**CIRCULAR**

All HODs / MIDs are requested to submit the details of staff (SF) vacancy positions in their respective departments for the academic year 2024-2025. Further, the HODs / MIDs of the Departments of the Languages, English and Other Departments offering Allied Subjects are requested to consult with the parent departments before calculating Workload considering the addition or removal of classes / sections for the academic year 2024-2025.

The maintenance work to be done or purchase of equipment / Articles and any other requirements (if any) may kindly be submitted in writing to the Principal’s Office **on or before 28.03.2024**.

**Note:**

1. The format (for workload allotment, vacancy position, maintenance work to be done or purchase of equipment / Articles) can be **downloaded from our College website**.

Tiruchirappalli-20

18.03.2024 **PRINCIPAL**

**DEPARTMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Aided / SF Men/ Women)**

|  |
| --- |
| **Workload - ODD Semester (2024-2025)** |
|  |  |  |  |  |
| **S.No.** | **Name of the Professor** | **Theory (without conversion)Hours Allotment** | **Practical (without conversion)Hours Allotment** | **TotalHours Allotment** |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   | **TOTAL (A)** |   |   |   |
| **S.No.** | **Class** | **Theory Hours** | **Practical Hours** | **Total Hours** |
|   | **I UG** |   |   |   |
|   | **II UG** |   |   |   |
|   | **III UG** |   |   |   |
|   | **I PG** |   |   |   |
|   | **II PG** |   |   |   |
|  | **Language/ English/Allied (if any)**  |  |  |  |
|   | **TOTAL (B)** |   |   |   |

 **Note: A should be equal to B.**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Total No. of Teaching Staff required** | **Total No. of Teaching Staff available** | **No. of Teaching Staff** **(2024-25)** | **Remarks** |
|  |  |  | **To be appointed**  | **Excess** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Total No. of** **Non-Teaching Staff required** | **Total No. of** **Non-Teaching Staff available** | **No. of** **Non-Teaching Staff** **(2024-25)** | **Remarks** |
|  |  |  | **To be appointed**  | **Excess** |  |

**Date : HOD / MID**

**MASONARY WORKS (2024 - 25)**

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

|  |  |
| --- | --- |
| **S.No.** | **Nature of Work to be done and Place of work** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Date : HOD / MID**

**CARPENTRY WORKS (2024 - 25)**

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

|  |  |
| --- | --- |
| **S.No.** | **Nature of Work to be done and Place of work** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Date : HOD / MID**

**ELECTRICAL WORKS (2024 - 25)**

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

|  |  |
| --- | --- |
| **S.No.** | **Nature of Work to be done and Place of work** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Date : HOD / MID**

**PURCHASE OF EQUIPMENT / ARTICLES (2024 - 25)**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Name of the Equipment/ Articles** **With Details of the Specifications** | **No. of Units** | **Purpose** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Date : HOD / MID**