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Director i/c

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MU/ASC/ORC/2008 /347

July 2 , 2008

1. All Registrars of the University in India
2. All Director of UGC-ASC in India
3. All Principal of the Colleges in Manipur

Subject : Schedule of Orientation/Refresher Courses for College and University teachers
to be held during the Session 2008-09.

Ref: UGC- approval F. No. 23-1/2007(ASC) dt. 19th May, 2008

Sir

The UGC-Academic Staff College, Manipur University is organizing a series of Orientation/Refresher Courses, and also Workshop for Principals/Academic Administrators, for the year 2008-09. The Schedule of the courses is given below:

Sl.No.	Name of Courses	From	To
	ORIENTATION PROGRAMME		
1	2 nd Orientation Programme in Information Technology & RTI	23/10/2008	12/11/2008
2	3 rd Orientation Programme in Remote Sensing	6/02/2009	28/02/2009
3	4 th Orientation Programme in Environment and Global Climate change	2/03/2009	22/03/2009
	REFRESHER COURSES		
1	Refresher course in Earth Sciences	1.8.2008	21.8..2008
2	Refresher course in Journalism & Mass Communications	1.9.2008	25.9.2008
3	Refresher course in Anthropology	1.10.2008	21.10.2008
4	Refresher course in Philosophy	29.11.2008	19.12.2008
5	Refresher course in Commerce	1.12.2008	21.12.2008
6	Refresher course in Life Sciences	22.12.2008	11.1.2009
7	Refresher course in Geography	14.1.2009	3.2.2009
	WORKSHOP		
1	Two days Workshop for Principal/academic Administrator	26.9.08	27.9.08

Further, I am to request you to make wider circulation of the programmes among the faculty members of your University/College/Department and depute suitable interested faculty members for the above courses. Format of the application form along with norms is also enclosed herewith.

Yours faithfully,

(Dr. R.K.Ranjan Singh)

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 lectures 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

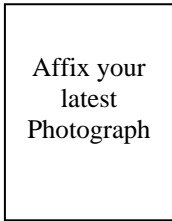
Courses are convened for in service teachers who are eligible as per UGC – ASC rules and regulations. The newly appointed (teachers may have to attend the orientation programme/course up to 6 years of continuous services and also even after 6 years of service if the orientation programme has to be attended 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 will 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 will 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.

(DR. R.K. Ranjan Singh)
Director
UGC-Academic Staff College, M.U.

UGC-ACADEMIC STAFF COLLEGE
 MANIPUR UNIVERSITY CANCHIPUR:IMPHAL



APPLICATION FORM

- 1. Name of the Programme/Course
- 2. (a) Date of the Programme FROMTO
- (b) Date of ASC Programme(OP/RC)last
- attended by the candidate
- (as per certificate)
- 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....
- PIN
- 12. Permanent address with District, Division, State and Tel. No. SUBJECTYEAR
- 13. Academic Record: Master's Degree Class with Percentage of Marks
- College/University TITLE
- M.Phil./Ph. D.
- 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 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

1. Enclosures with Application Form :

Enclose photo copy of all certificates of last programmes OP/RC attended at any of the Academic Staff College in India, duly verified by Head of the Institute, and also bring certificates at the time of joining the course.

2. Application :

For relaxing 2 years' gap between two successive Refresher Courses, if essential for the teacher to fulfill eligibility condition for his career advancement (with full details as to when the career advancement is due)

Orientation Programme/Refresher Courses are for in service teachers who are eligible as per UGC guidelines for the scheme of Academic Staff College.

The eligibility for attending RC has been reduced to 'two years' from 'five years'. Besides, the temporary/contract teachers, who have been teaching for at least two academic sessions are also eligible.

Orientation Programme :

Newly appointed teachers may have to attend the Orientation Programme upto 6 years of continuous service and even after 6 years of service if the Orientation Programme has to be attended by the Lecturer under the Career Advancement Scheme.

Gap Condition :

1. OP/RC one year.
2. RC – RC = 2 years (subject to relaxation on application)

Teacher Fellow :

Permitted for OP/RC for professional development.

Condition : Surrenders living expenses for the period, he/she is attending Refresher Course.

3. Last date of Application is one month before the course starts.
4. Maximum number of seats for the course in this ASC is 40. Confirm participation telegraphically immediately after receiving welcome letter from this office.
5. If the number of participants is insufficient, the course may be postponed. In that case the participants shall bear their traveling expenses.
6. Bring original welcome letter of ASC with a photo copy duly attested by Principal in case of Govt./Private College or by the Head of the department in case of University.
7. Mention your
STD Code
Telephone No.
Mobile No.
E – Mail
8. Residential Address:
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