

## WORK-LOAD DETAILS OF EACH COURSE / PROGRAMME

### PROFORMA – ‘A’

For the academic year 2024-2025

Name of the College & Department:

Course / Programme :

Duration of the Course / Programme :

Nature of course: Regular / SFC

UG/PG and Professional/Non-Professional :

Session-wise proposals : **I&III/I,III,V,VII** (I-Session) /  
**II&IV/II,IVVI&VIII** (II-Session)

Sl. No.	Class, Year & Semester	No. of Sections (with medium of instruction)	No. of Students admitted against sanctioned intake in each section (-- / --)	No. of teaching hours per week as per scheme		Total work-load for the class	Remarks
				Theory	Practical		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Note:-**

**WORK-LOAD ALLOCATION :**

*Sr. Professor/ Professor/Associate Professor* : 14 ppw

*Assistant Professor* : 16 ppw

*Contractual Appointee/ Consolidate Teacher* : 20 ppw / 16 ppw

# ASSIGNMENT OF TEACHING WORK-LOAD OF EACH COURSE / PROGRAMME

## PROFORMA – ‘B’

Name of the College / Department:

Subject:

For the academic year 2024-2025

Total No. of Teachers on **Full-Time Basis:** \_\_\_\_\_ **Part-time Basis:** \_\_\_\_\_

Total work-load of the Department in **Full-Time:** \_\_\_\_\_ **PPW** **Part-time:** \_\_\_\_\_ **PPW**

Sl. No.	Name of the Teacher	Details of work-load assigned (Class-wise)	Total work-load assigned (Theory + Practical)	Assignment of W/L at other Department / College, if any (On Hourly / Paper-wise remuneration basis)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

**Note:-** \* *Permanent teachers should be assigned teaching work-load of regular courses, and remaining work-load of regular / self-finance courses should be assigned to contract / part-time/guest faculty. It should also be proposed the left over work-load and the number of part-time teachers required with full work-load.*

\* *A rebate of 2ppw only shall be given to those teacher-administrative-officers, who have the facility of Leave Reservation for working during summer vacation, as per KU Letter No.1093/A2/KU/1993, dated 5/08/1993.*



**Annexure-A**

Sl. No.	Name of the Contractual appointee	Social Status with sub-caste	Qualifications	No. of periods allotted		Actual Date from which classes were taken (2024-2025)	Academic Year of initial assignment of work	Nature of Assignment Contract / Part-time	Remarks
				<i>Theory</i>	<i>Practical</i>				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**Note:-** \* Contractual Appointee should be allocated 20 ppw / 16 ppw, as per the earlier orders.

\* A copy of the authorization letter assigning classes by the Principal should be sent to the office of the Registrar for office record.

**Annexure-B**

<b>Sl. No.</b>	<b>Name of the Part-time teacher</b>	<b>Social Status with sub-caste</b>	<b>Qualifications</b>	<b>No. of periods allotted</b>	<b>Actual Date from which classes were taken (2024-2025)</b>	<b>The academic year during which the assignment was given initially</b>	<b>Remarks</b>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>	<i>(8)</i>

Note :- \* A copy of the authorization letter assigning classes by the Principal should be sent to the office of the Registrar for office record.



## Annexure-C

(to be appended to the Departmental Committee recommendations)

**The Departmental Committee recommendations for temporary teaching arrangements should be sent along with the following details**

<i>Sl. No.</i>	<i>Particulars</i>	<i>Remarks</i>
1.	Total workload of the Department (Theory/Practical/Total) per week (to tally the workload sent through ABC proforma)	<b>Theory : Practical: Total :</b>
2.	Workload handled by Regular Faculty	/ppw
3.	Workload handled by the Contractual teachers during 2024-2025	/ppw
4.	Workload handled by the part-time teachers during 2024-2025	/ppw
5.	No. of periods per week for which proposals for temporary teaching arrangements are recommended during 2024-2025	/ppw
6.	No. of periods per week increased during 2024-2025 as compared to the last academic year i.e. 2023-2024	/ppw
7.	A copy of the Time-Table(s)	<b>Enclosed / Not Enclosed</b>
8.	<b>New Electives/ Optionals, If any, offered during 2024-2025 :</b>	
	a) New Electives / Optionals (if any)	<b>Enclosed / Not Enclosed / Not offered</b>
	b) (i) Whether approved by the Standing Committee of Academic Senate (ii) if so please attach a copy of resolution	<b>YES / NO  Enclosed / Not Enclosed</b>
	c) Number of Periods per week FOR THESE Electives / Optionals	/ppw
	d) Number of Students opted	
	e) Number of total Electives / Optionals offered with the new Electives / Optionals	
9.	i) Roster-Register maintained since 1999, duly updated till 2023-2024 ii) Roster-Points allocation to the candidates, if any, during 2024-2025	<b>Enclosed / Not Enclosed</b>
10.	<b>If Course is offered on Self-Financing basis :</b>	
	a) The academic year from which course was started	
	b) Budget approval 2023-2024	<b>Enclosed / Not Enclosed</b>
	c) Budget approval 2024-2025	<b>Enclosed / Not Enclosed</b>

