Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud
Thiruvananthapuram-14

No.EA4/11598/2018/HRD

Dated, 18.09.2018

CIRCULAR

Sub:- *IHRD – Workload of Faculty members in Engineering Colleges(other than UGC), College of Applied Science, Model Polytechnic College, Technical Higher Secondary School etc.../Supporting Staff (in categories of Junior System Analyst/Computer Programmer/ Foreman/ workshop Instructors/ Trade Instructors/ tradesman etc...) in all the associate institutions –report called for – reg:-*

As you are aware, IHRD is facing acute financial crisis even to disburse the salary of the employees. All the head of Institutions are directed to utilize the services of regular faculty/supporting staff and to reduce the number of guest faulty engaged to a minimum level. In order to verify the current situation all the Head of institutions under IHRD are directed to furnish the details regarding the workload of all faculty members (including AICTE)/Supporting Staff under their control in the prescribed format attached herewith on or before 25..09..2018 without fail.

Sd/-
Dr.P. Suresh Kumar
DIRECTOR

To,
1. All the Head of Institutions under IHRD.
2. SF
3. OC

Approved for Issue

Administrative Officer

Name of Institution

Workload of Faculty/ Supporting Staff

Sl. No.	Faculty / Supporting Staff		Name of faculty (whether accommodated against the sanctioned post)	Details of subject taken				Hours/Week				Whether the workload is as per University/ AICTE/ IHRD ● norms or less than that	Remarks
	Sanctioned Strength	Actual Strength		Semester (in cases of THSS specify year)	Branch	Subject	Actual No. of students in the class	Theory	Tutorial	Practical	Total hours/ week		
										(If applicable)			

Approved for Issue

Sd/-
DIRECTOR

Administrative Officer

Re.1.17.09.2018