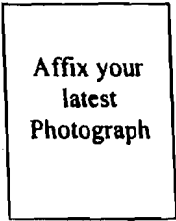


**UGC-ACADEMIC STAFF COLLEGE
MANIPUR UNIVERSITY CANCHIPUR:IMPHAL**



APPLICATION FORM

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1. Name of the Programme/Course | |
| 2. (a) Date of the Programme | FROM TO |
| (b) Date of ASC Programme(OP/RC) attended by the candidate (as per certificate) |last |
| 3. Name of the Candidate | |
| 4. Sex | |
| 5. Age and Date of Birth | AGE.....DATE OF BIRTH |
| 6. Community (SC/ST/OBC/General) | |
| 7. Name of the College/University in which employed (give full address with Pin) |PIN |
| 8. Subject you teach (Faculty) | |
| 9. Type of Institution | GOVT./PRIVATE/AUTONOMOUS..... |
| 10. Whether recognized by the U.G.C.? | YES/NO |
| 11. Employment and years of service | DESIGNATION |
| | DURATION YEAR MONTH.... |
| 12. Permanent address with District, Division, State and Tel. No. | PIN |
| 13. Academic Record: Master's Degree Class with Percentage of Marks College/University M.Phil./Ph. D. College/University | SUBJECTYEAR |
| | |
| | TITLE |
| | |
| | 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 Programme* : Certified that the applicant has less than five year's teaching experience as a Lecturer/Assistant Professor and has not attended any orientation programme organized by any academic staff college in the country so far.

OR

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

Signature of Principal/Head of Department

Signature of the Secretary/Registrar

Norms for holding Refresher Courses (RCs)/Orientation Programmes (OPs)

- The Academic Staff Colleges established by the UGC are conducting specially designed Academic Staff orientation programmes for newly appointed lecturers and refresher courses for in service teachers.
- The Orientation programme is intended to inculcate in the young lecturers the quality of self-reliance through awareness of the social, intellectual and moral environment as well as to discover self-potential and confidence. The orientation programmes contribute to the teacher awareness of the problems of the Indian society and to the role of education, higher education leaders and educators in the resolution of these problems to achieve desired goals in national development.
- The Refresher Course provides opportunities for serving teachers to exchange experiences with their peers and to mutually learn from each other. It will be a forum to keep themselves abreast of the latest advances in the subjects, technological spin off etc.
- Eligibility conditions for the teachers to attend the Course

Courses are convened for in service teachers who are eligible as per UGC – ASC rules and regulations. The newly appointed (teachers may have to attend the orientation programme/course up to 6 years of continuous services and also even after 6 years of service if the orientation programme has to be attended by the lecturers under career advancement scheme. Then after a gap of one year, such teachers may opt. for Refresher course. The eligibility for attending Refresher course for teachers who have not attended earlier Orientation programme has been reduced to “two years” from “five years” and may be relaxed if it is essential for the teacher to fulfill eligibility condition for his career advancement.

The temporary/contract teachers, who have been teaching for at least two academic sessions in an Institution that has been affiliated to a University for at least two years may be allowed to participate in the Orientation Programmes/Refresher Courses to enhance that skills.

- 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 12-B of the UGC Act may be invited to participate in the Orientation Programme 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.
- Selected participants shall have to pay a sum of Rs. 500/- as Registration Fee (non-refundable), for Orientation/Refresher Course through a Demand Draft drawn in favour of Director, Academic Staff College, Manipur University, Canchipur-Imphal along with their confirmation of participation.
- The participant's performance shall be assessed by Programme 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. 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 programme 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 participant at the end of the programme.
- The teachers working in Government Colleges of Manipur are required to route their applications through the Director of Education (U), Manipur.
- Certificates of completion of course will be given to those participants who attend the course for the full duration. The Orientation Programme 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.
- TA/DA will be paid to the participants as per UGC rules. Local participants will be paid Rs. 50/- per day and out-station participant Rs. 150/- per day.
- The minimum number of participants in RCs should be 25 and in OPs 30, failing which the course may be called off and ASC will not bear the expenses incurred on TA & DA.

Director
UGC-Academic Staff College, M.U.