



# UGC-HUMAN RESOURCE DEVELOPMENT CENTRE

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

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

## TENTATIVE PROGRAMME SCHEDULE FOR THE ACADEMIC YEAR 2017-18

<b>(A) ORIENTATIO PROGRAMME (28 DAYS)</b>				
<b>COURSE CODE</b>	<b>COURSE</b>	<b>DISCIPLINE</b>	<b>DURATION /PERIOD</b>	<b>COURSE COODINATOR</b>
OP1-17	55 <sup>th</sup> Orientation Course	All Subjects	17 JUL-13 AUG, 2017	Director HRDC
OP2-17	56 <sup>th</sup> Orientation Course	All Subjects	21 AUG-17 SEP, 2017	Director HRDC
OP3-17	57 <sup>th</sup> Orientation Course	All Subjects	11 DEC 17 - 07 JAN, 2018	Director HRDC
OP4-17	58 <sup>th</sup> Orientation Course	All Subjects	26 FEB - 25 MAR, 2018	Director HRDC
<b>(B) SPECIFIC REFRESHER COURSE (21 DAYS)</b>				
RC1-17	Comparative Indian Literature	Languages Hindi, English, Sanskrit, Urdu, Purssian, Marathi, Indian Languages and Linguistics	10 JULY - 30 JULY, 2017	Prof. B. I. Guru
RC2-17	Mass Communication & Journalism	Mass Communication & Journalism,	05 JAN - 25 JAN, 2018	HOD Journalism
RC3-17	Social Science	All Social Science	01 NOV - 21 NOV, 2017	Prof. Diwakar Singh Rajput
<b>(C) INTERDISCIPLINARY REFRESHER COURSE (21 DAYS)</b>				
IDC1-17	Commerce and Business Studies	Commerce, Economics, Management	04 DEC - 24 DEC, 2017	Prof. D. K. Nema
IDC2-17	Bio-Technology and Information Technology	Biotechnology, IT,	24 JUNE - 14 JULY, 2017	Prof. S. K. Jain
IDC3-17	Environmental Studies	All Science, Bio Science, Earth and Environmental/ Medical Sciences	05 FEB - 25 FEB, 2018	Prof. A. P. Mishra
<b>(D) ADDITIONAL COURSE (21 DAYS)</b>				
TE-17	Teachers' Educator	All Discipline	04-24 SEP, 2017	Dr. Rani Dubey
SS-17	Summer School Programme	All Relavent Discipline	16 JUN-06 JUL, 2017	Prof. GS Giri
<b>(E) SHORT - TERM COURSE (6 DAYS)</b>				
STP1-17	Research Methodology	Faculties and Research in any discipline.	01-06 AUG, 2017	Prof. J. D. Ahi
STP2-16	Gender Sensitization	Faculties and Research in any discipline	23-28 OCT, 2017	Prof. A. N. Sharma
<b>(F) OTHER PROGRAMME</b>				
HRDC1-17	Principal Meet	All affiliated Govt and Auto. And Nodal College Principals	(1 Day) NOV, 2017	Director HRDC
HRDC2-17	Workshop on Academic Administrator	Administrative Staff in the University	(2 Days) 01-02 July, 2017	Director HRDC
HRDC3-17	Workshop on IT	Faculties and Research in any discipline.	(3 Days) 26-28 OCT, 2017	Director HRDC / Prof. Diwacr Shukla
HRDC4-17	Workshop on Stress Management by Effective Teaching Methods	Faculties and Research in any discipline.	(3 Days) 05-07 OCT, 2017	Director HRDC / Dr. Rani Dubey

Note : Scheduled period and the proposed coordinators may change subject to the availability of the participants and the coordinators proposed.



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

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

Course Title "-----"

1. Course Code ..... Period .....to .....

2. Name..... Designation.....

3. Name of Institution where employed.....

4. Name of University or (Affiliation) ..... Category : General / SC / ST / OBC

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 Institution .....Years

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. 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				

Affix  
Your latest  
Photograph

**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 for .....year (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.**

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- **Postal address: The Director**

**UGC-Human Resource Development Centre**

**Doctor Harisingh Gour Central University, Sagar – 470 003**

**(Madhya Pradesh) India**

**E-Mail : hrdcsagar@gmail.com Phone: 07582 264629, 265547**