**PROFORMA FOR WORKLOAD ASSESSMENT For Academic years 20\_\_\_\_- \_\_\_\_**

**DEPARTMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the College |  |
| 2 | Name of the Department |  |
| 3. | Total Workload of the Department |  |
| 4. | Stream |  |

**A. Semester I**

|  |  |  |
| --- | --- | --- |
| 1. | Core Course (CC) - Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

|  |  |  |
| --- | --- | --- |
| 1. | Ability Enhancement Compulsory Course (AECC) - Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

|  |  |  |
| --- | --- | --- |
| 1. | Generic Elective (GE) - Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

**Total Lectures in Dept. for Semester I: (a) + (b) + (c) = \_\_\_\_\_\_ (in hours per week)**

**B. Semester II**

|  |  |  |
| --- | --- | --- |
| 1. | Core Course (CC) - Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

|  |  |  |
| --- | --- | --- |
| 1. | Ability Enhancement Compulsory Course (AECC) - Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

|  |  |  |
| --- | --- | --- |
| 1. | Generic Elective (GE) - Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

**Total Lectures in Dept. for Semester II: (a) + (b) + (c)** = \_\_\_\_\_\_ (in hours per week)

**C. Semester III**

|  |  |  |
| --- | --- | --- |
| 1. | Core Course (CC) - Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

|  |  |  |
| --- | --- | --- |
| 1. | Skill Enhancement Course (SEC) Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

|  |  |  |
| --- | --- | --- |
| 1. | Generic Elective (GE) - Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

**Total Lectures in Dept. for Semester III: (a) + (b) + (c)** = \_\_\_\_\_\_ (in hours per week)

**D. Semester IV**

|  |  |  |
| --- | --- | --- |
| 1. | Core Course (CC) - Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

|  |  |  |
| --- | --- | --- |
| 1. | Skill Enhancement Course (SEC) Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

|  |  |  |
| --- | --- | --- |
| 1. | Generic Elective (GE) - Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

**Total Lectures in Dept. for Semester IV: (a) + (b) + (c)** = \_\_\_\_\_\_ (in hours per week)

**E. Semester V**

|  |  |  |
| --- | --- | --- |
| 1. | Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

**Total Lectures in Dept. for Semester V:**  = \_\_\_\_\_\_ (in hours per week)

**F. Semester VI**

|  |  |  |
| --- | --- | --- |
| 1. | Title of the Paper |  |
| 2 | Total Number of Students |  |
| 3. | Name of Teacher & Nature of Appointment (Regular/Contract-basis/Lecture-basis) |  |
| 4. | Number of Lectures | = \_\_\_\_\_\_ (in hours per week) |
| 5. | Number of Practicals x No. of Batches | = \_\_\_\_\_\_ (in hours per week) |
| 6. | Total Number Lectures &Practicals per week | = \_\_\_\_\_\_ (in hours per week) |

**Total Lectures in Dept. for Semester VI:** = \_\_\_\_\_\_ (in hours per week)

**G.** Total Number of Projects in the Dept. : \_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No.  | Name of Teacher | No. of Projects | Titles of Projects | Remission per week |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| Total No. of Remissions per week in the Dept.  | = \_\_\_\_\_\_\_\_\_ (in hours per week) |

**H.** Total Workload of the Dept. in Odd Semesters (1 + 3 + 5 + Projects) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in hours per week)

**I.** Total Workload of the Dept. in Even Semesters (2+ 4 + 6 + Projects) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in hours per week)

**J.** Details of Assistant / Associate Professors in the Subject/Department as Regular Full Time Faculty

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No | Name of the Teachers | Designation | Lectures per week | Practicals per week | No. of Projects | Remission of Lectures per week | Total | Signatures |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |

**K.** Existing number of Full Time Regular Assistant / Associate Professors in the Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**L.** Shortfall of Assistant Professors if any of Regular Full Time Faculty with workload of not less than 16 total

lectures per person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**M.** Surplus of Assistant Professors / Associate Professors in the Subject / Department, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N.** NOC required for No. of Assistant Professors to be recruited on Regular Full-time basis with stable

workload available for the last 03 Academic Years : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Undertaking By Principal / Head of the Institution**

**The above details are based on the actual workload of the above mentioned department/subject as on 1st January, \_\_\_\_\_\_\_\_\_\_\_. Increase/decrease in the departmental workload shall be intimated to the Directorate of Higher Education, Government of Goa and recruitment of Teachers on Regular Full Time Basis / Contract Basis / Lecture Basis adjusted based on Goa University Statutes (approved by Goa Government).**

**It is also certified that the above workload does not include in any manner the workload of self-financing courses. I further certify that I have personally verified the details and they are as per actual workload available as on 1st January, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am aware that I shall be fully responsible for financial recoveries if any resulting due to submission of data which is not factual.**

**Name & Seal of the College Name &**

**Signature of H.O.D. with Date Signature of Principal with Date**