

# Application for Refresher Course in Tamil, English and History

The last date for the receipt of online application for the Refresher Course is 19.08.2020, 5.30 pm

\* Required

## Instructions to the participant Teachers

### INSTRUCTIONS:

1. All the courses will be conducted through online mode only.
2. Online Application and declaration from the concerning authorities is to be uploaded.
3. **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 the must to consider the application.**
4. Requirements for the Refresher Course: Desktop/Laptop with good Internet Speed and necessary data pack, functional webcam, microphone and headphone are compulsory.
5. Participants should not use their cell phone for attending the online course.
6. The filled in application should be uploaded to the link provided.
7. Applications with Incorrect and Incomplete information will be summarily rejected.
8. Based on seniority, teachers (As per UGC norms, the maximum number of teacher participants to be selected for a course is 40) will be selected.
9. Selected teachers can pay the Registration fee of Rs. 1000 (Rupees One Thousand) by E- Payment (E- Payment details will be sent to selected participant teachers only).
10. Selected Participant must clearly fill his/her name, address and course name. Suppose the UGC – Human Resource Development Centre is not in a position to conduct the scheduled program due to insufficient number of applicants, the Registration amount may not be returned to the applicants.
11. Do not upload Advance Copy of the Application which will not be considered for selection.
12. Do not send applications through e-mail which cannot be processed
13. Electronically proctoring Assignments/Project Proposal Submission/Multiple Choice Test/ e-content development /Seminar/Holistic performance will be carried out to assess the selected teacher participants.
14. Teachers can send their Assignments/Project Proposal/e-contents and other assessment soft copies through Google classroom (link will be informed to the selected participants).
15. Programme link will be sent to the selected participants through WhatsApp or E-mail.
16. Selected teacher participants can ask questions/clarify doubts in the question hour/discussion forum.
17. To avoid audio interruption, selected participant teachers should turn off/mute their microphones when the resource person is handling the class.
18. All the participants should prove their attendance (will be monitored by Google Attendance) by switching on their videos and should actively participate in the programme for assessing the holistic performance.
19. The lack of attendance will not be compensated in the next Refresher Course as in the normal courses.
20. Since Sunday is the **homework day**, home assignments and assessment materials are to be done as homework and to be uploaded on Sundays.
21. E-Certificates will be sent to the participants who successfully complete all the evaluation procedure which involves the submission of assessment soft copies, after five days of the completion of the course.

Director i/c

1. Name of the Refresher Course applied for \*

*Mark only one oval.*

- Refresher Course in Tamil (03.09.2020 to 16.09.2020)
- Refresher Course in English (03.09.2020 to 16.09.2020)
- Refresher Course in History (03.09.2020 to 16.09.2020)

### Personal Information

2. Upload your passport size photo (Only JPG file) \*

Files submitted:

3. Name (Capital Letter) Dr/Mr./Ms \*

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4. Designation \*

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5. Department \*

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6. Date of Birth \*

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*Example: January 7, 2019*

7. Age \*

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## 8. Category \*

*Mark only one oval.*

OC

BC

MBC

SC

ST

## 9. Gender \*

*Mark only one oval.*

Male

Female

## 10. Religion \*

*Mark only one oval.*

Hindu

Christian

Muslim

Others

## 11. Minority Status \*

*Mark only one oval.*

Yes

No

12. Date of Permanent Appointment \*

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*Example: January 7, 2019*

13. Teaching Experience ( from the date of permanent appointment) \*

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14. Any Career advancement held up because of non-participation in OP/RC \*

*Mark only one oval.*

Yes

No

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

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*Example: January 7, 2019*

16. Institutional/College (Name of the Affiliated University)/University Address \*

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17. Mailing Address with PIN Code \*

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18. Telephone Number with STD Code \*

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19. Mobile Number \*

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20. WhatsApp Number \*

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21. E-mail \*

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Academic Career (Post Graduation)

M.A / M.Sc./M.Com

22. Subject and Specialization in PG \*

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23. Percentage of Mark in PG (%) \*

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24. Name of the University ( PG Degree) \*

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25. Year of Completion of PG Degree \*

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Academic Career (M.Phil)

If your did not obtain M.Phil, Please put NA in the respective cells

26. Subject and Specialization in M.Phil \*

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27. Percentage of Mark in M.Phil.(%) \*

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28. Name of the University ( M.Phil. Degree) \*

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29. Year of Completion of M.Phil. Degree \*

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Ph.D. and NET/SET

If you did not obtain Ph.D. Please put NA in the respective cells

30. Subject and Specialization in Ph.D. \*

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31. Name of the University (Ph.D.) \*

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32. Year of Completion of Ph.D. \*

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33. Whether cleared NET/SET \*

*Mark only one oval.*

Yes

No

Details of Course attended (OC/RC) previously

34. Provide the details of course attended previously with duration of the course(s)

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Format of the Certificate from the office

<b><u>Certificate</u></b>	
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 <u>Sec.2(f) / 12B</u> of the UGC Act 1956.	
3. Certified that the applicant is a permanent / self finance teacher and will be relieved for the <u>Programme / Course</u> if selected.	
<b>Office Assistant</b>	<b>Office Superintendent</b>

35. Upload the Certificate from the college office \*

Files submitted:

Format of the Declaration from the Registrar/Principal

<b><u>Declaration by the Registrar / Principal</u></b>	
I certify that I will relieve ..... (Name of the applicant) of ..... Department to attend the FIP/RC/STC to be conducted by the Human Resource Development Centre of MKU during .....to.....	
Date:	
Station:	
<b>Signature of the Registrar/Principal with Seal</b>	



36. Upload the Declaration by the Registrar / Principal \*

Files submitted:

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