

PROFORMA FOR WORKLOAD ASSESSMENT FOR
THE ACADEMIC YEAR 20 - 20

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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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.								

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.

Seal of the College

Name & Signature of Principal

Date