

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:

Sl. No.	Course/ Programme	Main / Subsidiary	Affiliated/ Sanctioned strength and year of affiliation	Actual No. of Students (excluding marginal increase)	Workload as per Syllabus per Week			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)