	<b>d)</b> Total amount reimbursed by the Govt. Funding Departments during 2023-2024	<b>Rs.</b>
	<b>e)</b> Amount yet to be reimbursed	<b>Rs.</b>
	<b>f)</b> Total available balance in the Course as of now, reckoning from the commencement of the course	<b>Rs.</b>
	<b>g)</b> Total commitment for the temporary arrangements (Contractual/Part-time) during 2024-2025 as per the existing rates of remuneration.	<b>Rs.</b>
	<b>h)</b> Whether the available balance of amount is sufficient enough to meet the expenditure to be incurred on payment of remuneration (if required, a separate sheet of paper may be used for detailed explanation)	<b>YES / NO</b>
<b>11.</b>	Total workload as on the commencement of instruction day, 2024-2025 (II & III year-UG Courses and II/IV-Semesters -PG Courses)	<b>/ppw</b>
<b>12.</b>	Total workload as on the commencement of instruction day, 2024-2025 (I year (UG Courses) I &III-Semesters (PG Courses) i.e. after admissions for fresh batch during 2024-2025	<b>/ppw</b>
<b>13.</b>	A copy of the Almanac of the course (2024-2025)	<b>Enclosed / Not Enclosed</b>
<b>14.</b>	Notice displayed on the Department Notice-Board calling applications from the interested candidates to be considered for temporary teaching arrangements (Contractual/Part-time).	<b>Enclosed / Not Enclosed</b>
<b>15.</b>	Award-List/Assessment-Sheet (in the proforma already circulated) prepared by the Departmental Committee at the time of interview.	<b>Enclosed / Not Enclosed</b>
<b>16.</b>	Name of the teacher on the Departmental Committee as Vice-Chancellor's nominee at the time selections/interviews of contractual/part-time lecturers <b>Name of the Teacher :</b> _____	<b>Attended / Not-Attended</b>
<b>17.</b>	Xerox copy of the resolutions of the Departmental Committee consisting of the signatures of all the Departmental Committee members who attended the meeting (as and when temporary teaching arrangements are recommended) along with dissent notes, if any, by the members.	<b>Enclosed / Not Enclosed</b>
<b>18.</b>	Representations, if any, against the Departmental Committee recommendations along with remarks by the Departmental Committee/Head of the Department	<b>Enclosed / Not Enclosed / No Representations</b>
<b>19.</b>	Any other information	



## DEPARTMENTAL COMMITTEE RESOLUTIONS

TEMPORARY TEACHING ARRANGEMENTSPROFORMA

( To be followed by the Departmental Committees as and when temporary teaching arrangements ( on hourly-payment basis) are recommended)

<b>TOTAL WORK-LOAD</b>		<b>XXXXX</b>
Work-load shared by regular faculty	<b>XXX</b>	
Work-load assigned on contractual basis	<b>XXX</b>	
Rebate @ 2 ppw given to teachers who hold such administrative posts which have leave reservation facility	<b>XXX</b>	<b>XXXX</b>
<b>WORK-LOAD to be assigned on hourly payment basis</b>		<b>XXX</b>

**RESOLVED** to assign the work-load to the following candidates as per the existing guidelines as detailed below:

Sl. No.	Name of the Candidate	Social Status	No. of ppw assigned on part-time basis	Roster Point	Dept./College where work load allocated
1)					
2)					
3)					
4)					
5)					

xxxx

xxxxx

xxxxx

xxxx

xxxx

(Signatures of Chairperson and all the Members)