

UGC HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)

Sambalpur University

Jyoti Vihar, Burla, Sambalpur– 768 019, Odissa

Tel:0663-2432137(O), Fax-0663-2432137

e-mail:ugcascsu@gmail.com



From:

**Prof. A.K. Das Mohapatra,**

Director

No. **304 (50)** /HRDC

Dt: **21.09.2017**

To

As per Annexure- I.

Sub: Participation in 34<sup>th</sup> Orientation Programme.

Ref: DHE Letter No.5M-16-17-I -33741// dt.18.09.2017

Sir/Madam,

With reference to the above, I am pleased to inform you that you have been **provisionally** selected for joining the **34<sup>th</sup> Orientation Programme** to be conducted by the HRDC, Sambalpur University from 08.11.2017 to 05.12.2017.

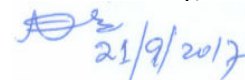
You are therefore requested to register yourself for the said programme by **submitting the hard copies** of duly filled in Application Form along with the Annexures and a non-refundable admission fee of Rs.1000/- payable in the form of demand draft drawn in favour of the Director, UGC-Human Resource Development Centre (HRDC), Sambalpur University payable at SBI Jyoti Vihar Branch (code No.06672), duly forwarded by the Head of your institution / college so as to reach the Director, HRDC, Sambalpur University **on or before 21.10.2017** failing which your case will not be considered.

**Your final registration will however depend on the following conditions:**

- That
- (1) your College/Institute is included under Section 2(f) and 12(B);
  - (2) You agree to bear the cost of the programme of your own in case your institute/ college is not included under Section 12(B).
  - (3) You have maintained a gap of at least one year between this course and the last Orientation Programme/ Refresher Course you have attended unless attending this programme is an urgent necessity for you
  - (4) You agree to stay in the HRDC Hostel on a twin sharing basis, in addition to observing other rules of the Hostel/University;

**You may note that the course will not start in case the number of registered candidates falls short of the UGC specified minimum number. You are therefore requested to check the university website [www.suniv.ac.in](http://www.suniv.ac.in) for confirmation or get the confirmation from this office over telephone No.0663-2432137/9090502933 on 06.11.2017 before getting relieved to join the course.**

Yours faithfully,

  
21/9/2017

Director

- Encl:
1. Annexure-I (list of teacher)
  2. Application Form
  3. Annexure-A: Format for Relieved Order
  4. Annexure-B: Format for Section 2 (f) certification.
  5. Annexure-C: Format for Medical Certificate
  6. Annexure-D: Format for undertaking for accommodation in the HRDC Hostel

