



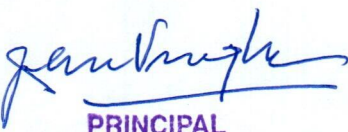
1.1.1 Workload Committee Meetings and Infrastructural Facilities and I.C.T tools in the College

**PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007**





Workload Committee Meetings


**PRINCIPAL
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On 6 June 2017 at 09:13, Mahesh Gopalan <maheshgopalan@ststephens.edu> wrote:

Dear Mr. Grewal,

The college workload committee has examined the workload requirements of the Economics Department for the academic semester beginning July 2017.

We have strictly followed the decisions taken in the last meeting of the principal, heads of departments and the workload committee where it was agreed that courses with less than ten students would not be offered. We have since then circulated GE, SEC and DSE options to students in BA Program and BA Honors in the last few weeks. Almost 85-90% of the students have responded and have exercised their preferences for various courses. We have also included this data when examining the requirements of your department. On the basis of these responses we have classified the various electives into three categories.

- 1 Courses which have 10 or more students
- 2 Courses which have between 6 and 9 students (there is 2 such course in Economics)
- 3 Courses which have 5 and less

We feel that there is a good possibility that courses in category 2 will become viable after college reopens and more students sign up. While the same cannot be easily said for courses in category 3. At the same time, we have used 1st year student preferences from July 2016 to project possible choices of the new batch of students who will join in July 2017. Though the GE option for 1st year students will be kept open till after college reopens, you will be permitted to run the course only if there are 10 or more students. Thus when calculating the faculty requirements of all departments (as in the spread sheet attached with this email) we have excluded courses which fall under category 2 (orange) and 3 (red).

Based on the above parameters we have revised the requirements for additional faculty. The Department of Economics has a total teaching workload of 158 hours of which the existing faculty strength of 8 can teach 126 hours. This leaves you with an additional 32 hours for which the workload committee after a meeting with the principal recommend that you are eligible for 2 adhoc positions (above the traditional strength of 8).

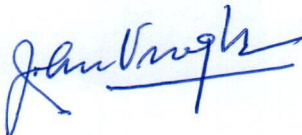
On behalf of the workload committee I request you to examine the data provided and revert back to us if you have any queries or if you concur with the analysis offered by the committee.

On behalf of the workload committee

Best Wishes,

Dr. Mahesh Gopalan

&
Dr. Vibha Sharma
Dr. Leema Mohan


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On Tue, Jun 6, 2017 at 9:15 AM, Maheesh Gopalan <maheeshgopalan@ststephens.edu> wrote:
Dear Dr. Gabriel,

The college workload committee has examined the workload requirements of the English Department for the academic semester beginning July 2017.

We have strictly followed the decisions taken in the last meeting of the principal, heads of departments and the workload committee where it was agreed that courses with less than ten students would not be offered. We have since then circulated GE, SEC and DSE options to students in BA Program and BA Honors in the last few weeks. Almost 85-90% of the students have responded and have exercised their preferences for various courses. We have also included this data when examining the requirements of your department. On the basis of these responses we have classified the various electives into three categories.

- 1 Courses which have 10 or more students
- 2 Courses which have between 6 and 9 students (there is 3 such course in English)
- 3 Courses which have 5 and less

We feel that there is a good possibility that courses in category 2 will become viable after college reopens and more students sign up. While the same cannot be easily said for courses in category 3. At the same time, we have used 1st year student preferences from July 2016 to project possible choices of the new batch of students who will join in July 2017. Though the GE option for 1st year students will be kept open till after college reopens, you will be permitted to run the course only if there are 10 or more students. Thus when calculating the faculty requirements of all departments (as in the spread sheet attached with this email) we have excluded courses which fall under category 2 (orange) and 3 (red).

Based on the above parameters we have revised the requirements for additional faculty. The Department of English has a total teaching workload of 139 hours of which the existing faculty strength of 9 can teach 142 hours. This leaves you with a deficit of -3 hours for which the workload committee after a meeting with the principal recommends that you are not eligible for additional adhoc positions (above the traditional strength of 9). However one adhoc position above the sanctioned strength will be approved only on condition that more than 10 students opt for GE and SEC courses offered by the english department as highlighted in category 2 or/and in the 1st year Honors GE course. This will be considered after college reopens.

On behalf of the workload committee I request you to examine the data provided and revert back to us if you have any queries or if you concur with the analysis offered by the committee.

On behalf of the workload committee

Best Wishes,

Dr. Maheesh Gopalan
&
Dr. Vibha Sharma
Dr. Leema Mohan

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From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: workload
Date: 19 November 2017 at 12:19 PM
To: leemamohan@yahoo.com, Vibha Sharma vibhasharmastephens@hotmail.com

M

Dear Leema and Vibha,

Please find attached a copy of the workload of various departments in college. Our task is simpler this time as there will be no new recruitment of Ad Hoc's in college this semester. Departments were asked to prepare their workload based on the existing strength (traditional strength + additional faculty as of July 2017). I was wondering if you could cross check and verify the workload of the departments. You could split sciences (Physics, Chemistry, Mathematics, Computers) and Humanities (Political Science, Economics, History, Philosophy, Hindi, Urdu). Also Leema, can you in addition to either humanities/sciences also look at English (since you are familiar with the issues in their workload).

I have in the meanwhile prepared a list of optional GE and SEC papers that are available for students to select from. The process has already begun and we will hopefully have that data by the end of next week. I have also attached the list of courses below.

