



UNIVERSITY OF MADRAS

INFORMATION RELATING TO WORKLOAD OF THE FACULTY MEMBERS

I. Basic Information

1. Name : _____
2. Educational Qualifications : _____
3. Designation : _____
4. Department : _____

Note: (i) Please provide information relating to your teaching, research, extension activities and other administrative responsibilities/positions held. All information should be related to the current semester, July–December 2010.
(ii) While filling, leave the last column (shaded in grey) blank in each table.

II. Teaching

S. No.	Name of the subject	Core/ Elective	No. of credits	No. of hours spent for teaching	
	A. For Postgraduate Students				
1.					
2.					
3.					
	B. For M.Phil Students				
1.					
2.					
3.					
	C. For Certificate/Diploma Courses				
1.					
2.					

III. Research:

A. Research Project

S. No	Title of the research (You may give a short title)	Name of the funding agency	Total amount sanctioned	Period		No. of research staff	No. of hours spent per week per project	
				From	To			
1.								
2.								
3.								
4.								
5.								

B. Research Guidance

S. No.	M.Phil/Ph.D	No. of students allotted/registered	Approx. no. of hours spent per week per student	
1.	M.Phil students			
2.	Ph.D students			
	a) Part time			
	b) Full time			

C. Other Personal Research (if any):

S. No.	Title of the Research	Period		No. of hours spent per week per project	
		From	To		
1.					
2.					
3.					

IV. Extension Activities

S. No.	Name of the extension activity	Does it involve travel outside Chennai?		If it involves travel, number of days the faculty is away from the University	No. of hours spent per week per extension activity	
		Yes	No			
1.						
2.						
3.						
4.						

V. Administrative Responsibilities/ Positions Held

S. No.	Nature of responsibilities/position held	Yes	No	Approx. no. of hours spent per week to discharge administrative responsibilities.	
1.	Member of the Syndicate				
2.	Head of the Department				
3.	Dean/Director/Special Officer/Co-ordinator				
4.	Warden				
5.	Deputy Warden				
6.	Any other special assignment (Specify) _____				

VI. Publication.

1. How many articles/books do you propose to publish during this semester? 0 [] 1 [] 2 [] 3 [] 4 [] 5 []
 (Please tick (✓) the appropriate box)
2. Please provide the following details regarding the proposed publications.

S.No.	Title of the article	Name of the journal for which you propose to submit your article	No. of hours you propose to spend per week for the preparation of article	
1.				
2.				
3.				
4.				
	Title of the book	Name of the publisher	No. of hours you propose to spend per week for the book	
1.				
2.				

VII. How many Seminars/Conferences/Workshops/Symposia do you propose to organize?

0 [] 1 [] 2 [] 3 [] 4 [] 5 []

S.No.	Name of the seminar/conference/workshop/symposia	Proposed date(s)	No. of hours you propose to spend per week for the preparation	

VIII.

1. How many papers do you propose to present in conferences/seminars/workshops etc.? 0 [] 1 [] 2 [] 3 [] 4 [] 5 []
2. Please provide the following details regarding the proposed paper presentation.

S.No.	Title of the paper	Name of the conference/seminar/workshop	No. of hours you propose to spend per week on the paper	
1.				
2.				
3.				

IX.

1. How many proposals are you planning to prepare for major/minor research projects? 0 [] 1 [] 2 [] 3 [] 4 [] 5 []

2. Please provide the following details regarding the proposals.

S.No.	Title of the research	Name of the funding agency to which you propose to submit	No. of hours you plan to spend per week	
1.				
2.				
3.				

X. Others Academic Works

Please specify the approximate number of hours you propose to spend per week on the following activities.

S.No.	Type of activities	No. of hours spent per week	
1.	Preparation of teaching materials		
2.	Correction of test papers		
3.	Correction of assignments		
4.	Other activities (specify)		

