



UGC-Human Resource Development Centre
(Formerly Academic Staff College)
Madurai Kamaraj University
(University with Potential for Excellence)

Revised Schedule for the Year 2019 -2020

REF NO: UGC-HRDC/MKU/ REVISED SCHEDULE FOR OP/RC&STC/ 2019/07 Dt: 22.01.2020

	Programmes	Date		Last Date
A	Orientation Programmes			
1.	87 th Orientation Programme	10.07.2019	30.07.2019	10.06.2019
2.	88 th Orientation Programme	10.07.2019	30.07.2019	10.06.2019
3.	89 th Orientation Programme	10.10.2019	30.10.2019	10.09.2019
4.	90 th Orientation Programme	05.02.2020	25.02.2020	05.01.2020
B(i)	Refresher Courses (SRC)			
1.	Tamil	10.07.2019	23.07.2019	10.06.2019
2.	English	10.07.2019	23.07.2019	10.06.2019
3.	Economics	10.07.2019	23.07.2019	10.06.2019
4.	History	21.01.2020	03.02.2020	21.12.2019
5.	Commerce	21.01.2020	03.02.2020	21.12.2019
6.	Mathematics	21.01.2020	03.02.2020	21.12.2019
7.	Home Science	05.02.2020	18.02.2020	05.01.2020
8.	Physics	13.02.2020	26.02.2020	13.01.2020
9.	Computer Science	13.02.2020	26.02.2020	13.01.2020
10.	Chemistry	13.02.2020	26.02.2020	13.01.2020
11.	Life Sciences	05.03.2020	18.03.2020	05.02.2020
12.	Biotechnology	05.03.2020	18.03.2020	05.02.2020
13.	Psychology	05.03.2020	18.03.2020	05.02.2020
B(ii)	Refresher Courses (MDC)			
1.	Gender Studies	10.10.2019	23.10.2019	10.09.2019
2.	Environmental Studies	06.12.2019	19.12.2019	26.11.2019
3.	Teacher Education	06.12.2019	19.12.2019	26.11.2019
C.	Short-term Course			
1.	ICT in Education	23.03.2020	29.03.2020	23.02.2020
2.	Academic Administrators	23.03.2020	29.03.2020	23.02.2020
3.	Disaster Management	23.03.2020	29.03.2020	23.02.2020
4.	Workshop on MOOC's i) e-content development and Open Educational Resources ii) Stress Management & Yoga for Teachers	09.03.2020	15.3.2020	24.01.2020
5.	Principal's Meet	27.03.2020		

Note i): As the above Revised Schedule is tentative, all the programmes and the dates are subject to change. Applications can be downloaded from the University website mkuniversity.ac.in. Duly filled in applications may be sent one month before the commencement of the respective programme. Applicants are informed to carefully read the instructions before filling the applications. Applications which do not furnish the required details and with incorrect information / facts will be summarily rejected.

Note ii): It is informed that those candidates who had already applied for the courses to be conducted for the year 2019-2020, need not apply again.

Note iii): All the above Revised Schedule is tentative and subject to the release of the funds from the UGC.

DIRECTOR i/c



**UGC- HUMAN RESOURCE DEVELOPMENT CENTRE
MADURAI KAMARAJ UNIVERSITY**

(University with Potential for Excellence)
Palkalainagar, Madurai-625 021
www. mkuniversity.ac.in Phone: 0452-2458251

Affix
Recent
Photo Here

Email: mkuascdirector@gmail.com

APPLICATION FORM

Orientation Programme : _____
 Refresher Course : _____
 Short Term Course : _____

Name (Capital Letter) Dr/Mr./Ms. _____
 Designation and Department : _____

Date of Birth

D	D	M	M	Y	Y	Y	Y
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 Age

Category

OC	BC	MBC	SC	ST
<input type="checkbox"/>				

 Gender

Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

Religion Minority Status

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Date of Permanent Appointment Teaching Experience

Years	Month
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

Any Career advancement held up because of non-participation in OP/RC

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

 If yes, Specify the Due Date of the Next Career advancement

Institutional/College (Name of the Affiliated University)/University Address							
	State.....	Pin Code	<input style="width: 20px; height: 20px;" type="text"/>				

Mailing Address	
State.....Pin.....Telephone(STD Code).....	
Mobile.....Email.....	

Academic Career

Examination	Subjects & Specialization	Percentage of Marks	University	Year
Post –Graduation				
M.Phil.,				
Ph.D				
Others	NET /SET			

Details of Course attended (OC/RC)previously:

Sl.No	Name of the Course	Institution	Period

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

PLEASE NOTE:

1. Please bring a relieving order from the appropriate authority at the time of joining the course. No one shall be allowed to sit in the course without a relieving order.
2. Please enclose self-addressed envelope with stamps.

INSTRUCTIONS:

Application must be forwarded through proper channel.

1. **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.**
2. Cell phone is completely prohibited inside the Seminar hall of the HRDC 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** (Formerly Academic Staff College), **Madurai Kamaraj University, Madurai – 625 021**. Incorrect information Incomplete application will be summarily rejected.
5. Demand Draft should be drawn in favour of “The Director, UGC – Human Resource Development Centre, 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 UGC – Human Resource Development Centre 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 UGC – Human Resource Development Centre 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 date will be fixed by the Director, depending upon the response to the course/seats available.