

MAHATMA GANDHI UNIVERSITY

Proforma to be submitted with proposals for fixation of staff pattern in private colleges.

PART A – General Information:

1. Name of College
2. Name & Address of Educational Agency
3. Whether Corporate/Unitary Management
4. Name(s) of colleges under the Management affiliated to the University
 - i.
 - ii.
 - iii.
 - iv.
 - v.
 - vi.
 - vii.
 - viii.
5.
 - i. Whether the college(s) have obtained minority status Yes/No
 - ii. If yes, give details

PART B – Details of Courses (Excluding un-aided courses):

U G Courses – Humanities/Languages/Arts/Social Sciences/Education/Journalism and Mass

Communication

Sl.No.	Name of Course with Subject	Whether Conventional Course or Non-Conventional Course	Sanctioned Strength of Students	Main (Core Course)	Subsidiary I (Complementary 1)	Subsidiary 2 (Complementary 2)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Newly Sanctioned Courses (2013-14 onwards)						
1.						
2.						
3.						

U G Courses – Sciences:

Sl.No.	Name of Course with Subject	Whether Conventional Course or Non-Conventional Course	Sanctioned Strength of Students	Main (Core Course)	Subsidiary I (Complementary 1)	Subsidiary 2 (Complementary 2)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Newly Sanctioned Courses (2013-14 onwards)						
1.						
2.						
3.						

U G Courses – Commerce/Management/Business Administration:

Sl.No.	Name of Course	Specialisation	Sanctioned Strength of Students	Remarks
1.				
2.				
3.				
4.				
Newly sanctioned courses (2013-14 onwards)				
1.				
2.				
3.				
4.				

Other U G Courses

Sl.No	Main (Core Course)	Complementaries
1.		
2.		
3.		
4.		
Newly Sanctioned Courses (2013-14 onwards)		
1.		
2.		
3.		

P G Courses – Sciences/Humanities/Languages/Commerce/Management/Business Administration/Arts/Social Sciences/Education/Journalism and Mass Communication

Sl.No.	Name of course with subject/specialisation	Sanctioned Strength of students	Remarks
1.			
2.			
3.			
4.			
Newly sanctioned courses (2013-14 onwards)			
5.			
6.			
7.			
8.			

Part D – Workload of Certain Subjects

Sl.No.	Details of Workload	
1.	Total hours of workload in the subjects of BBA course and the Department to which it is attached	
2.	Total hours of workload in Statistics paper(s) of BA/MA Economics course and the Department to which it is attached	
3.	i. Total hours of workload in Law in B.Com. course and the Department to which it is attached ii. Whether there is a sanctioned post of Part-time Law Lecturer in the college	
4.	Total hours of workload of Journalism papers of various courses and the Department to which it is attached	
5.	Total hours of workload of Sanskrit papers of various courses and the Department to which it is attached	
6.	Total hours of workload of BBA course and split-up of teachers in the college with Master's Degree in Commerce and Management/Business Administration	

Part E – Workload of Teachers: In the attached **Proforma - Statement of Workload (pg.8)****Part F – Note:**

- i. For the purpose of assessing workload, the strength of students to be taken into account shall be the actual strength as on 1st November of the previous academic year distributed batch-wise for subjects for the courses specified whenever necessary.
- ii. Students admitted in a class in the course of an academic year in a college on transfer shall not be considered for determining the strength of students for purposes of calculation of workload
- iii. Actual strength means the number of students on roll excluding drop-outs
- iv. Marginal increase of seats sanctioned by the University over the affiliated strength shall not be included in the actual strength. Students admitted to marginal increase seats shall not be adjusted against vacancies that may arise within the sanctioned strength for this purpose
- v. When a new college is affiliated/new course sanctioned, the workload of the first year of the course shall be calculated on the basis of affiliated student strength of the current academic year.

CERTIFICATE

Certified that the details furnished in the proforma have been personally verified by me with the records and found correct, and the strength of students mentioned in the proforma is the actual strength of students as on 01.11.2017, calculated as per the rules provided at Part F of the proforma.

**Name and Signature
Educational Agency/Manager**

**Name and Signature of the Principal/
Teacher-in-charge of Principal**

(College Seal)

Proforma
Statement of Workload

Name of the

College:.....

.....

Department/Subject:

.....

.....

Fixation of the Staff Strength for the year 20..... - 20..... on the basis of the strength of students as on 1.11.20.....

Principal's Subject : Subject

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Sl. No.	Course/ Programme	Main / Subsidiary	Affiliated/ Sanctioned strength and year of affiliation	Actual No. of Students (excluding marginal increase)	<u>Workload as per Syllabus per Week</u>			No. of Sanctioned Post	No. of Teachers Permissible as per workload	No. of Teachers Working	Remarks
					Lecture Hours	Practical Hours	Total Hours				

Undertaking:

1. Certified that we have proposed the workload of aided courses only sanctioned by the Government for the assessment of workload.
2. We have not adjusted the students who are admitted to seats under the category of marginal increased seats against any vacancies in the affiliated (sanctioned) strength of students while calculating the strength of students.
3. We have divided the batches for the calculation of workload with the maximum permissible number of students.
4. We have clubbed together the batches of same subjects with the work distribution with maximum number of students available under Part I English/Part II Language/Part III Subsidiaries/Complementary as the case may be excluding marginal seats.
5. We have personally verified the workload of the Department and satisfied that the consistency factor stipulated under proviso 10(c) is maintained in case the workload of any papers of this Department are taught by teachers of another Department.

Signature and Name of the Head of the Department:

Place:

Date:

Signature of the Principal

(College Seal)