

Federal Institute of Science and Technology (FISAT)[®]



Policy on Course Allocation



Hormis Nagar, Mookkannoor P.O.
Angamaly -683577, Kerala, India
An ISO9001:2015 Certified Institution
Accredited by NBA (CSE, EEE, ECE, EIE, ME)
& NAAC with 'A' Grade



Policy on Course Allocation

The Federal Institute of Science and Technology (FISAT) is committed to the fair, transparent, reasonable, and equitable allocation of academic workload.

- The Head of the Departments identify the courses to be taught in the semester in their department and other departments and also the hours allocated for each course
- The faculty members indicate their choice of courses to the Heads of the Departments based on the department's guidelines.
- Based on the option specified by the faculty members, the Head of the Department allots the courses considering the other responsibilities of faculty members. Individual strengths and development needs identified are considered in allocating workload.
- The Head of the Department also deposes faculty members to handle courses in other departments.
- Once the workload is finalized, the Head of the Department submits a copy of the same to the Principal, and time table in charge
- The Head of the Department shall inform the Principal if additional faculty are to be appointed
- The Head of the Department ensures that any significant changes in workload distribution are discussed in advance with the staff affected and are communicated throughout the department or relevant part of the department, as appropriate.
- The Head of the Department ensures suitable alternate arrangements for faculty members availing maternity leave/long-term sick leave.



Manoj

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