

# UGC-Human Resource Development Centre

Jai Narain Vyas University, Jodhpur (Rajasthan)-342 005



Telephone & Fax: 0291-2722047(O)

E-mail ID:hrdcjodhpur@gmail.com

Paste  
a recent  
photograph

**Venue**

E-mail IDs: orientationprogrammekota@gmail.com

refreshercoursekota@gmail.com

shorttermcoursekota@gmail.com

specialcoursekota@gmail.com

pdpkota@gmail.com

## University of Kota

Kota (Rajasthan)-324 005

### Application Form for

Orientation Programme / Refresher Course / Short Term Course / Workshop / Special Course / Summer School / Winter School / Professional Development Programme (Tick One)

01. Name of Programme : .....
02. Date of the Programme : From .....to .....
03. Name of Applicant (*in Capital Letters*): .....
04. Father's Name : .....
05. Date of Birth:    Gender (*Tick one*): Male  Female  Transgender
06. Religion:..... Category (*Tick*): Gen  SC  ST  OBC  SBC  MI  VH  PH
07. Designation:..... Subject : ..... Department: .....
08. Status of Appointment (*Tick*): Permanent  Ad hoc  Temporary  Contract  Part time
09. Date of Present Appointment: ...../...../..... Total Teaching Experience: UG: ..... PG..... Total: .....
10. Scale of Pay: ..... Current Basic Pay: ..... Grade Pay: .....
11. Name of Institute / College / University: ..... Type: 2(f)  2(B)  Other
12. Addresses:

(A) Institutional Address:

(B) Mailing Address:

.....  
.....  
.....

.....  
.....  
.....

State: ..... PIN: .....

State: ..... PIN: .....

Telephone (STD code): .....

Telephone (STD code): .....

FAX (STD Code): .....

Mobile No.: .....

13. Academic Career:

Examination	Year	Subject(s)	Specialization	University	% / Grade
Post Graduation					
M. Phil.					
Ph.D.					
PDF*					

\*Post Doctoral Fellowship.

Research Interest / Post Doctoral Work: .....

14. Details of Employment (in chronological order) :

Name of Department & Institution	Designation	Duration		Nature of Duties
		From	To	

15. Details of Courses Attended previously:

Name of Course	Duration		Name of ASC / HRDC which conducted the course
	From	To	

16. Special trainings / topics / specialized area of your interest to be covered in the course: .....

17. Subjects of your special interests: .....

18. Details of Publications (If you require more space, please attach a separate sheet and mention it): .....

19. **Fee:** Please attach to this form a **non-refundable fee of Rs. 1200/-** (*Rs. 1000/- Registration Fee & Rs.200/- Processing Fee*) through an account payee bank demand draft in favour of the **Director, HRDC, Jai Narain Vyas University, Jodhpur-342005**, payable at the **Bank of Baroda, University Branch, Jodhpur**. On the reverse side of the draft, please write the name of the course applied for, your own name, your address and mobile number. **We regret that cash / cheques / P.O. etc. are not acceptable.**

Draft No.: ..... Date: ..... Issuing Bank & Branch: .....

Amount: (in Figure): ..... (in Words): .....

20. For outstation participants only: Whether accommodation is required: YES/NO. If **NO** please give the local address where you will stay.....

I certify that the above information and particulars are correct to the best of my knowledge and I will be responsible for any lapse. If the information / particulars are found false or incomplete, my application / admission is liable to be cancelled at any level of the programme / course. I, hereby, undertake to participate in the course to do the assignments which will be given during the course and abide by the rules and regulation of the University and UGC.

Date: .....

Place: .....