I have also had a discussion with kaush and we are developing a online form which can be filled by each department. This will include fields like

1. Department
2. Course name (honors/program)
3. Unique paper code
4. Title of paper & Semester
5. Category (Discipline, DSE, GE, SEC)
6. Number of classes/tutorials/practicals
7. Name of teacher.

After entering the data, the system would automatically create a spreadsheet. Which can be used by the workload committee. The data like exact name of course, UPC, teacher etc will also be used for internal assessment and attendance. Is there thing else that you think should be included in the form?

We will try to have this ready in the next two weeks so that departments can send us their final workload (after elimination of courses) for the January semester using this form.

Once we begin to archive this data we can circulate the data for corresponding semesters to departments asking them to verify the data (for any given new semester) and to make the necessary modifications where necessary (in case there is a change in course and teacher). If put in place it will hopefully make everyones work easier after July 2018.

Regards

Mahesh

PS. I will try and get the department of Sanskrit workload



Hindi workload
Jan 20....pages



BSc (P)CompSc
Worklo...mbers



Chemistry
Worklo...mbers



English
Worklo...mbers



History Dept
Worklo...18.pdf



Mathematics
Worklo....pages



Economics
Worklo...mbers



English
Worklo...mbers

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From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Department of Computer Science: Verified workload July 2018
Date: 19 May 2018 at 11:04 AM
To: Sunita Prasher sprasher2011@yahoo.com
Cc: Principal St. Stephen's College principal@ststephens.edu, Vibha Sharma vibhasharmastephens@hotmail.com, leema mohan leemamohan@yahoo.com

M

Dear Dr. Prasher,

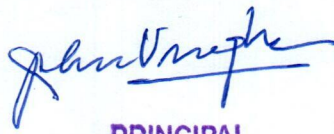
The workload committee has examined the departmental workload and completed its consultation with the principal. It has been decided to recommend one ad-hoc and one guest positions for the department of computer science. You can now decide on course allocations and begin preliminary work for the preparation of the time table.

Best Wishes

Dr. Mahesh Gopalan
(On behalf of the workload committee)



Comp Sci Deptt
Worklo...2.xlsx


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From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Department of Mathematics: Verified workload July 2018
Date: 19 May 2018 at 11:07 AM
To: Radha Mohan radhamohan@vsnl.com
Cc: Principal St. Stephen's College principal@ststephens.edu, leema mohan leemamohan@yahoo.com, Vibha Sharma vibhasharmastephens@hotmail.com



Dear Dr. Mohan,

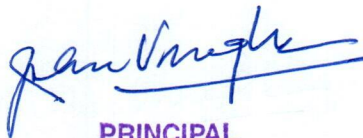
The workload committee has examined the departmental workload and completed its consultation with the principal. It has been decided to recommend three ad-hoc positions for the department of mathematics (above your traditional strength). You can now decide on course allocations and begin preliminary work for the preparation of the time table.

Best Wishes

Dr. Mahesh Gopalan
(On behalf of the workload committee)



Mathematics
Deptt...8 1.xlsx


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From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Notes from the workload committee meeting
Date: 23 May 2018 at 9:09 AM
To: Principal St. Stephen's College principal@ststephens.edu

M

Dear Sir,

I have attached the workload of all departments. The tab titled workload is a compilation of all departmental workloads. It also has a comparison from 2017. The decisions of the workload committee meeting are indicated in the brackets under the column Ad Hoc/Guest.

In the case of chemistry, their workload required 3 additional adhoc, but we decided to reduce it by 1. So they now have 2 adhoc and 1 guest.

Similar changes were made to the requirements of Mathematics, Political Science and Sanskrit, where we have reduced their strength by 1 additional adhoc.

In the case of Mathematics and Chemistry, we also took into account the fact that there are special requirements. Mathematics is compulsory for science courses which naturally increases the departments teaching requirements. Similarly in the case of Chemistry, the requirement to teach the EVS course to the entire college also increases their workload.

These two departments have already made adjustments to their workloads and are absorbing additional teaching hours. The reduction of 1 adhoc each will add to this burden (by an additional 16 hours), which is why we agreed to offer them 2 guests (in the case of Mathematics) and 1 guest (in the case of Chemistry). This will help them further adjust the additional workload.

Warm Regards

Mahesh Gopalan



Deptwise_Workload_O...18.xlsx

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From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Physics workload July 2018
Date: 10 May 2018 at 7:31 PM
To: Jacob Cherian jacob1.cherian@gmail.com
Cc: Principal St. Stephen's College principal@ststephens.edu, Vibha Sharma vibhasharmastephens@hotmail.com, leema mohan leemamohan@yahoo.com



Dear Dr. Jacob Cherian,

On behalf of the workload committee I would like to request you to prepare the workload of your department for the semester starting July-November 2018. In order to simplify this exercise, a copy of tentative workload for your department (from July 2017) is attached herewith. The student preference for the GE and SEC courses offered by your department are also attached. Please make the necessary changes - additions, deletions and modifications based on what your department is offering in July 2018.

The minimum number of students for GE courses in honors is 10 and for SEC and GE courses in BSc and BA Program courses is 8. Courses in with 9 or less than nine (for GE) and 7 or less than seven students (for SEC) should not be considered when preparing the workload. There might be a few changes in the number of students in the BSc program GE and SEC courses which will be communicated later.

I request you to return the excel spreadsheet by Wednesday 16/05/2018. Please email the workload to my email id maheshgopalan@ststephens.edu and copy the same to the Principal at principal@ststephens.edu.

