

GOVERNMENT OF ANDHRA PRADESH

Office of the Commissioner of Technical Education
Department of Technical Education
Andhra Pradesh:: VIJAYAWADA

Cir. Memo No. AGC/TLE2022/9

Dt. 20-07-2022

Sub: Technical Education – Academic Guidance Cell (AGC) – Academic Year
2022-23 –Submission of workload particulars of teaching staff– Regarding.

In view of release of academic calendar and commencement of academic year 2022-23, All the Principals of Government polytechnics are hereby informed to submit the workload particulars of faculty immediately. The workload particulars to be furnished through Google form link provided below.

<https://forms.gle/fQFsoGaL391wTDte9>

One Google form can be used for one staff member and please ensure for submission of data by all faculty of Institution.

The Principals are also requested to send a signed hard copy of the consolidated workload particulars in proforma enclosed. The necessary information as Excel sheet with data to be submitted to this office through email: academicguidancecell.te21@gmail.com by 22 -07-2022 without fail.

Sd/- A Nirmal Kumar Priya
JOINT DIRECTOR

Encl: Proforma

To:

All the Principals of Govt. Polytechnics for information and necessary action.
The RJD, TE, Kakinada & RJD, TE, Tirupathi for information.

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Dy. DIRECTOR (AGO)

PROFORMA

Staff workload particulars for the academic year 2022-23

POLYTECHNIC CODE:

NAME OF THE POLYTECHNIC & LOCATION:

Sino	NAME OF THE STAFF MEMBER	DESIGNATION	BRANCH	NUMBER OF THEORY HOURS/WEEK	NUMBER OF PRACTICAL HOURS/WEEK	TOTAL WORKLOAD/WE EK	Remarks

SIGNATURE OF PRINCIPAL

Note: Please send signed hardcopy to academicguidancecell.te21@gmail.com