hours /week	Man hours	Total			
B.SC Physics	I	2	4		8	16	16	No Excess hour
		P(1)	4	4	8			
	II	2	4		8			
		P(1)	4	4	8			
	III	5	4		20			
		P(1)	10	10	20			
Total					72			

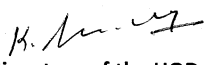
Total work Load as per syllabus : 72

Number of staff required as per norms :  $72/16 = 4.5$

Number of existing staff : 4 full time + 1 Visiting Faculty

Work load to be assigned to the existing staff : 16

  
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**Signature of the HOD**  
**HEAD OF THE DEPARTMENT**  
**DEPARTMENT OF PHYSICS**  
**SRI SARADHAGANGADHARAN COLLEGE**  
**VELURAMPET PUNDY - 605 004.**



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**Department of Computer Science**  
**Staff Workload – Subject – Wise/Year – Wise CBCS**  
**Odd Semester (June 2019- Dec 2019)**

Subject	Year	Total Work Load as per Syllabus			Workload to be allotted to teacher as per UGC/University Norms	Actual work load allotted to the Existing staff	Excess/Less Workload, if any				
		No. of Papers	Hours/Week	Total							
B.Sc. (CS)	I	2	5	10	16	16	No Excess 4 hrs excess				
		P(2)	2*4 = 8	8 * 2 = 16 M							
	II	3	4	12							
		1	3	3							
		1	1	1							
		P(2)	2*4 = 8	8 * 2 = 16 M							
		P(1)	4	4				8			
	III	1	3	3							
		P(2)	2 * 2 = 4	4 * 2 = 8 M							
		P(1)	1 * 4 = 4	4 * 2 = 8 M							
		P(1)	1 * 3 = 3	3 * 2 = 6 M							
		MPW	1 * 4 = 4	4							
	<b>OTHER DEPARTMENT</b>										
	MATHS	III	1	5				5			
			P(1)	1*4=4				2*4=8			
<b>TOTAL</b>				<b>118</b>							

Total Work Load as per Syllabus : 118 hrs.  
 Number of Staff Required as per Norms : 118/16=7.375  
 Number of Existing Staff : 7  
 Work Load to be assigned to the Existing Staff : 7\*16=112  
 Existing Staff Work Load – Syllabus Work Load : 112-118 = -4  
 Excess 4 hours

*(Signature)*  
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*(Signature)*  
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15-11-19

Department of Computer Applications  
WorkLoad - Academic year -2019-20 (EVEN SEMESTER)

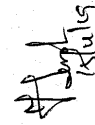
S.No.	Year	Main Theory		Main Practicals		Papers handled by other Departments				Total	Man hours Practicals	Total Workload
		No. of papers	Hours	No. of papers	Hours	Theory	Practicals	No. of Practicals	Hours			
1	I BCA	2	8	2	6	4	16	nil	nil	30	12	20
2	II BCA	4	16	4	9	1	5	nil	nil	30	18	34
3	III BCA	3	12	4 (3 Prac + 1 Proj)	18 (7 + 11)	nil	nil	nil	nil	30	25 (14+11)	37
4	III MATHS			1	4						8	8
			36		37 (26+11)						63 (52 + 11)	99

Total workload as per syllabus: 99  
 Number of staff required as per norms: 6  
 Number of Existing staff: 6

Others : Maths - 4  
 English - 5  
 Language - 5  
 EVS - 2  
 Fundamentals of Accountancy - 5



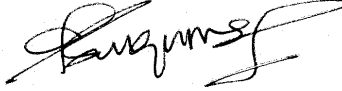
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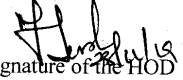


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 Head Dept. of Computer Applications  
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 Veerampat, Pondicherry - 605 004.

BCA - Details of Workload of the Department - DEC'19 - APRIL'20 (Even Semester)							
Name of the Staff	No. of hours / week	Class	Workload (Theory)		Workload (Practical)		Total
			Own Department	Other Department	Own Department	Other Department	
F. Jen0	5	III			5		16
	8	II	4		4		
	1	I			1		
	2	III Maths				2	
S. Roshnara Banu	6	III	1		5		16
	1	II			1		
	8	I	4		4		
	1	III Maths				1	
Prasad Koti	8	III	3		5		17
	9	II	4		5		
S. Sathya	9	III	4		5		17
	5	II	2		3		
	2	I			2		
	1	III Maths				1	
R. Duraga Devi	2	III			2		17
	10	II	6		4		
	1	I			1		
	4	III Maths				4	
M. Sangeetha	7	III	4		3		17
	1	II			1		
	9	I	5		4		
<b>GRAND TOTAL</b>							<b>100</b>

Date: 28.11.19

  
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 Signature of the HOD  
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 Head Dept. of Computer Applications  
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SARADHA GANGADHARAN COLLEGE												
WORK LOAD												
Academic year - 2020 - 2021( ODD Semester)												
Sl. No.	Year	Main Theory		Main Practicals		Papers handled by other Departments				Total	Man hours Practicals	Total Workload
		No. of Papers	Hours	No. of Papers	Hours	Theory		Practicals				
						No. of papers	Hours	No. of Practicals	Hours			
1	FIRST	2	19			1(PUBLIC ADMINISTRATION)	2					21
2	FIRST	-	-			1(LANG)	4					4
3	FIRST	-	-			1(ENGLISH)	5					5
4	SECOND	4	30									30
5	THIRD	3	21			1(ECONOMICS)	5					22
6	THIRD	-	-			1(COMPUTER)	4					8
7												
8												
	TOTAL	9	70				5	20				90
Outsourcing to		BBA	6									
Workload for the Department			70									
TOTAL			76									
a)	Total Work Load as per syllabus											76
b)	Number of staff required as per norms (76/16)											4.75
c)	Number of Existing Staff											5
d)	Work load to be assigned to the existing staff(5x16)											80
e)	Existing staff work load-Syllabus work load (80-76)											4

QAF 015



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**PUDUCHERRY- 605 004**



**Dr. K. MADANE, M.Com., M.Phil., Ph.D., M.B.A.**  
**HEAD DEPARTMENT OF CORPORATE SECRETARY SHIP**  
**SARADHA GANGADHARAN COLLEGE**  
**PUDUCHERRY - 605 004**