Best Wishes

Dr. Mahesh Gopalan
On behalf of the workload committee



Physics
Deptt_...17.xlsx



Physics GE/SEC
2018.docx

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From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Workload January 2018
Date: 15 November 2018 at 8:40 PM
To: Sanjay Rao Ayde aydesanjayrao@gmail.com
Cc: Principal St. Stephen's College principal@ststephens.edu, Vibha Sharma vibhasharmastephens@hotmail.com, leema mohan leemamohan@yahoo.com



Dear Mr. Ayde,

On behalf of the workload committee I would like to request you to prepare the workload of your department for the semester starting January-May 2019. In order to simplify this exercise, a copy of your department workload from January 2018 has been attached with this email. The student preference for the GE and SEC courses offered by your department are copied below.

Please make the necessary changes - additions, deletions and modifications based on what your department is offering in January 2019.

I request you to return the excel spreadsheet by Friday 23/11/2018. Please email the workload to my email id maheshgopalan@ststephens.edu and copy the same to the Principal at principal@ststephens.edu.

Best Wishes

Dr. Mahesh Gopalan
On behalf of the workload committee

BA/B.Sc (Honors) GE (I year)
Political Science: Understanding Ambedkar (51 students)

BA/B.Sc (Honors) GE (II year)
Political Science: Politics of Globalization (35 students)

BA (Program) GE (III year)
Political Science: ~~Human Rights, Gender and Environment (3)~~

BA (Program) SEC (II Year)
Political Science: Peace and Conflict Resolution (16 students)

BA (Program) SEC (III Year)
Political Science: ~~Public Opinion and Survey Research (4 students)~~



Political Science
Januar...18.xlsx

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From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Workload for January 2019
Date: 15 November 2018 at 8:58 PM
To: dr.shamimahmed@yahoo.com
Cc: Principal St. Stephen's College principal@ststephens.edu, Vibha Sharma vibhasharmastephens@hotmail.com, leema mohan leemamohan@yahoo.com

M

Dear Dr. Ahmed,

On behalf of the workload committee I would like to request you to prepare the workload of your department for the semester starting January-May 2019. In order to simplify this exercise, a copy of your department workload from January 2018 has been attached with this email.

Please make the necessary changes - additions, deletions and modifications based on what your department is offering in January 2019.

I request you to return the excel spreadsheet by Friday 23/11/2018. Please email the workload to my email id maheshgopalan@ststephens.edu and copy the same to the Principal at principal@ststephens.edu.

Best Wishes

Dr. Mahesh Gopalan
On behalf of the workload committee

BA Program/GE III

Urdu: Special Study of a Poet, Nazeer Arbar Abadi (3 students)



Urdu & Persian
worklb...18.xlsx

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From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Final workload January 2019
Date: 28 November 2018 at 9:57 PM
To: Shabnam Johry shabnamjohry@gmail.com
Cc: Principal St. Stephen's College principal@ststephens.edu, vibha.sharma@ststephens.edu



Dear Dr. Johry,

Please find attached with this email the final workload for the department of Chemistry for the semester commencing January 2019. The workload committee has examined and approved this workload. Based on its study, the committee had recommended the continuation of two adhoc faculty above the sanctioned strength of the department of Chemistry.

Thanking you

Yours sincerely

Dr. Mahesh Gopalan
(On behalf of the workload committee)



Chemistry_Workload Ja...19.xlsx

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DELHI-110007**





From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Workload: Department of Sanskrit July 2019
Date: 18 May 2019 at 6:32 PM
To: Ashutosh Mathur adm.ststephens@gmail.com
Cc: Principal St. Stephen's College principal@ststephens.edu, vibha sharma vibha.sharma@ststephens.edu

M

Dear Dr. Mathur,

Please find attached a copy of the revised workload of the Department of Sanskrit for the semester starting July 2019.

As discussed in our last meeting the workload committee has recommended one Adhoc (in addition to the departments traditional strength of 3) for the forthcoming semester starting in July 2019.

Best Wishes

Dr. Mahesh Gopalan
(On Behalf of the Workload Committee)



Sanskrit
Deptt_...19.xlsx

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From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Workload: Department of History, July 2019
Date: 16 May 2019 at 6:34 AM
To: Malay Neerav malayneerav@gmail.com
Cc: Principal St. Stephen's College principal@ststephens.edu, vibha sharma vibha.sharma@ststephens.edu

M

Dear Dr. Malay Neerav,

Please find attached a copy of the revised workload of the Department of History for the semester starting July 2019.

As discussed in our last meeting the workload committee has recommended two Adhoc lecturers (in addition to the departments traditional strength of 8) for the forthcoming semester starting in July 2019.

Best Wishes

Dr. Mahesh Gopalan
(On Behalf of the Workload Committee)



History
Deptt_...19.xlsx

**PRINCIPAL
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From: Maresh Gopalan maheshgopalan@ststephens.edu
Subject: Departmental workload excel spreadsheets
Date: 28 November 2018 at 10:11 PM
To: Principal St. Stephen's College principal@ststephens.edu



Dear Sir,

I have attached four documents pertaining to the workload under the CBCS system. Of these I have already given you a printout of three documents. The Workload Master is the detailed workload calculations for the forthcoming semester in January 2019.

I also realized that we should consider the fact that once promotions are made (hopefully in 2019) and many of our colleagues become associate professors, there would be renewed requests from various departments for additional faculty. This is because associate Professors have to work for 14 hrs and Assistant Professors for 16 hrs.