## **Annexure- I**

<b><u>Sl. No.</u></b>	<b><u>Name of the Lecturer's with College Address</u></b>
1.	Sanjukta Kumari Nayak, Jr. Lecturer in Logic and Philosophy, Govt. Women's College, Bolangir
2.	Chintamani Kalo, Jr. Lecturer in Sanskrit, Govt. Women's College, Bolangir
3.	Sri Suresh Chandra Behera, Jr. Lecturer in Odia, S. M. Govt. Women's College, Phulbani
4.	Sri Dhananjaya Pradhan, Jr. Lecturer in English, S. M. Govt. Women's College, Phulbani
5.	Sradhanjali Mishra, Jr. Lecturer in Mathematics, S. G. Women's Jr. College, Rourkela, Sundargarh
6.	Smt. Arati Dalei, Jr. Lecturer in Psychology, S. G. Women's Jr. College, Rourkela, Sundargarh
7.	Puneeta Gracy Lakra, Jr. Lecturer in English, S. G. Women's Jr. College, Rourkela, Sundargarh
8.	Sonia Majhi, Jr. Lecturer in Home Science, S. G. Women's Jr. College, Rourkela, Sundargarh
9.	Smt. Dipika Majhi, Jr. Lecturer in Political Science, S. G. Women's Jr. College, Rourkela, Sundargarh
10.	Tatini Pr. Pradhan, Jr. Lecturer in English, S. G. Women's Jr. College, Rourkela, Sundargarh
11.	Goutam Mitra, Jr. Lecturer in Physics, S. G. Women's Jr. College, Rourkela, Sundargarh
12.	Sanatan Bag, Jr. Lecturer in Sanskrit, S. G. Women's Jr. College, Rourkela, Sundargarh
13.	Bana Bihari Kisan, Jr. Lecturer in Odia, Rourkela College, Rourkela, Sundargarh
14.	Anup Ekka, Jr. Lecturer in English, Rourkela College, Rourkela, Sundargarh
15.	Sri A. K. Behera, Jr. Lecturer in Mathematics, Govt. Auto College, Rourkela, Sundargarh
16.	Sri S. K. Bag, Jr. Lecturer in Zoology, Govt. Auto College, Rourkela, Sundargarh
17.	Sri Pradeep Xess, Jr. Lecturer in English, Govt. Auto College, Rourkela, Sundargarh
18.	Mr. Pradeep Toppo, Jr. Lecturer in English, Govt. Auto College, Rourkela, Sundargarh
19.	Anup Lenka, Jr. Lecturer in English, Rourkela College, Rourkela, Sundargarh
20.	Basanta Kumar Behera, Jr. Lecturer in Commerce, Govt. College, Koraput
21.	Dr. Jagat Krishna Tripathy, Jr. Lecturer in Chemistry, Govt. College, Koraput
22.	Sri Arjuna Charan Behera, Jr. Lecturer in Logic & Philosophy, Govt. College, Koraput
23.	Sri Prafulla Kumar Lakra, Jr. Lecturer in Political Science, Govt. College, Koraput
24.	Sri Pradeep Kumar Singh, Jr. Lecturer in Education, Govt. College, Koraput
25.	Dr. Ajit Kumar Kallu, Jr. Lecturer in English, Govt. College, Koraput
26.	Dr. Prakash Debata, Jr. Lecturer in History, Rajendra (Auto) College, Bolangir
27.	Sri Prakash Kumar Sahoo, Jr. Lecturer in Chemistry, Rajendra (Auto) College, Bolangir

28. Sri Pranab Behera, Jr. Lecturer in Botany, Rajendra (Auto) College, Bolangir
29. Bholanath Barik, Lecturer in English, Saheed Memorial Jr. College, Eram, Bhadrak
30. Hrushikesh Agasti, Lecturer in English, Saheed Memorial Jr. College, Eram, Bhadrak
31. Saroj Kumar Dey, Lecturer in Mathematics, Saheed Memorial Jr. College, Eram, Bhadrak
32. Sarat Kumar Jena, Lecturer in Physics, Saheed Memorial Jr. College, Eram, Bhadrak
33. Sri Kunja Bihari Mohanty, Lecturer in Commerce, D. G. B. K. Mahavidyalaya, Kasarda, Cuttack
34. Nrusingha Charan Mishra, Lecturer in History, D. G. B. K. Mahavidyalaya, Kasarda, Cuttack
35. Sri Khagesh Kumar Jena, Lecturer in Zoology, Jhadeswar Mahavidyalaya, Tolkani, Jajpur
36. Sri Laxmidhar Behera, Lecturer in Botany, Jhadeswar Mahavidyalaya, Tolkani, Jajpur
37. Meerambika Sahoo, Lecturer in Mathematics, Jhadeswar Mahavidyalaya, Tolkani, Jajpur
38. Sri Tofan Kumar Jena, Lecturer in Chemistry, Jhadeswar Mahavidyalaya, Tolkani, Jajpur
39. Dr. Khirod Chandra Behera, Lecturer in Education, Jhadeswar Mahavidyalaya, Tolkani, Jajpur
40. Rabindra Kumar Behurda, Utkal Keshari Dr. H. K. Mahatab Memorial Jr. College, Kenduapada, Bhadrak
41. Sk. Nazir Bux, Lecturer in Logic, Utkal Keshari Dr. H. K. Mahatab Memorial Jr. College, Kenduapada, Bhadrak
42. Reena Mohapatra, Lecturer in Sociology, Utkal Keshari Dr. H. K. Mahatab Memorial Jr. College, Kenduapada, Bhadrak
43. Prasanta Kumar Behera, Lecturer in Political Science, Utkal Keshari Dr. H. K. Mahatab Memorial Jr. College, Kenduapada, Bhadrak
44. Smt. Usharani Sabat, Lecturer in Physics, Rushikulya Jr. College, Suruda, Ganjam
45. Sri Ashok Kumar Nayak, Lecturer in Botany, Rushikulya Jr. College, Suruda, Ganjam
46. Sri Sitaram Gouda, Lecturer in Mathematics, Rushikulya Jr. College, Suruda, Ganjam
47. Sri Susanta Kumar Bisoyi, Lecturer in Chemistry, Rushikulya Jr. College, Suruda, Ganjam
48. Sri Gouri Sankar Acharya, Lecturer in Odia, Rushikulya Jr. College, Suruda, Ganjam
49. Sri Prakash Chandra Pathy, Lecturer in English, Rushikulya Jr. College, Suruda, Ganjam



