



UGC-HUMAN RESOURCE DEVELOPMENT CENTRE

Doctor Harisingh Gour Central University, Sagar – 470 003 (MP)

+91-7582-264629, 265547 @ hrdcsagar@gmail.com

Announce a
55th Orientation Course (OP1-17)
(For all discipline)

To be conducted
From 17 July – 13 August, 2017

Nivedita Maitra
28/6/17
The Director In-charge
Prof. Nivedita Maitra
UGC-HRDC

Intrested Applicats may contact
Director, UGC-Human Resource Development Centre
Doctor Harisingh Gour Central University, Sagar – 470 003 (MP)
Phone: 07582 – 264629
E-mail : hrdcsagar@gmail.com



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APPLICATION FORM **FOR ORIENTATION/REFRESHER/SHORT-TERM/PROGRAMME**

Affix
Your latest
Photograph

Part A (to be filled in by the applicant in **CAPITAL LETTERS**)

Course Title "-----"

1. Course Code Periodto
2. Name..... Designation.....
3. Name of Institution where employed.....
4. 2 (F) & 12 (B) Certification: Yes / No; Name of University or (Affiliation)
5. Pay Scale.....; Subject.....
6. Date of Appointment.....; Teaching Experience: PHD Years; PG Years; UG Years
7. Research Experience, If any Total Experience: Years
8. Tenure of Working with the present InstitutionYears
9. Employment: Permanent; Temporary; Part time; Ad hoc; Contract teachers
10. Date of Birth..... Age.....Yrs. Mob. No..... E-mail ID.....
11. Present Address for Correspondence:
- Pin Code.....Phone (Res.) Mob. No.
12. Category : General / SC / ST / OBC
13. Do You Require Accommodation? Yes / No

13. EDUCATIONAL QUALIFICATIONS:

Examination	Board/University	Institution where studied	Year of Passing	Subject/ Specialization
High School				
Graduation				
Post- graduation				
M. Phil.				
Ph.D.				
Others				

14. EMPLOYMENT RECORD:

S. No.	Name of Employer/ Organization	Designation	Nature of Appointment	Period (From.....to.....)

15. Publications : (i) Books.....(ii) Monographs.....(iii) Research Papers.....

16. Areas of Specialization, If Any

17. Subjects Presently being Taught by You.....

18. Would You Like to Present a Paper in any of the Session? YES.....NO.....

If Yes, Please Specify the Topic of Your Interest.

1.2.3.

19. Have You Attended any Orientation ; Refresher in the Past? YES.....NO.....

Give Details Including the Name of the Human Resource Development Centre

- A. Orientation Program: Tenure :; HRDC :
- B. Orientation Program: Tenure :; HRDC :
- C. Refresher Course Tenure :; HRDC :
- D. Refresher Course: Tenure :; HRDC :

Declaration

I declare that the information given above is correct and I will abide by all the rules for Orientation/Refresher Course, laid down by the MHRD mentioned in HRDC Guidelines 2015, if selected.

Signature of the Applicant

Payment Details:

Draft No.Dated/...../..... Valued at **Rs. 1000/-** payable to **the Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar (MP)** payable at SBI Sagar, University Branch IFSC SBIN0001143 is enclosed

(PART-B) (To be filled in by the forwarding authority)

I Hereby Certify that Dr./Shri/Mrs./Miss.....who is working as Asstt. Prof. /Associate Prof./Professor as a Permanent; Temporary; Part time; Ad hoc; Contract teachers in the Dept. of..... College/ University of..... His Appointed is on a Regular/ Temporary basis on a Permanent; Temporary; Part time; Ad hoc; Contract teachers for last more than Yrs and is Eligible for Attending the said Course.

He/She will be Relieved in Time to Participate in the Course..... which is Starting from.....to..... at the UGC-HRDC, Sagar.

- Our College/University is included in the list of institution under sec. 2(f) and under sec. 12(B) of the UGC Act (Please Enclose Annexure)
- Our College does not come in the purview of the section 12(B) of the UGC Act, But has been included under sec. 2(f) and has been affiliated to University foryear (Please Enclose Annexure)

**Signature of Registrar/Principal
(With Seal)**

For UGC-HRDC Office Use

Selected/Not Selected
Scrutiny officer

Director

- **Eligibility, Target Group and Duration (UGC-HRDC Guideline Page-14)**

*Teachers working in universities and colleges that are included under **Section 2(f)** of the UGC Act, even though they may not yet be fit to be included under **Section 12 (B)**, may be invited to participate in the Orientation Programmes and Refresher Programmes.*

The teachers of colleges that do not yet come within the purview of Section 12(B), but have been affiliated to a university for at least two years, will be permitted to participate in the programmes/courses. However, they won't be paid TA/DA and other allowances for attending these courses. For the Orientation Programmes, newly appointed Assistant Professors within two years of continuous service and all those teachers who require orientation for getting a higher grade will be allowed. Attendance in Orientation programmes would be must for placement in the higher grade pay.

***Part time/ Ad hoc/temporary/contract teachers** who have been teaching for at least three academic sessions in an institution which has been affiliated to a University for at least two years may be permitted to participate in the Orientation Programme/Refresher Course to enhance their skills.*

- **DURATION (UGC-HRDC Guideline Page-14)**

The Orientation Programme will be of four weeks duration, with minimum of 24 working days (excluding Sundays) and 144 contact hours (six hours a day). The refresher course will be of three weeks duration, with minimum of 18 working days (excluding Sundays) and 108 contact hours (six hours a day). If a participant fails to complete the requisite contact hours in a programme, he may be permitted to make up for the backlog hours at his/her own cost in another programme by the RCCB and HRDCs concerned.

- **TA/DA/incidental charges to Outstation participants (UGC-HRDC Guideline Page-17)**

Teacher participants may be paid up to a limit of A/C III railway fare (all trains) or A/C Deluxe bus fare on production of tickets. Outstation participants may be provided free boarding and lodging by the University. To cover the cost of their boarding/ lodging, the Commission will pay the University on reimbursement basis Rs. 500/- per day for outstation participant for 'A' class cities, Rs.400/- per day for other places. In case only free lodging is provided, DA will be allowed at 75 percent of the ordinary rate of daily allowance. The allowance will be used purely for the purpose of giving boarding/lodging to the participants. In case the outstation participant does not avail the facility for boarding/lodging, he/she will be paid Rs.300/- per day.

- **LEAVE: (UGC-HRDC Guideline Page-20)**

As this is a contact based programme, no teacher will be allowed to leave during the operation of the programme. However, in case of emergency with the permission of the Director of RCCB and HRDC, the participant can be allowed in exceptional circumstances to attend the similar number of hours in the next programme to complete the course. No certificate is to be issued to any participant unless adequate numbers of hours are completed by the concerned participant.

- **Procedure to pay Application Fee:**

All participants shall pay an **registration fee (non-refundable) of Rs.1000/-** at the time of registration by **demand draft** in favour of the **Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar**, payable at State Bank of India, University Branch Sagar.

- **Note:** Participants attending the course must have a permission to attend the course from their employer/Principal/Dean/Director of the institute.

- **Postal address: The Director**

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