This would mean that our requirement of 99 faculty for running the CBCS can increase to 110. This is something that we need to consider when making our request to the UGC for additional faculty.

Thanking You

Yours Sincerely

Maresh Gopalan



WORKLOAD
Master.xlsx



Workload
Januar...nal.xlsx



workload
2019.xlsx



Faculty
require...CS.xlsx

**PRINCIPAL
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DELHI-110007**





From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Concerns about delay in notification of LOCF Syllabus
Date: 7 August 2019 at 12:44 PM
To: Principal St. Stephen's College principal@ststephens.edu

M

Dear Sir,

I have heard that you are considering writing a letter to the university about the delay in notifying the syllabus for History, English and Political Science. I have shared some of my concerns with the head of the history department and my colleagues. They will probably communicate our collective concerns after today's meeting. But apart from the concerns that will be raised by the departments, I wanted to share with you some of the administrative issues that have arisen because of this delay. These are issues related to implementation of the CBCS/LOCF and departmental workload. I have listed out some of these points below and hope these will be useful when you draft your letter.

Sir, I think it might be a good idea to copy your letter to the heads of the concerned university departments or to send a modified letter to the concerned university heads asking them to resolve this issue at the earliest.

Yours Sincerely
Mahesh Gopalan

The Administrative issues which could be raised in the letter,

1. The absence of a detailed syllabus will undermine important objectives of an extensively planned teaching process outlined in the LOCF. This delay will force teachers to rush through lectures on certain topics. We have already lost 2 weeks of a total of 14 weeks and such time constraints will deprive teachers of the opportunity to constructively engage with the students and the discipline within the class room. This will undermine the LOCF from day 1.

2. Unlike the older annual and semester systems, the CBCS has a complex structure, with Discipline Core, Discipline Elective, Skill Enhancement and Generic Elective courses. In a competitive world like the one we live in today students carefully plan their electives (GE, SEC and DSE) ideally like to balance their study with a mix of difficult and easy courses.

But for this the students need to be aware (and teachers ought to be in a position to advise the students) of the entire syllabus (not just the syllabus for the first year).

3. The absence of a detailed course structure/syllabus has held up the process wherein students can select their GE courses in the first semester. This has disrupted the academic work of not just a few departments but all departments in the college.

4. It is essential for us to have an officially notified syllabus (for all three years) because many departments have introduced new optional papers and this needs to be communicated to the students.

For the students to make an informed decision they need to be aware of the choices before them in the second and third year of their undergraduate study. Any new sequence / schedule of optional papers is bound to impact student choices / preferences. This in turn will determine the number of students opting for courses in any particular department for a given semester. In a way also determining if certain optional papers are viable or not, thus impacting the teaching options before teachers and their workload.

5. As far as administering departments are concerned, the absence of a notified list of courses will affect departmental workloads over the next few semesters. Teachers will also need to carefully study the list of courses that can now be offered in each semester so as to balance their workload.

The failure to notify the syllabus (which could contain a new sequence / schedule of courses) has the potential to disrupt the academic/teaching schedule of many of our colleagues. This in turn will disrupt the teaching learning process for more than one year.

6. The absence of a notified syllabus will impact the proper functioning of the BA program course. Political Science and History have traditionally been very popular choices for students in BA Program. The absence of a syllabus for both these courses is creating issues for the students.

7. The delay in notifying the syllabus for BA Honors and BA Program will not only have an adverse impact on the academic engagement in particular departments, but it will also impact all departments in the college. It can potentially scar the students for the coming three years and will discourage many from seriously engaging with the Learning Outcome based Curriculum Framework (LOCF) being introduced this year.

8. In all this delay is hindering the proper working / implementation of the undergraduate program.

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From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Workload Committee recommendations for semester beginning January 2020
Date: 1 December 2019 at 8:38 PM
To: Principal St. Stephen's College principal@ststephens.edu

M

Dear Sir,

I have attached a copy of the consolidated workload of various departments for the semester beginning January 2020.

The highlights of our discussion:

In most instances the requirements of the departments and the proposal committee remain the same as last semester.

With regard to the Department of,

Physics: there are a few changes that the committee proposes in the strength of the practical classes. This brings down the projected number of working hours from 206 to 197. In comparison to last semester the committee recommends only one ad hoc for the department, as against to one ad hoc and guest last semester.

English: the committee has sought to flag a few concerns about the department workload. There are two BA program courses, the SEC paper, *Soft Skills* and the GE paper, *Readings on Indian Diversity and Literary Movements*, both these papers do not have the necessary quorum of students (only 2 and 3 students have shown interest in these papers). In addition, the department plans to offer two SEC papers to the BA (H) English. In order to maintain uniformity and parity, in keeping with the rules that govern all departments (minimum of 8 students for a BA program optional paper and departments being permitted only 1 SEC paper for Honors). The committee has not included these courses when considering the workload of the department. These and other corrections in the calculation has brought the departments workload down from 151 (as suggested by the department) to 137. The department has a deficit of -21 teaching hrs when a traditional faculty strength of 10 is considered.

Hindi: as compared to the last semester the department needs to necessarily offer MIL papers to the entire college. These courses alone are sufficient to meet the teaching workload requirements of the department. The committee thus recommends only one guest lecturer for the department in addition to the existing two faculty positions (based on traditional strength). We have suggested that the GE and SEC papers be dropped unless the department is willing to adjust these teaching hours with the recommended faculty positions.

