

UGC - ACADEMIC STAFF COLLEGE Pt. Ravishankar Shukla University, Raipur



APPLICATION

for **Orientation Program (OP)**/ **Refresher Course (RC)**

(Strike out one)

01. Name of the Program/Course
02. (a) Date of the Program From To.....
(b) Date of ASC Program (OP/RC)
previously attended by the candidate
(as per certificate)
03. Name of the Candidate (use
CAPITAL letters)
04. Sex
05. Age and Date of birth Age Date of birth
06. Community (SC/ST/OBC/General)
07. Name of the College/University in
which employed (give full address
with Pin; Use CAPITAL letters)
08. Subject you teach (Faculty)
09. Type of institution Govt./Private/Autonomous.....
10. Whether recognized by the U.G.C.? Yes/No
11. Employment and years of service Designation
DurationYear.....Month.....
12. Address for communication
(Give your land line and mobile
telephone numbers positively)

13. Academic Record: Master's Degree Class with Percentage of Marks
College/University, Subject Year.....
.....
M. Phil. / Ph.D. Title
College/ University
Year

Place:

Date:

Signature of Applicant

14. Will he/she be relieved from the College/University for the duration of the Course? Yes/No
15. Recommendations of the employer

16. **Orientation Program:** Certified that the applicant has less than eight years teaching experience as a Lecturer/Assistant Professor and has not attended any orientation Program organized by any academic staff college in the country so far.

OR

Refresher Course: Certified that the applicant has more than five years of teaching experience in the subject at degree/PG level and has not attended more than one UGC refresher course in the subject during last two years.

**Signature of the
Principal/Head of Department**

**Signature of
Secretary/Registrar**

Guidelines for Participation

1. Such courses are for **in service** teachers who are eligible as per UGC rules and regulations. The newly appointed teachers, up-to 6 years of continuous service, are eligible for Orientation Program. Thereafter a gap of one year, such teacher may opt for Refresher Course. The eligibility for attending Refresher Course for teachers who have not attended earlier Orientation Program has been reduced to “**two years**” from “Five years”. However, the gap in two successive Refresher Courses should normally be “one year” and may be relaxed if adequate numbers of participants are not available or it is essential for the teachers to fulfill eligibility condition for his/ her career advancement.
2. Selected participants will have to pay an amount of Rs. 500/- as Registration Fee (non-refundable) for Orientation/ Refresher Course by Demand Draft drawn in favour of Director, Academic Staff College, Pt. Ravishankar Shukla University, Raipur, along with their confirmation of participation.
3. The participant’s performance will be assessed by Program Experts on the basis of multiple choice objective test and they will be given the grades taking also into account the other evaluations already done as per the UGC guidelines. The grades are A (75% and above), B (60% to less than 75%), C (50% to less than 60%), F (Below 50%). The teacher participants who get “F” Grade are required to repeat the Program after a gap of one year without financial commitment to UGC Academic Staff College. The grade will be indicated on the Certificate to be given to the teacher participants at the end of the Program.
4. Lecturers working in the University and Colleges, who are included in the list of colleges under Section-2(f) of the UGC Act even though they may not yet be fit under 12-B of the UGC Act may be invited to participate in the Orientation Program and Refresher Course. The teachers of colleges, which do not yet come within the purview of Section 2(f), but have been affiliated to a university for at least 2 years be permitted to participate in the courses.

In one of the recent guidelines (D.O. No. F. 27-1/2005 (ASC) dated 25th June 2007) UGC has made it mandatory for the colleges to allow part-time/ ad hoc/ contract teachers to attend Orientation/ Refresher Courses.
5. The teachers working in Government Colleges of Chhattisgarh are required to route their applications through Commissioner, Higher Education, Raipur, Chhattisgarh.
6. **Important Note:** Certificate of completion of course will be given to those participants who attend the course for the full duration. The Orientation Program will be of four weeks, with minimum of 24 working days and 144 contact hours (six hours a day). The Refresher Course will be of three weeks duration, with minimum of 18 working days and 108 contact hours (six hours a day) excluding Sundays.
7. TA/DA will be paid to the participants as per UGC rules. Local participants Rs. 50/- per day and out station participants Rs. 150/- per day.
8. **Teacher Fellow:**
Permitted for OP/RC for professional development.
Condition: Surrenders living expenses for the period, he/she is attending Refresher Course.
9. **Enclosures with Application Form:**
Enclose photo copy of all certificates of last Programs OP/RC attended at any one of the Academic Staff Colleges in India, duly verified by Head of the Institute, and also bring original certificates at the time of joining the course.
10. **Last date of Application** three weeks before the course starts.
11. Maximum Number of seats for the course in this ASC is 40. Confirm participation immediately after receiving call letter from this Office.
12. Scheduled courses will not be conducted if sufficient applications are not received on time.
13. Mention your STD Code, Telephone No., Mobile No., and Email ID in the application form at the place given to mention the **Address for Communication** (refer Para 12).

I/c Director
Academic Staff College
PT. RSU, RAIPUR