

Application Form



UGC- HUMAN RESOURCE DEVELOPMENT CENTRE
(UGC-Academic Staff College)
MADURAI KAMARAJ UNIVERSITY
(University with Potential for Excellence)
Palkalainagar, Madurai-625 021 Phone: 0452-2458251

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To
The Director
UGC- Human Resource Development Centre (ASC)
Madurai Kamaraj University
Madurai – 625 021

Sir,

I wish to apply for the Orientation Programme/ Refresher Course in
to be held from.....to..... I shall abide by the conditions
of the course /programme and will attended each and every session.

1.	Name (in Block Letters)	:	
2.	Designation and Department	:	
3.	Academic Qualifications	:	
4.	Name and address of the College/University/Institution PIN code a) College phone number with STD code b) College e-mail ID	:	
5.	Type of College/University/Institution	:	Government/Government Aided/Autonomous/ Self-finance
6.	Sex	:	Male / Female
7.	Age & Date of Birth	:	
8.	Community	:	SC/ST/MBC/BC/Others
9.	Religion	:	
10.	Minority Status	:	Yes/No
11.	Date of Permanent Appointment	:	
12.	Total Years of Teaching Experience from the date of permanent appointment	:	Years..... Months

13.	a) Residential Address b) Phone No. c) e-mail ID	:	
14.	Any Career advancement held up because of non-participation in OP/RC If yes, specify the date	:	Yes / No
15.	Due Date of the next Career advancement	:	

16. Details of the Orientation Programmes/Refresher Courses attended earlier

S.No.	Details of OP / RC	Name of the Academic Staff College	Duration of participation From.....To.....
1.			
2.			
3.			

The details given above were verified and found to be correct. I will abide by the rules and regulations of the UGC.

Place:

Date:

Signature of the Applicant

Certificate

1. Certified that the above information is correct to the best of our knowledge.
2. Certified that our College/University is included in the list of Colleges under Sec.2(f) / 12B of the UGC Act 1956.
3. Certified that the applicant is a permanent / self finance teacher and will be relieved for the Programme / Course if selected.

Office Assistant

Office Superintendent

Declaration by the Registrar / Principal

I certify that I will relieve (Name of the applicant) of

..... Department to attend the OP/RC/STC to be conducted by the Human Resource Development Centre of MKU duringto..... In case, the applicant is not selected for this course, he/she may be considered for the course in future.

Date:

Station:

Signature of the Registrar/Principal with Seal

INSTRUCTIONS:

1. Application must be forwarded through proper channel.
2. **The dates of Permanent Appointment and next Career Advancement, Phone Number (Mobile Number), E-mail ID and the declaration by the Registrar / Principal to relieve the applicant are must to consider the application.**
3. Cell phone is completely prohibited inside the Seminar hall of the ASC building.
3. Participants are encouraged to bring their laptops.
4. The filled in application should be sent to **The Director, UGC –Human Resource Development Centre (ASC), Madurai Kamaraj University, Madurai – 625 021.**
5. Demand Draft should be in favour of The Director, UGC - Academic Staff College, Madurai Kamaraj University payable at Madurai from any Nationalized Bank. Participant must write his/her name, address and course name on the reverse of the Demand Draft (Non Refundable). Suppose the Academic Staff College is not in a position to conduct the scheduled program due to insufficient number of applicants, the DD may be returned to the applicants by certificate of posting.
6. Demand Draft must be sent only after receiving the selection letter. The Academic Staff College will not be responsible for the Demand Drafts sent along with the Application form.
7. Advance Copy of the Application will not be considered for selection.
8. The Teacher participants are advised to forward their filled-in application in the prescribed format well in advance prior to the date of commencement of the respective course. The last will be fixed by the Director, depending upon the response to the course/seats available.
9. The TA of the participants will be paid as per the UGC rules (Recently UGC ordered the HRDCs not to pay DA to the participants).

Eligibility, Target Group and Duration

Lecturers working in universities and colleges who are included under Section 2(f) of the UGC Act, (even though they may not yet be fit under Section 12 (B)) may be invited to participate in the orientation and refresher courses. The teachers of colleges who have not yet come within the purview of Section 2(f), but have been affiliated to a university for at least five years, will be permitted to participate in the courses.

Orientation Programs

For orientation programs, newly appointed lecturers up to six years of continuous service and all those teachers who require orientation for getting a higher grade are permitted to attend the program. The orientation program will be of four weeks duration, with a minimum of 24 working days and 144 contact hours (six hours a day).

Refresher Courses

For the refresher course, participation in the orientation program is a prerequisite. **The teacher may opt for a refresher course after a one-year gap following an orientation course.** Also, there should be a minimum gap of one year between two refresher courses. The refresher course will be of three weeks duration, with minimum of 18 working days & 108 contact hours (six hours a day) excluding Sundays.

Permission to Attend Refresher Courses During the Period of the Teacher's Fellowship

Teachers' fellowships as well as refresher courses/orientation courses 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 fellow to attend a refresher course provided: He/she surrenders living expenses for the period he/she is attending the refresher course, and agrees to submit to the Human Resource Development Centre (HRDC) /RCC an undertaking to this effect through the research centre concerned before joining the course. The refresher course is attended in the subject that is relevant to his/her research. No extension in the teacher fellowship is sought on these grounds.

Note

- Attendance is strictly compulsory on all days of the Orientation Programme/Refresher Course.
- TA/DA will be paid as per UGC norms for all eligible teachers.
- Accommodation will be provided to all out station participants at the Faculty Guest House of the University