Philosophy: the recommendations for the department are the same as last semester. We have not included the MIL (in lieu of language) paper when considering the departments workload and the BA Program SEC paper, Yoga Philosophy has been dropped because no student has shown interest in the paper. We thus recommend that in addition to the traditional strength of 4 the department be assigned one additional ad hoc position.

Sir, I also wanted to draw your attention to the fact that while other colleges and universities have expanded because of OBC reservation (with regard to financial resources and teaching positions) in the last few years. We have not received any benefit, on account of being a minority institution. This has made it even more difficult for us to cope with the additional academic requirements under the CBCS. In the last 4 years, we have managed with our meagre resources and courtesy the system of appointing ad hoc teachers. I request that we intensify our efforts to augment the total number of teaching positions, this will make us less reliant on ad hoc teachers by increasing the number of permanent faculty in all departments. In the long run this will be of crucial support and help us weather the vagaries of reform and periodic policy changes imposed on us.

Yours Sincerely

Mahesh Gopalan



WORKLOAD
JANUA...20.xlsx

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Workload date for the semester beginning January 2020
Date: 19 November 2019 at 11:06 AM
To: Ashutosh Mathur adm.ststephens@gmail.com, Shabnam Johry shabnamjohry@gmail.com, Malay Neerav malayneerav@gmail.com, Sunita Prasher sprasher2011@gmail.com, Ajay Ranjan Tripathi ajayrt26@yahoo.com, Karen Gabriel gabriel.karen@gmail.com, Sanjay Rao Ayde aydesanjayrao@gmail.com, Dr. Jacob Cherian jacob1.cherian@gmail.com, sonia davar soniadavar@rediffmail.com, Poonam Kalra poonam.kalra@ststephens.edu, Shamim Ahmed dr.shamimahmed@yahoo.com, sushant kumar chakravorty skchakravorty@gmail.com
Cc: Principal St. Stephen's College principal@ststephens.edu

Dear Colleagues,

The student preferences for the GE and SEC courses offered by the various Departments for the academic semester beginning January 2020 have been collated and the details are listed in the attachment below. Please note that, BA Program courses with less than 8 students and Honors GE courses with less than 10 students are not being considered.

I request you to please incorporate these details and prepare your department workload which can then be studied by the college workload committee.

You are requested to email your department workload by November 25th, 2019 to the principal and also copy the same to me.

Best Wishes

Mahesh Gopalan



GE SEC January
2020.pdf

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





From: Mahesh Gopalan maheshgopalan@ststephens.edu
Subject: Workload for semesters I, II, IV & VI
Date: 30 December 2020 at 1:52 PM
To: Principal St. Stephen's College principal@ststephens.edu
Cc: Vibha Sharma vibha.sharma@ststephens.edu, leema mohan leemamohan@yahoo.com



Dear Sir,

The workload committee has received the workload from all departments. The workload forwarded seems to be similar to what departments have shown in the last few semesters. We did not find any major discrepancies in the departmental workloads. The only issue is with regard to ad hoc positions being filled by guests. This is making it difficult for departments to allocate work and also absorb surplus workload. The academic and teaching demands on departments in the coming semesters will amplify these difficulties. This is an immediate problem for the departments of Hindi, Mathematics and Philosophy.

Since ad hoc appointments are being made in other Colleges, we recommend that we resume appointing ad hoc (instead of guest) faculty where required.

In addition large departments like Economics and History which also require an additional ad hoc positions are currently adjusting their additional workload with a guest position. But with the expected implementation of the New Education Policy (NEP) from the next academic year and the introduction of a four undergraduate program these departments will necessarily require an ad hoc instead of a guest. We thought that we should propose that that the College consider assigning an ad hoc each to these departments this semester to help them cope with the current demand of overlapping semesters and also prepare for the four year under graduate programme. We have included this in our recommendation and leaving it for our formal meeting with you before a final decision is taken.

In addition we also suggest that the science departments make necessary adjustments to their practical workload and assign two teachers for practicals instead of three (especially when teaching in an online mode). This will help us rationalize the teaching workload across all science departments. Such an exercise will also be helpful for departments who will need to begin preparing for changes starting in August 2021.

I have attached a copy of the consolidated workload. The tab even and odd semester workload will give you a sense of the department allocations in the last few semesters.

On behalf of the workload committee

Warm Regards

Mahesh Gopalan



WORKLOAD_Ja
n-May 2021.xlsx

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





From: Principal St. Stephen's College principal@ststephens.edu

Subject: Workload, timetable and related matters for online teaching

Date: 8 August 2020 at 1:02 PM

To: Karen Gabriel gabriel.karen@gmail.com, Sanjay Rao Ayde aydesanjayrao@gmail.com, Shabnam Johry shabnamjohry@gmail.com, Jacob Cherian jacob1.cherian@gmail.com, Ashutosh Mathur adm.ststephens@gmail.com, ajay tripathi ajayrt26@yahoo.com, Prashanto Chatterjee chatterjee.prashanto9@gmail.com, Malay Neerav malayneerav@gmail.com, sushant kumar chakravorty skchakravorty@gmail.com, SHAMIM AHMED dr.shamimahmed@yahoo.com, Radha Mohan radhamohan1965@gmail.com, Sunita Prasher sprasher2011@yahoo.com, Sanjeev Grewal sanjeevgrewal@gmail.com

Cc: RENISH ABRAHAM bursar@ststephens.edu, Vibha Sharma vibha.sharma@ststephens.edu, kashif ahmed kashifhrc@gmail.com, Mahesh Gopalan maheshgopalan@ststephens.edu, leema mohan leemamohan@yahoo.com, Geetanjali Sethi getsethi@ststephens.edu, Annu Malhotra annu.malhotra@yahoo.com

Dear Colleagues,
Greetings again.