# UGC-HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)

SAMBALPUR UNIVERSITY, JYOTI VIHAR

SAMBALPUR- 768019, Ph. 0663-2432137

email-ugcascsu@gmail.com

## APPLICATION FORM FOR ORIENTATION/ REFRESHER COURSE

### Instructions:

- This application form must be filled in completely, with no column left blank, and forwarded through proper channel to the **Director, Human Resource Development Centre (HRDC), Sambalpur University, Jyoti Vihar, Burla, Sambalpur- 768019** so as to reach within the stipulated date.
- The application form must be accompanied by all annexures and a Demand Draft of Rs. 1000/- (Rupees One Thousand) only towards registration fees (Non-refundable) payable to the **“Director, UGC-Human Resource Development Centre (HRDC), Sambalpur University” payable at SBI, Jyoti Vihar branch (Code: 06672).**
- Every participant will be required to submit a project and present a seminar talk during the course.
- The course is fully residential and certificate of completion of course will be given to those participants who attend the course for the full duration of 144 contact hours in case of Orientation Programme and 108 hours in case of Refresher Course.
- There is no provision of any kind of leave during the course. In case a participant falls short of the desired 144/ 108 hours, he/ she will be required to make up the short fall in the next course at their own cost to get the certificate.
- T.A. will be paid as per UGC rules.

APPLICATION FOR: REFRESHER COURSE IN: .....  
 ORIENTATION PROGRAMME:.....

Duration of the Course: From..... to.....

Bank Draft No..... Date..... Amount of Rs.....

1. Name: (In Block Letters) Dr/Mr./Miss/ Mrs.....

2. Designation:.....

3. Date of Birth:..... Gender:  Male  Female

4. Category:  SC  ST  OBC  General

5. Qualification..... Subject.....

Specialisation.....

6. Phone (with STD code): (R)..... (M).....

Fax:..... E-mail.....

7. Address: College/ University/ Institute: .....

Type of Institution: Govt.  Private  Autonomous

8. a. Date of first appointment as Lecturer in Degree College: .....

b. Date of joining in the present post : .....

c. Due date of Promotion : .....

d. Whether your sanctioned post is for +2 or +3 Branch.....

9. Nature of Appointment  Regular  Part-time  Ad hoc  Contract

10. Teaching Experience..... Years..... Months.....

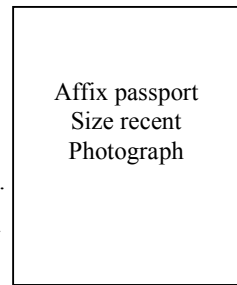
11. Scale of Pay..... Basic Pay..... Grade Pay..... or Fixed Pay.....

12. Official Address.....

PIN.....

13. Residential Address.....

PIN.....



14. Details of the Orientation and Refresher Courses attended:

Course	Date and Duration	Institution
Orientation Course		
Refresher Course		

15. Whether accommodation is required:  Yes  No Food Preference:  Veg  Non-Veg.

#### DECLARATIONS

I hereby declare that all the information furnished in this application form is true and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incomplete my application shall stand rejected.

Place \_\_\_\_\_

Date \_\_\_\_\_

(Signature of the teacher)

Recommendation of the forwarding authority:-

I hereby certify that:

- (i) Our College/ University is included in the list of institution under Sec. 2(f) and under section 12(B) of the UGC Act (Please enclose Annexure- B);
- (ii) Our College does not come in the purview of the Section 12(B) of the UGC Act, but has been included under section 2 (f) and has been affiliated to \_\_\_\_\_ University for \_\_\_\_\_ years (Please enclose Annexure- B);
- (iii) The above applicant has not attended any Orientation/ Refresher Course conducted by Sambalpur University or any other University/ Institution except as indicated in Col. No. 14. above;
- (iv) The application of the above named teacher is forwarded with recommendation that when selected, he/she will be relieved in time to participate in the above course; and
- (v) The information given above by the applicant is true, complete and correct.

Date \_\_\_\_\_

Principal/ Head of Institution  
(With Office Seal)

#### **NOTE:**

1. For the Orientation Programmes, newly appointed lecturers upto six years of continuous service and all those teachers who required orientation for getting a higher grade will be allowed.
2. For Refresher Courses, participation in the Orientation Programme is a prerequisite for admission. However, in exceptional cases a teacher may be allowed to complete a refresher course prior to completion of an Orientation Programme. There should be a minimum gap of one year between two courses, though it may be relaxed if adequate number of participants is not available or it is essential for the teacher to fulfill eligibility condition for career advancement.
3. Part-time/ Ad hoc/ temporary/ contract teachers who have been teaching for at least three academic sessions in an institution which has been affiliated to a University for at least two years may be permitted to participate in the Orientation/ Refresher Course to enhance their skills.
4. If a participant fails to complete the requisite contact hours in a programme, he will have to make up for the backlog hours at his/her own cost in another programme conducted by HRDC.
5. The University website [www.suniv.ac.in](http://www.suniv.ac.in) contains details of the application form and latest schedule of programmes.
6. **Intimation about confirmation of selection and registration shall be communicated to the participant by his/ her e-mail.**

**ANNEXURE- A**

**RELIEVE ORDER**

**To**  
**The Director**  
**UGC-HRDC, Sambalpur University**  
**Jyoti Vihar, Burla, Sambalpur-768 019**

Sub: Relieve order of Mr/Ms/Dr.....  
for joining the Orientation programme/Refresher course/Short term course.

Ref. Your letter No.....dated..... and DHE letter No....., dated.....

Sir/Madam,

With reference to the above, I am to inform you that Mr/Ms/Dr.....  
is hereby relieved today the ..... day of ....., 20.....FN/AN to enable  
him join the Orientation programme/Refresher course/Short term course being conducted  
by UGC-HRDC, Sambalpur University from.....to.....

He/She shall attend the classes full time and shall not avail any kind of leave during the  
programme and his/her period of absence shall be treated as per rule.

Signature & Seal of  
**REGISTRAR/PRINCIPAL/DIRECTOR**  
of the relieving institute

**ANNEXURE- B**

**Declaration for inclusion/non inclusion in Section 2(f) of UGC**

1. I hereby declare that our College /University/Institute, namely.....  
.....  
has been / has not been included under Section 2(f) of UGC.
  
2. I further declare that our college/university/institute is /is not included under Section 12(b) of the UGC Act.

Signature & Seal of  
**REGISTRAR/PRINCIPAL/DIRECTOR**  
of the relieving institute

*Note:- Please strike out whichever is not applicable.*

**ANNEXURE- C**

**MEDICAL CERTIFICATE**

Certified that Mr/Ms/Dr....., Son/Daughter/Wife of  
....., a resident of .....  
.....  
is medically fit to join and undergo the Orientation programme/ Refresher Course/ Short  
term programme being conducted by UGC-HRDC, Sambalpur University  
from.....to.....

**Signature of the Physician with date**

Regn. No.....

Seal



**ANNEXURE- D**

**UNDERTAKING FOR ACCOMMODATION IN THE HRDC, SU HOSTEL**

I, .....

hereby undertake that I shall stay in the HRDC hostel alone as a participant of Orientation Programme/Refresher Course/Short Term Programme and shall not allow any unauthorized person(s) including my family member(s) to stay with me in the hostel.

I further undertake that I shall not carry and keep any objectionable articles in the hostel during my stay; shall leave the hostel immediately upon completion of the programme or before the completion of the programme if so desired by HRDC, SU; and shall fully abide by the rules of HRDC, SU hostel in force.

I also undertake not to indulge in any action that may cause inconvenience to the office, teachers, staff, students and fellow participants during my stay in the HRDC, SU hostel.

**Full signature of the applicant**

Address.....

.....

.....

Contact No.....

Primary-

Alternative-