Signature of the Applicant

**RECOMMENDATION OF THE FORWARDING AUTHORITY**

I hereby certify that:

1. Dr./Mr./Ms..... is on permanent / ad hoc / temporary / contract / part time position and working in the Institute / College / University as..... in Pay Scale ..... w.e.f. ....
2. He / she has attended ..... OCs /..... RCs / not attended any OC/RC so far. If selected for the programme / course, he / she will be relieved in time for the entire period of the programme / course.
3. The Institute / College / University comes / not comes under section 2(F) and / or 12(B) of the UGC Act.
4. The Institute / College is affiliated to the .....
5. The information furnished by the applicant are correct.

Institute / College / University: .....

Date: .....

Signature of  
the Head of the Institute / Principal / Registrar (with seal)

**FOR OFFICE USE ONLY**

Application received on:..... DD of Rs. .... Attached / Not Attached.....

**Selected / Not Selected** for the ..... Orientation Programme / Refresher Course / Short Term Course / Workshop / Special Course / Summer School / Winter School / Professional Development Programme in ..... commencing from ..... to .....

Place: .....

Date: .....

Signature of Director  
Programme / Course Coordinator (with seal)

## **IMPORTANT GUIDELINES AND INSTRUCTIONS**

**[As per the guidelines of University Grants Commission, New Delhi for Regional Centre for Capacity Building (RCCB) & Human Resource Development Centre (HRDC) Implementable from 01 February, 2015]**

### **Eligibility:**

- 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 Courses. 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.
- For the Refresher Courses, participation in the Orientation Programme is a prerequisite for admission. However, in exceptional cases a teacher may be allowed to complete a Refresher Course prior to completion of an Orientation Programme. Also, there should be a minimum gap of one year between two courses, though it may be relaxed if adequate number of participants is not available or it is essential for the teacher to fulfill eligibility conditions for career advancement.
- 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.
- Universities and colleges must allow interested teachers to attend UGC-RCCB and HRDCs programmes based on their eligibility otherwise valid reasons will have to be intimated to the teacher concerned in writing.

### **Duration:**

- 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.

### **Permission to attend Refresher Courses during the period of the Teacher's Fellowship:**

- Teachers' fellowships as well as Refresher Courses / Orientation Programmes are meant for professional development. A teacher interested in attending Refresher Courses (as per the requirements of career advancement) during the period of fellowship should not be denied the opportunity as it supplements his / her professional development. Therefore, the UGC has decided to permit the teacher fellows to attend a Refresher Course provided:
  - i. He / she surrenders living expenses for the period for which he / she is attending the Refresher Course, and agrees to submit to the RCCB and HRDCs an undertaking to this effect through the concerned research centre before joining the course.
  - ii. He/she attends the Refresher Course in the subject that is relevant to his/her research.
  - iii. No extension in the teacher fellowship is sought on these grounds.

### **Registration Fee:**

- Every participant shall pay non- refundable admission fee of Rs.1000/- and processing fee of Rs. 200/- at the time of admission to the course. The amount so generated will be kept at the disposal of the RCCB and HRDCs for the augmentation of RCCB's and HRDCs infrastructure.

### **Record Keeping:**

- In order to make an Orientation Programmes (First Level Programmes) / Refresher Courses (Second Level Programmes) optimally effective, the RCCBs and HRDCs will maintain a systematic record of all the participants, their achievement, their professional growth and change in their capabilities as teachers.

### **Participant Cost:**

- The following items are covered under participant cost:
  - i. TA / DA to outstation participants and hospitality to local participants
  - ii. TA / DA and honorarium to resource persons
  - iii. Reading material
  - iv. Additional working expenses
  - v. Honorarium to course coordinator.

### **Local participants :**

- Rs. 300/- per working day per participant will be paid to the RCCB and HRDCs for providing hospitality. In case a local participant does not avail the facility of hospitality by the RCCB and HRDCs, he/she will be paid Rs. 300/- per working day.

### **TA / DA / Incidental Charges to Outstation Participants:**

- The participants will be paid TA/DA as per UGC norms. The participants are required to submit the original railway tickets for the to and fro journey.
- 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. No TA is permissible to local participants.