I wish you and your families well even as we get ready for online teaching from 10th August onwards. Here is some important information for all of us. Detailed information is provided in the attached documents.

- I have had a series of meetings with the Workload Committee, Kashif - representing the Timetable Committee and another meeting with the Dean, Academics, Senior Tutor, HoDs of Physics and Chemistry along with the Bursar to discuss and evolve ways for a practical way forward with regard to online teaching ensuring the syllabus is taught and also balancing health concerns of both students and teachers. Such a set of meetings has also been necessitated in the absence of any definite and clear instructions from the University regarding online teaching. I am very grateful to every member of these several committees for the time, effort and pains they have taken to make this possible.
- The word document attached provides details of the recommendations for teaching. Please go through this document carefully. Briefly, all teachers will now incorporate 3 components into their reduced and verifiable workload: an online teaching component, a preparation of materials component and a set of Office Hours. (This is a flexible arrangement for departments where practicals are held online). All of these 3 components must be clearly demarcated, verifiable and provided to the HoDs.
- Please note that the new, teaching session will be of 40 minutes duration.
- Attendance should be taken for every teaching session.
- A sample workload template for the new online teaching (using the 3 component formula) is attached and this may be completed and sent to the Workload Committee with a copy to the Principal. This must be submitted by Wednesday, 12th August, 2020.
- All ad-hocs must submit to the HoD a joining letter addressed to the Principal, dated 10th August, 2020. The HoD will then forward it to the Principal.

This email will supersede the ones sent by me a few minutes earlier (I must be really over-worked!). Thank you.
I wish you good health, a successful semester ahead and all good wishes,

Prof John Varghese
Principal
St Stephen's College
Delhi. 110007
INDIA



Online teaching
recom...e.docx



Workload_Templ
ate_On...20.xlsx

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Infrastructural Facilities and I.C.T tools in the College

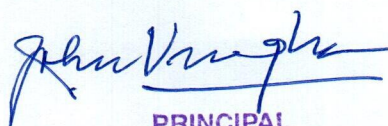
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Record of Laptops and Desktops in College

Department	Desktop	Laptop	Pos Machine	Available purely for students and Academic purpose
IRC	78			78
Admin	3			
Accounts	8			
Mess			3	
Café	1			
IQAC Office				
Language Department	1			1
Library	15			4
Bursars Office	1			
Physics	5			2
Chemistry	4			2
Computer Science LAB	30			30
Physical Education Department	1			
Estate Office		469		188 (excluding faulty, lost and given to teaching/NT)
Admission Office		14		
IT Department	1			
Total=	148	483	3	305
Blue color for computers used for Admin work.				
Note: Out of 469 Laptops with Estate Office				
04 lost				
153 faulty but under repair laptops				
115 Laptops in working condition and with Estate office				
124 given to teaching and non-teaching				
73 issued to students				


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For Latest year (2020-21)

- There are 634 (04 lost +153 faulty and under repair) Desktops and laptops in the College. It means College has 476 properly functional computers.
- Out of remaining 476 computers, 445 computers are used for academic purpose and 31 for administrative use.
- Out of the 445 computers available for different academic purposes, 305 are purely available for the students while remaining 140 are used by teaching and non-teaching staff of collage.
- For calculating the student-computer ratio,
 - Total students: 1372
 - Total computers in college: 634
 - Total functional computers in the collage: 476
 - Total computers purely for academic use: 445
 - Computers available solely for students: 305

Student- computer ration: (if total functional computers included): $1372/476=2.88$ student/ comp

Student- computer ration: (if total academically used computers included): $1372/445=3.09$ student/ comp

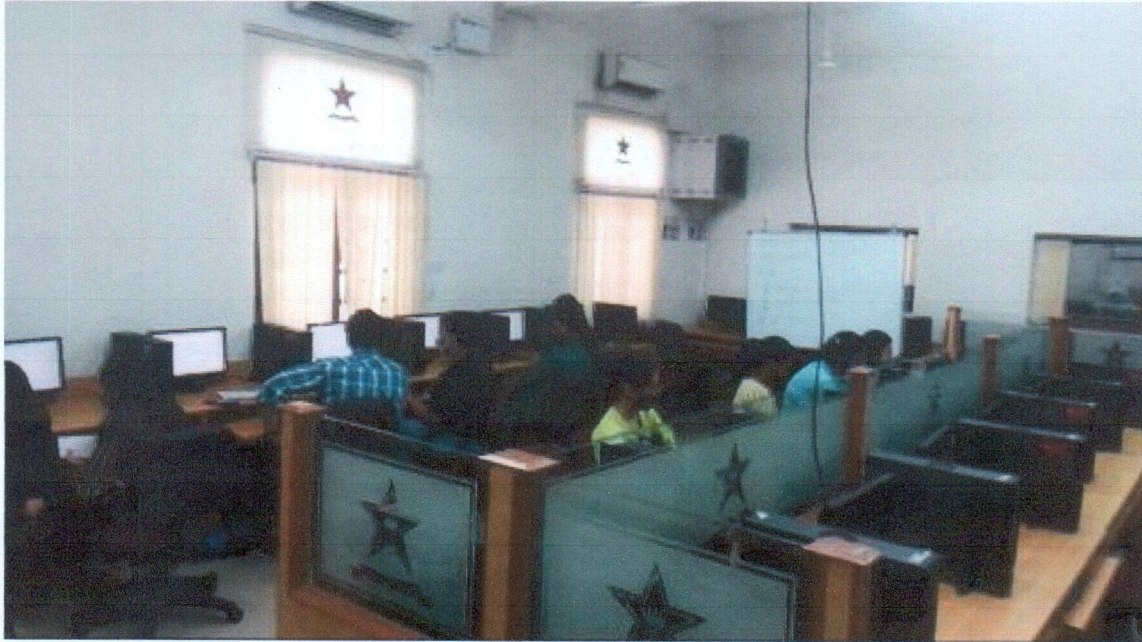
Student- computer ration: (if computers solely available for students are included): $1372/305= 4.5$ student/ comp

