**PROFORMA FOR DETERMINING NEED FOR VISITING FACULTY / SURPLUS FACULTY**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Session: \_\_\_\_\_\_\_\_\_\_\_ Semester (S/F) \_\_\_\_\_\_\_\_\_**

1. Total number of Permanent Teaching Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach List)
2. Total number of Contract Teaching Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach List)
3. Total number of Visiting / Part-time Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach List)

Total number of Running Classes along with approved teaching courses and Credit Hours.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Running Classes** | **Students Strength** | **Approved Courses** | **Credit Hours** | **Total Credit Hours** |
| (i) |  |  |  |  | 15 Credit Hours |
|  |  |  |
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|  |  |  |
|  |  |  |
| (ii) |  |  |  |  | 15 Credit Hours |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| (iii) |  |  |  |  |  |
| **Total No. of Students** |  | **Total Credit Hours (A)** |  |

1. Total Credit Hours: \_\_\_\_\_\_\_\_\_\_
2. Total Non-Core Courses: \_\_\_\_\_\_\_\_\_\_
3. Total Lab Hours \_\_\_\_\_\_\_\_\_\_
4. Teacher Student Ratio: \_\_\_\_\_\_\_\_\_\_
5. Minimum Credit Hours Department can teach {(1+2) × 12} - 6: \_\_\_\_\_\_\_\_\_\_
6. Surplus Credit Hours the existing faculty can teach (E - A) \_\_\_\_\_\_\_\_\_\_
7. Deficient Credit Hours (A - E) \_\_\_\_\_\_\_\_\_\_
8. Need of faculty for the following Core Subjects:
9. \_\_\_\_\_
10. \_\_\_\_\_
11. Need of faculty for the following Non-Core Subjects:
12. \_\_\_\_\_
13. \_\_\_\_\_

**Note: Specify specialization subject with (Spec), Non-Core subject with (N-C) and practical class with (Lab)**