



Mahatma Gandhi University, Kerala

No.Ac.BI/1/2933 /2018

Dated: 13.07.2018

From  
The Registrar

To  
The Principals and Managers of all Private Aided Colleges

Sir/Madam,

Sub: Fixation of staff pattern of teachers in private aided colleges – proforma – forwarding of – reg.-

Ref: 1. G.O.(M.S.) No.:93/2018/H.Edn., dated:09.05.2018

2. G.O. (Rt.) No.:1149/2018/H.Edn., dated: 12.06.2018

3. U.O.No.:5417/L/Workload/Academic/2018., dated:11.07.2018

As per the G.O. read as first above, the Govt. have issued uniform norms for the fixation of workload in aided colleges. In tune with the G.O. the University vide U.O. read as 3 above, unified different ordinances issued in this regard.

As per G.O. read as second above, the Govt. had directed to conduct Workload Adalath in aided colleges under the jurisdiction of the University jointly with the DDCE and to furnish the staff fixation proposal with workload to the DCE immediately.

You are, therefore, requested to submit hard copy of the proposal for fixation of staff pattern of teachers in the college(s) in the appended proforma with the following documents.

1. Half Yearly Returns for the month of January 2018.( If not submitted)
2. Government Orders sanctioning courses and the University Orders sanctioning affiliation for the courses.
3. Proof regarding number of sanctioned posts in the college(s) in all subjects.
4. Certificate regarding supernumerary/thrown out/deployed/excess teachers in all subjects in the college.
5. Statement of workload of all subjects in the attached proforma. **(Soft copy of the same also to be sent by email given below)**

**Contact Details:**

Email: [workloadadalath@gmail.com](mailto:workloadadalath@gmail.com)

Contact Nos.:

1.Sri. Manoj KK, Section Officer, Mahatma Gandhi University: 9446053732

2.Sri. Anil G Nair, Section Officer, Mahatma Gandhi University: 9446076101

3.Sri.Abu V, Accounts Officer, Dy.DCE, Kottayam: 9446024353

4.Sri.Abdul Rahiman, Sr.Supt., Dy.DCE, Kottayam: 9446313116

5.Smt.Suma Mary, Accounts Officer, Dy.DCE, Ernakulam: 9496181435

Yours faithfully

Sd/-

**Joint Registrar II (Admn.)  
For REGISTRAR**