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Internet Resource Centre



- 🕒 Date: Sat 23rd of April 2022
- 🏠 Address: Delhi University (North Campus), Under Hill Road, Civil ...
- 📍 City: Delhi
- 🌐 Country: India
- 📍 Location: 28° 41' 9.42" N, 77° 12' 43.48" E

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Admin and Accounts office



🕒 Date: Thu 21st of April 2022

🏠 Address: Delhi University (North Campus),
Under Hill Road, Civil ...

📍 City: Delhi

🌐 Country: India

📍 Location: 28° 41' 8.86" N, 77° 12' 41.00" E

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Library



- 🕒 Date: Thu 21st of April 2022
- 🏠 Address: Delhi University (North Campus),
Under Hill Road, Civil ...
- 📍 City: Delhi
- 🌐 Country: India
- 📍 Location: 28° 41' 9.98" N, 77° 12' 42.46" E

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DELHI-110007





Chemistry UV Lab



🕒 **Date:** Thu 21st of April 2022

🏠 **Address:** Delhi University (North Campus),
Under Hill Road, Civil ...

👤 **City:** Delhi

🌐 **Country:** India

📍 **Location:** 28° 41' 14.26" N, 77° 12' 39.81" E

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Computer Science lab



- 🕒 Date: Thu 21st of April 2022
- 🏠 Address: Delhi University (North Campus), Under Hill Road, Civil ...
- 📍 City: Delhi
- 🌐 Country: India
- 📍 Location: 28° 41' 15.42" N, 77° 12' 38.87" E

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DELHI-110007





Estate Office



🕒 Date: Fri 13th of May 2022
🏠 Address: Delhi University (North Campus), Under Hill Road, Civil ...
📍 City: Delhi
🌐 Country: India
📍 Location: 28° 41' 8.91" N, 77° 12' 45.96" E

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





Seminar Room (ICT facilities)



- 🕒 Date: Thu 21st of April 2022
- 🏠 Address: Delhi University (North Campus), Under Hill Road, Civil ...
- 👤 City: Delhi
- 🌐 Country: India
- 📍 Location: 28° 41' 9.28" N, 77° 12' 40.96" E

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Estate office: Laptop issuing register for students



Ram Singh

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S. No.	Name	Course/ College ID	Laptop Serial No.	Date Issued	Prog. (U)	Address	Contact No.	Signature	Date of Returned
15	41. Manoj Kumar	B.A. (Hons) (Economics)	2CE337132 J	06/10/21	NO	A/1 Gp3, No. 1, Tarnak Jalangi, Barabanki, Bihar	89222152047	[Signature]	06/10/21
15	42. Javed Jina	B.A. (Hons) (Economics)	2CE337133	16/10/21	No	Atmajaipura (Meharajpur) 2 Sambhal, Kanha (Bihar)	8232743286	[Signature]	16/10/21
15	43. Chaitanya Kumar	B.A. (Hons) (Economics)	2CE337134	16/10/21	No	111, 111, 111, near Govt. College, 2, 111, 111, Kangra, Himachal Pradesh	9100481518	[Signature]	
15	44. Wilson Paulose	B.A. (Hons) (Economics)	2CE337135	17/10/21	No	91-781-40, 40, 40 Chennai, Chennai Kanjikottai, 605707	9593334385	[Signature]	
15	45. Ananya Dey	B.A. (Hons) (Economics)	2CE337136	20/10/21	No	Venugopal, Kannur, Kerala Dindur, 68601	8514540805	[Signature]	
15	46. Harshit Shankar	B.A. (Hons) (Economics)	2CE337137	20/10/21	No	7, 7, 7, 7, 7, 7, 7, 7, 7, 7, Jammu, Jammu	881333301	[Signature]	
15	47. Mr. Vikas Chahal	B.A. (Hons) (Economics)	2CE337138	20/10/21	No	7, 7, 7, 7, 7, 7, 7, 7, 7, 7, Jammu, Jammu	8003126887	[Signature]	
15	48. Mr. Anurag Kumar	B.A. (Hons) (Economics)	2CE337139	20/10/21	No	7, 7, 7, 7, 7, 7, 7, 7, 7, 7, Jammu, Jammu	730802210	[Signature]	
15	49. Mr. Anurag Kumar	B.A. (Hons) (Economics)	2CE337140	20/10/21	No	7, 7, 7, 7, 7, 7, 7, 7, 7, 7, Jammu, Jammu	9590044341	[Signature]	06/10/21