### **Reading Material:**

- Up to Rs.500/- per participant in the form of books / compilations in the form of printed published work or in electronic format will be provided as reading material.

## Evaluation of Participants

- When possible, experts, preferably external, may be asked to assess the participants on the basis of multiple-choice objective tests, and give grades to participants, taking also into account other evaluations already done. The grading should be as follows:
  - i. A: 75 per cent and above
  - ii. B: 60 per cent to less than 75 per cent
  - iii. C: 50 per cent to less than 60 per cent
  - iv. D: Below 50 per cent
- Those teacher participants who get Grade D are required to repeat the programme after a gap of one year without financial commitment to the UGC-RCCB and HRDC.
- The total marks are to be fixed at 100 and the same is distributed in the following manner:
  - i. Multiple-choice objective tests 30 Marks
  - ii. Seminars / participant presentation 15 Marks
  - iii. Project / survey / others 20 Marks
  - iv. Micro-teaching / participation 10 Marks
  - v. Holistic response 25 Marks  
(punctuality, regularity, initiative, conduct, responsiveness, etc.)
- The above distribution may be adjusted to meet specific requirements. The certificate issued to the teacher participant will only be valid if supported by the Grade based on the evaluation made during the programme.

## Miscellaneous Provisions:

- No candidate will be allowed to attend the orientation / refresher programme if he / she does not attend the inaugural lecture of the said programme.
- 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.
- For students participants, no honorarium/TA/DA to be paid.
- The number of participants for each course / programme should not be less than 30 failing which course /programme will be considered as non-functional. Minimum number of participants has been fixed to ensure that participant cost is reduced and objectives of ASC are achieved in efficient manner.

## PLEASE NOTE

- Any application form is valid for 1½ years after its receipt. We process only those application forms which are accompanied by the processing fee (photocopies of the draft are not accepted).
- Only duly filled, forwarded application forms on 'first come first serve basis' will be considered.
- It is mandatory to fill in all the columns. No selection letter will be issued on the incomplete application form.
- All participants are required to bring two passport-size photographs.
- Please bring a relieving order from the appropriate authority at the time of joining the course. No one shall be allowed to attend the course without a relieving order.
- All participants must register themselves positively on the Inaugural Day, failing which the selection to participate shall stand cancelled.
- If the number of participants is insufficient, the course may be postponed. In that case the participant shall bear their travelling expenses.
- The course will be full time through six days a week even on holidays except Sundays. The detailed programme shall be provided during registration.
- Each participant has to deliver a seminar of 15 minutes duration followed by 5 minutes of discussion on any topic related to the theme of the course. Multimedia LCD projectors are available for use. The participants have to bring their own materials (CDs / pen drives) ready for projection. The time and date of seminar shall be notified during the course.
- The participants will also be requested to submit their opinion and suggestions (feedback) on the various components of the course as well as seminars of the fellow participants.
- The participants are required to attend all the sessions of the course sincerely.
- Only those participants who will complete the course in all respects shall be eligible to receive the certificate of participation. In case of any default on the part of the applicant, the Director, UGC-Human Resource Development Centre, JNVU / Programme or Course Coordinator, University of Kota, Kota has all the rights to cancel the admission or withhold payment of TA/DA and the certificate. And, in such a case no queries will be entertained.
- Every interdisciplinary Refresher Course will be equivalent to the Refresher Course in the subject / discipline of the participant.
- In any ambiguity, the rules and regulations of the University Grants Commission, New Delhi will be applicable on all types of programmes / courses.

**For more details, kindly see the guidelines of University Grants Commission, New Delhi for Regional Centre for Capacity Building (RCCB) & Human Resource Development Centre (HRDC) Implementable from 01 February, 2015 ([http://www.ugc.ac.in/pdfnews/8712907\\_XII-Plan-RCCB--HRDC-Guidelines.pdf](http://www.ugc.ac.in/pdfnews/8712907_XII-Plan-RCCB--HRDC-Guidelines.pdf)).**