



OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY
WARANGAL-506 009 (TELANGANA)

No. 390/A2/KU/2024

Date: 01/07/2024

To
All the Principals of University Colleges/
All the Heads of Departments
Kakatiya University
Warangal.

ON TOP PRIORITY

Sub:- **WORK-LOAD** – Details of the teaching work-load of each course / department
for the academic year 2024-2025 – Sought for – Regarding.

Sir/Madam,

You are directed to send the teaching work-load particulars of your College/ Department (Course-wise) in the A, B & C proforma (enclosed) for the academic year 2024-2025 within a couple of days. The work-load details of Self-Finance Courses offered should be given separately without mixing them with regular conventional courses. The details of Electives/ Optionals offered with number of students opted for each are to be stated with total number of students during the last two academic years. If there is any excess work-load during this academic year compared to the preceding academic year, the details/reasons for increase in the work-load are to be given. You may also please note that the work-load pertaining to the Self-Finance Courses should not form part of the regular work-load of permanent teachers. The regular work-load should be allocated to permanent teachers only.

It would be better if all the Departmental Committees send the recommendations in the month of June (UG Courses) July (PG Courses) so that approval would be accorded by the Administration in time resulting in the smooth running of the academic schedule as well as monthly payment of part-time teaching remuneration to teachers would be possible without any hindrance.

Further, you are directed to send the proposals for temporary teaching arrangements (on hourly-payment basis) as per requirement for 2024-2025 duly following the guidelines in force by enclosing, wherever necessary, the financial status/budget of the courses offered on Self-Financing basis. The recommendations of the Departmental Committee should be sent in the prescribed format Annexure 'C'. The temporary teaching proposals as recommended by the Departmental Committee should be sent along with the proforma (model format appended) duly filled-in. Further, it is also informed to submit the paper-wise remuneration proposals duly enclosing the time-tables along with their original work-load time-table of the respective teacher.

It is specifically informed that the temporary teaching proposals without the filled-in proforma, workload statements in ABC proforma, budget approval and the current financial status of the Self-Finance Courses, if any, shall not be considered and there will be no correspondence, whatsoever, in this matter, further.

This matter be treated as **Most Urgent**.

Yours faithfully
J. M. Nelly
REGISTRAR

Encl: As above

Copy to:

- 1) The Director, Self-Finance Courses, KU.
- 2) The Secretary to Vice-Chancellor, KU.
- 3) The Stack File.