

RIGHT TO INFORMATION ACT
2005

M A N U A L
(SERIAL No. 4 OF THE RTI ACT 2005)

Regarding

The norms set by it for the discharge of its functions

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

Norms set by the PAU for the discharge of its functions

(approved by the Board of Management at its 69th meeting held on 19.06.1981 and contained in Chapter XLII of the PAU Calendar)

1. Teaching

Distribution of normative load for teachers – hours per week

	Class preparation	Teaching	Evaluation	Advisement	Counselling	Post-graduate guidance	Total
Asstt. Professor	16-20	8-10	4-5	1	1	1	31-38
Assoc. Professor	12-16	6-8	3-4	1	1	1-2	24-32
Professor	8-12	4-5	2-3	1	1	2	18-25
Prof. & Head	6-8	3-4	1.5-2	1	1	2	14.5-18

Note:

Class: Normally 2-3 hours are required for preparation for every one hour of class contact.

Preparation: Calculations have, however, been made by using the lower norm of two hours.

Evaluation: Half of the teaching contact hours have been used, as the basis for working out time spent on evaluation responsibilities, which include setting up of testing papers, test administration, evaluation of answer books, preparation of reports and feed back to students. In every undergraduate course 3(three) examinations per semester have been prescribed. For post-graduate courses the number may vary from two to three, including assignments.

Advisement: One hour per week of advisement has been prescribed under the University rules.

Counselling: Students need contact with their advisors outside the one hour prescription for obtaining attestations, recommendations and counselling on other academic and personal problems. One hour per week has been assumed for this assignment.

Post-Graduate

Guidance: The maximum number of post graduate students for a teacher, who is a member of post-graduate faculty is five but normal number is one for Assistant Professor, 1-2 for Associate Professor and 2 for Professor or Professor and Head. One hour per week has been assumed as the norm for this responsibility.

Educational

Tour: 2 credit hours for UG education tours may be allowed.

II. Research

Every teacher engaged whole time for research should fulfil the following obligations one a year to year basis:

- i) Be associated with a well defined research project or a competent, thereof, and should spend about half of his day in field / laboratory work.
- ii) Publish one paper every year in a research journal. Those beginning their careers may publish tow papers in two years. Normally, abstracts would not be considered as research papers and papers accepted for publication will be deemed to have been published. Moreover, one paper should be published every three years in which he/ she is either a single author or a fist author.
- iii) Present a formal seminar once every two years in department where the faculty size is large and once every year in departm3ents where the faculty size is small either on his/her research project or a topic of current interest.

As per the established policy, the research personnel will be involved in doing teaching or extension work for one-third of their time.

III. Extension

Sr. No.	Activity	Subject matter Specialist at the University level	District Extension Specialist
	A. Farm Advisory Service Scheme		
1	Lecture on training camps, special training courses, personal contact programmes, production schools, etc.	16 per year	12 to 20 per year
2	Supervisory visits	One per district per season	-
3	Adaptive research trials	Supervise 4 to 10 trials per year per district.	Layout 4 to 10 trials per year(Number includes locations).
4	Varietal trials	Supervise 8 to 12 trials per year per district.	Layout 8 to 12 trials per year for District Extension Specialists in Agronomy. Subject matter observations to be recorded by special concerned.

5	Demonstration plots	1 to 2 per year	4 per year
6	Publications	2 popular articles per year	2 popular articles per year
7	Field visits	10 per season	15 to 20 per season
8	Rural youth volunteer corps camp	-	1 per season
9	Survey	-	1-2 per season

Note: Activities such as advising farmers, who visit campus or district headquarters, participation in Melas and Kisan Diwas, Exhibitions and Field days, agricultural Officers workshops and other random projects initiated by the departments or the Directorate of Extension Education should be recognized as additional contributions of extension staff under this scheme.

Extension Training Staff, Department of Extension Education

1 Farmers' Training Centre

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|-----|---|-----------------------------|
| (a) | Organization of and participation in: | 4 per cent |
| i | Short duration courses in villages | |
| ii | Production-cum-demonstration training camps | 2 per year |
| iii | Institutional training course | 1-2 per year |
| iv | District level training camps | 2 per year |
| v | Block level training camps | 10-15 per year |
| (b) | Supervisory / advisory visits | 60 per year |
| (c) | Demonstration plots | 5 per year |
| (d) | Educational movies | 5 per year |
| (e) | Publications | 2 popular articles per year |

2 Youth Development

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|-----|---|-----------------------------|
| (a) | Organization of youth clubs | 1 per year |
| (b) | Organization of institutional training course | 3 per year |
| (c) | Organization of village training courses | 10 per year |
| (d) | Evaluation of club activities | 10 per year |
| (e) | Issue of circular letters | 4 per year |
| (f) | Personal contact visits | 60 per year |
| (g) | Publications | 2 popular articles per year |

3 Staff Development

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|-----|--|--------------------------------------|
| (a) | Teaching short duration certificate diploma courses | 1 per Semester
(2+1 credit hours) |
| (b) | Lecturers in specialized training courses
Village training camps, institutional training courses,
personal contact programmes etc. | 8 per month |
| (c) | Publications | 2 popular articles per year |
| (d) | Organization of staff training courses | 2 per year |

4. Correspondence Courses

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|-----|---|-----------------------------|
| (a) | Writing /evaluating correspondence course lessons | 1 for each related course |
| (b) | Field visits | 8 per month |
| (c) | Publications | 2 popular articles per year |
| (d) | Organization of personal conduct programme | 2 per month |
| (e) | Lectures in training courses | 4 per month |

- Note: 1** The staff provided under the above schemes also participates significantly in the organization of Kisan Mela, Kisan Diwas, Farm Women Fair, Farmers' Parties visits, Agricultural Officers' Workshops, Youth Clubs, Rally, School Students' Training Programmes and other projects initiated by the Directorate of Extension Education. These activities should be recognized as additional contributions.
- 2 As per the established policy, and keeping in view their places of posting, the extension personnel will be involved in during teaching or research work for one-third of their time.