WORK PLAN

**For the year …………………………**

**Name :**

**Designation :**

**Date of Joining :**

The form enclosed provides an opportunity for you to plan your contribution and activity mix for the next academic year. Please ensure that this form is submitted to the Director.

**Section 1 Teaching**

(Courses proposed to be taught at the Institute in the long term programmes)

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** | **Programme** | **Credits** | **Core/Elective** |
|  |  |  |  |

**Section 2 Training**

(Include programme coordination and sessions both in open programmes, and in-company programmes)

|  |  |
| --- | --- |
| **Activities** | **Details** |
|  |  |

**Section 3 Research and Publication**

(Include books, articles, cases, conference papers, newspaper articles etc. on which you plan to work during the year)

|  |  |
| --- | --- |
| **Activities** | **Details** |
|  |  |
| Any other |  |

**Section 4 Consultancy**

(Include any consulting projects planned including project under progress)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project title** | **Organisation** | **Amount** | **Target Date of Completion** | **Status** |
|  |  |  |  |  |

# **Section 5 Institution Building**

(indicate contribution in administrative position)

|  |  |
| --- | --- |
| **Activities** | **Details** |
|  |  |

# **Section 6 Services to Profession:**

(Indicate your proposed contribution to the profession other than covered in 1-5 above including positions held like editor of a journal etc.)

**Section 7: Developmental Needs Identified**

(Indicate areas where you would like institutions’ support to grow)

**Section 8: Proposed Work Unit Computation**

|  |  |
| --- | --- |
| **Section** | **Work Units (Self Calculation)** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **Total** |  |

**(Name of faculty) Director**

**Date**