

# ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES

(An Autonomous Institution)

RAJAMPET

Name of the Policy: Course Allocation in the Departments

Type of Policy: Academic

Effective Date: 01.05.2015

Last Revised: Not applicable

Review Date: 27.06.2018

Policy Owner/s: Principal, AITS Rajampet

This policy establishes guidelines for the allocation of Courses for full-time faculty at the Department level in Annamacharya Institute of Technology and Sciences, Rajampet.

The purpose of this policy statement is twofold. First, it provides guidance to the Head of the Department and Faculty about course allocation. Second, it assists in an effort to equitably distribute courses across faculty in the Departments over time. However, it is acknowledged that there is rich diversity across departments and individual faculty members in the institute, and that simplistic approach to equity in workload will not work.

Through time these guidelines should assist all involved to make more equitable course allocation decisions through discussion, negotiation, and resource allocation. That is, this policy and its implementation shall assure that full-time faculty members have comparable total effort, although individual distributions of teaching, service, outreach and research may vary across faculty members.

Course allocation is one of the important elements of teaching-learning process. In any institute, Head of the Department has to assign subjects to faculty before starting of the new semester of the academic year. In this process, he/she has to consider many points such as interest of faculty in subject, feedback of faculty over subject, capability of faculty to take newly-introduced challenging subject. In this process, if the Head of the Department has to identify specialist-teachers in a particular course so that students will get the best knowledge from a faculty who is expert in the subject. Nevertheless, course allocation is a tedious, complex manual work for which takes lot of time before assigning any subject to any faculty. Policy titled, 'Workload for Full Time Teachers' shall help the Head of the department in the allocation of courses.

At the starting of the new semester, course priority will be taken from all members whom they want to teach in the new semester. In first phase, faculty has to give priority rank from one to five from all courses of the coming semester. In the second phase, the Head of the department allocates the courses to faculty in line with their choice/priority.

Following parameters will be taken into consideration in allocation of subject.

- Anyone with a teaching apportionment must teach a minimum of 2 courses per semester. Members at the Administrative level such as Principal/Deans may be exceptions.
- The Head of the department has to see that rotation policy is followed. Allocation should be in such a way that any subject is not allotted to a faculty member more than two times in continuation.
- Student feedback for faculty over a subject will be an essential thing in deciding whether the subject can be allocated or not to that particular faculty.
- Previous results when a member handled a course shall also be considered.
- In case of newly introduced subject, the head of the department has to check with the faculty about his/her technical profile and subject profile before allocating subject.
- In case multiple faculty members show interest to teach a course, Head of the department may use his discretion based on member's experience and specialization and allot the course to faculty.
- Senior teachers with more than five years of teaching experience shall be allotted to I & II year classes. Teachers with less than five years of experience shall handle III & IV year classes.
- In annexed departments such as, Department of Humanities and Sciences, Course Allocation can be done based on the type of Branches viz., circuitry and non-circuitry branches. As teachers belonging to such departments handle same course/s every year, a faculty member should be allotted to the same branch which he/she handled in the previous semester.

### Additional guidelines for allocating courses

The Head of Department should do a 360 degree check before allotting courses to the teachers.

- He should take preferential choices from faculties
- He should consider the specialization of the faculties
- He should analyze the efficiency of the teacher in handling same courses in previous semesters/ similar subjects.
- He checks the specialization of teacher at level of M.Tech / Ph.D. and related courses with their specialization.
- If no faculty prefers a particular difficult course/subjects or the subjects not chosen by any one, the HOD can allocate the subject based on their specialization and experience, or to someone he thinks can do justice to the subject.
- Last but not least, he can form a forum of senior Professors and can take their opinion also.

Subjects can be allotted to the teachers taking into account the Q & Q of research that has been undertaken by them. Senior teachers within a department can be given the tougher subjects, as they would be in a better position than the others. The HOD can also give a few research topics from among the tough courses/subjects to each of the juniors- who will be exposed to the subject & then would have to prepare themselves for the future. Juniors today will become seniors tomorrow, & hence it becomes a moral responsibility on their part to chip in. Juniors could also be encouraged to undergo trainings in the topics of the tough courses.

While allocating courses, The Head of the department consider the following two aspects without fail.

1. The faculty will stick to one or two 'favorite' courses for many years (as they would need little or no preparation). This ends with the faculty 'rusting' up. It would be good to rotate subjects every 2 years. Also the faculty should be given one subject of his/her choice (for a 2 year period) while the other can be decided by the HOD (depending on the situation).
2. During allotment of courses it would be good to ask for preference of subject from the faculty members (1, 2, 3)... depending on the seniority of the faculty at the same time if the faculty has not been taking the same subject for the last 2 years, his/her first choice can be granted.

Finally all the above course rules also apply to the HOD also as the faculty looks at the head of the department for inspiration. One cannot enforce rules without following it.

*Sree Narayana*

PRINCIPAL  
PRINCIPAL  
ANNAMACHARYA INSTITUTE OF  
TECHNOLOGY & SCIENCES  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A.P