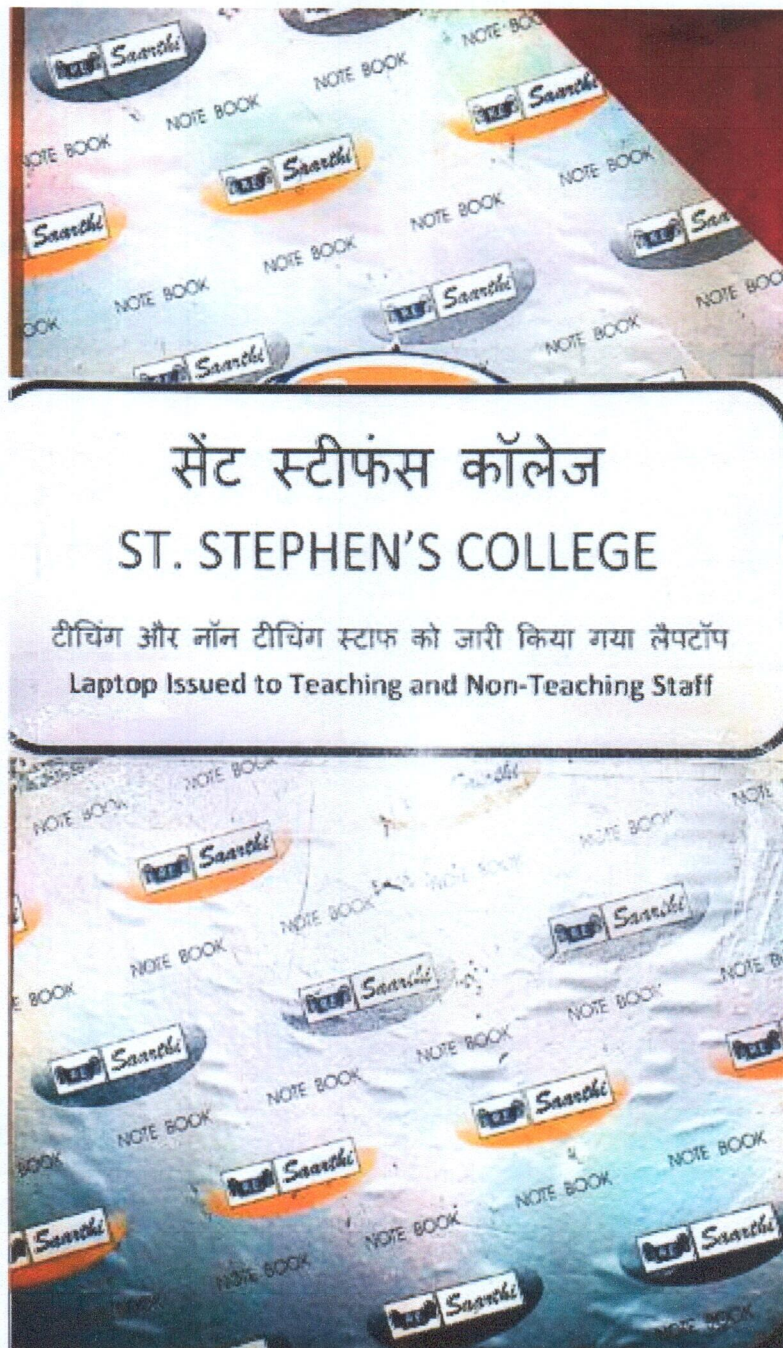
[Handwritten Signature]

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Estate office: Laptop issuing register for Teaching and Non-teaching staff



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S.No	NAME	Date	Dept	Laptop S.No. No.	Bag	ASS	Mobile No.	Date of Return	Sign
110	Dr. Gendaryat Sethi	26/10/21	Admission 2011-2012	92107207442 92107207442 92107207442 92107207442	NO	Admission office St. Stephen's College	9827045014	26/10/21	[Signature]
111	Dr. Rishi Thakra	8/10/21	Chemistry	21E359222E	NO	21E359222E New Delhi - 110007	9819013200		[Signature]
112	Mr. Nafiz Ahmed	18/10/21	Estimate Office/ Electronics	20E359222E	NO	21E359222E St. Stephen's College Delhi - 110007	980539983		[Signature]
113	Mr. Ashish Gupta	27/10/21	Estimate Office/ Supervisory	20E359222E	NO	21E359222E Delhi - 110007	9992320735		[Signature]
114	Mr. Kamaljit Anand	03/10/21	Estimate Office/ Plumber	20E359222E	Yes	21E359222E Chak 267 Road, Sarai Nagar, Delhi - 110029	9810179785 978811908		[Signature]
115	Mr. Ashish NP	27/10/21	Estimate Dept.	20E359222E	NO	21E359222E Delhi - 110007	9933392041		[Signature]
116	Mr. Ramesh Manoj	03/10/21	Scm (RNF)	20E359222E	NO	21E359222E Delhi - 110007	9999866171		[Signature]
117	Ms. Divya Singh	11/10/21	Examinations	20E359222E		21E359222E Delhi University Alumni Association, Delhi Marg, Delhi, 110002	989365611	26/10/21	[Signature]

[Handwritten Signature]
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IRC Server Room



🕒 Date: Fri 13th of May 2022
🏠 Address: Delhi University (North Campus),
Under Hill Road, Civil ...
🏙 City: Delhi
🌐 Country: India
📍 Location: 28° 41' 9.49" N, 77° 12' 43.58" E

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Campus based Airtel Broadband Tower



🕒 Date: Fri 13th of May 2022
🏠 Address: Delhi University (North Campus),
Under Hill Road, Civil ...
👤 City: Delhi
🌐 Country: India
📍 Location: 28° 41' 9.49" N, 77° 12' 43.58" E

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