Institute of Human Resources Development
Chackai, Thiruvananthapuram-24

No.EB1/4580/2017/HRD (1)   Dated, 09.11.2021

CIRCULAR

Sub:-   IHRD – Creation of additional mandatory temporary posts for the academic year 2021-21 and 2021-22 – proposals – called for – Reg:-

Ref:-   1. G.O (MS) No.76/2014/H.Edn dated 14.02.2014.
2. This office proceedings of even No. dated 06.07.2018.
3. This office proceedings of even No. dated 06.01.2020
4. This office proceedings No. EB1/4848/2014/HRD dated 27.07.2021

In the Government Order read above, Government have approved the Staff Pattern of IHRD institutions taking into account of courses conducted and sanctioned intake as on November, 2011.Thereafter, IHRD has established new institutions, started many new courses, reduced the existing branches, intake etc.... after 2011. This led to a requirement of additional posts for meeting the academic standards of the institutions. A stream wise committee was constituted by the Governing Body/ Executive Committee of IHRD for analyzing the requirements and to submit proposals for creation of minimum number of mandatory additional posts in various institutions of IHRD. The Stream wise Committee constituted by the Governing Body of IHRD made recommendations to the Executive Committee on two occasions and based on the recommendations additional temporary posts have been created for the academic years 2017-18, 2018-19 and 2019-20. Now, many proposals are being received to sanction additional temporary posts for meeting the academic requirements of various institutions. Creation of additional temporary posts shall be with the approval of Executive Committee/Government. Considering all the aspects, all Principals of Colleges of Applied Science under IHRD are instructed to furnish the details of new programmes for 2020-21 and 2021-22 and details of enhancement of sanctioned intake along with the details of additional temporary posts required for the academic year 2020-21 and 2021-22 in addition to the regular/temporary posts already sanctioned as per the references read above. The details shall be furnished to this office urgently by return in the format (3sheets) enclosed so as to place the matter before the Stream wise Committee which was reconstituted for the purpose as per this office proceedings read fourth paper above and with the approval of the Executive Committee of IHRD. You are requested to forward a soft copy of the format (3 sheets) filled up with required details to the e-

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mail address (ihrd.estt@gmail.com) only for consolidation on or before 27.11.2021 The head of institution shall ensure that, no faculty/supporting staff will be engaged without validly created posts by the competent authorities.

If no additional posts is required a 'NIL' report may be furnished via email to ihrd.estt@gmail.com only.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

Encl: As stated above

To:-

1. All Principals of Colleges of Applied Science
2. Additional Director
3. Administrative Officer
4. Finance Officer
5. SF
6. OC

Approved for issue

Senior Superintendent

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

WORK LOAD ASSESSMENT FOR FACULTY IN COLLEGES OF APPLIED SCIENCE FOR THE ACADEMIC YEAR 2020-21/2021-22

Name of institution:		University:	
Courses conducted during the AY 2020-21/2021-22	New programmes /additional batches commemced during the AY 2020-21/2021-22	Programmes discontinued during the AY 2020-21/2021-22	Details of IHRD courses conducted during the AY 2020-21/2021-22

Note:
1. Details of programmes / batches that are likely to be commenced need not be specified

2. Work load of new courses/ batches that are likely to be sanctioned need not be included

3. Work load furnished should be as per the University Scheme only. The Principal will be responsible for any wrong information furnished and will be responsible for any financial loss sustained as result of the incorrect information.

4. Use separate sheets for furnishing details of each academic year

DECLARATION

I have personally verified the workload details given in the statements with respect to the University Scheme and certify that all details in the statement are correct

Date:

Seal

Principal

No. EB1/4580/2017/HRD(3)

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

WORK LOAD ASSESSMENT AND REQUIREMENT FOR TEMPORARY POSTS IN COLLEGES OF APPLIED SCIENCE FOR THE AY 2020-21/2021-22

Name of institution: Name of University:

Sl No.	Name of post	Semester	Work load (Hours/ week)									IHRD course	Total Hrs	Faculty required	As per Govt approved		Additional posts required	Remarks
			B. Sc CS	B. Sc El S	Name of course										Regular	Temp/ Contract		
		odd																
	AP in Computer	even																
		odd																
	AP in Electronics	even																
		odd																
		even																
		odd																
		even																
		odd																
		even																
		odd																
		even																
		odd																
		even																
		odd																
		even																
		odd																
		even																
	Total Hrs/ week	odd																
		even																

Note: Total no of posts (Regular + Temp/contract)= Total Hrs/18   Specify the name of course and name of post as per requirement

Use separate sheets for each academic year

Date: Office seal   Principal

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

WORK LOAD ASSESSMENT AND REQUIREMENT FOR TEMPORARY POSTS IN COLLEGES OF APPLIED SCIENCE FOR THE AY 2020-21/2021-22

Name of institution:

Name of University:

Sl No.	Name of post	Semester	Work load (Hours/ week)										Semester Total	Total (odd+ even)	Remarks
			B. Sc CS	B. Sc El S		Name of course									
1	AP in Computer	S1													
		S3													
		S5													
		S2													
		S4													
		S6													
2	AP in	S1													
		S3													
		S5													
		S2													
		S4													
		S6													
3	AP in	S1													
		S3													
		S5													
		S2													
		S4													
		S6													
	Total Hrs/ week	odd													
		even													

Specify the name of course and name of post as per requirement

Note: Total no of posts (Regular + Temp/contract)= Total Hrs/18

Use copy of sheet for additional posts and each academic year, if required

Office seal

Principal

Date: