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.**007 (63)**/HRDC
Dt: **06.01.2017**

To

1. Sri Subrat Kumar Samal, Lecturer in English, Rourkela College, Rourkela
2. Neelakantha Das, Lecturer in Physics, OPS Mov., Hindol Road, Dhenkanal
3. Sri Jitendra Kumar Rath, Lecturer in Physics, Nabarangapur College, Nabarangapur
4. Rabinarayan Dash, Lecturer in English, OPS Mov., Hindol Road, Dhenkanal
5. Bijayaketan Pattnayak, Lecturer in English, RIHS, Bhogarai, Balasore
6. Ramesh Chandra Mohanty, Lecturer in English, Baripada College, Baripada, Murbhanja
7. Binod Kumar Dash, Lecturer in English, Baripada College, Baripada, Murbhanja
8. Kshirod Chandra Nayak, Lecturer in English, Anchalika Mov., Pragayan Vihar, Siminai, Dhenkanal
9. Ashok Kumar Mishra, Lecturer in English, Anchalika Mov., Pragayan Vihar, Siminai, Dhenkanal
10. Dr. Padma Charan Moharana, Lecturer in Chemistry, R. N Degree College, Dura, Berhampur
11. Dr. Subrat Kumar Patra, Lecturer in Chemistry, Baripada College, Baripada, Mayurbhanj
12. Subash Chandra Sandha, Lecturer in Zoology, Anchalika Mov., Pragayan Vihar, Siminai, Dhenkanal
13. Prasanta Kumar Jena, Lect. in Zoology, Srinibas College, Mangalpur, Soro, Balasore
14. Bishnu Prasad Rath, Lecturer in Logic and Philosophy, Anchalika Mov., Pragayan Vihar, Siminai, Dhenkanal
15. Manoranjan Dwibedy, Lecturer in Logic and Philosophy, Maa Basuli Degree Mov., Thakurmunda, Mayurbhanj
16. Purna Chandra Swain, Lecturer in History, Dr. B.R. Ambedkar Jr. College, Lamtaput, Koraput
17. Ananta Prasad Behera, Lecturer in History, Anchalika Degree Mov., Purna Baripada, Mayurbhanj
18. Nirod Chandra Sahoo, Lecturer in History, Junabhadra College, Bitana, Pritipur, Jajpur
19. Parsuram Nayak, Lecturer in History, Junabhadra College, Bitana, Pritipur, Jajpur
20. Saswata Kumar Panda, Lecturer in History, OPS Mov., Hindol Road, Dhenkanal
21. Sanjaya Kumar Purohit, Lecturer in Geography, Ladugaon Higher Secondary School, Ladugaon, Kalahandi
22. Bikas Ranjan Nayak, Lecturer in Education, S.M. Degree College, Golamunda, Kalahandi
23. Debendra Nath Sahoo, Lecturer in Education, U.N. Auto College of Sc and Tech, Adaspur, Cuttack
24. Surendra Kumar Dash, Lecturer in Sociology, Udala College, Udala, Mayurbhanj
25. Dillip Kumar Rout, Lecturer in English, V.N. Auto College, Jajpur Road, Jajpur
26. Purna Chandra Swain, Lecturer in Sanskrit, V.N. Auto College, Jajpur, Road, Jajpur
27. Tapas Ranjan Panda, Lecturer in Education, V.N. Auto College, Jajpur, Road, Jajpur
28. Ranjit Kumar Pahi, Lecturer in Odia, V.N. Auto College, Jajpur, Road, Jajpur
29. Radhika Ranjan Kanungo, Lecturer in Physics, V.N. Auto College, Jajpur, Road, Jajpur
30. Dr. Dasaratha Sahoo, Lecturer in Chemistry, V.N. Auto College, Jajpur, Road, Jajpur
31. Dr. Amulya Kumar Mohanty, Lecturer in Journalism, K.S.U.B. College, Bhanjanagar, Ganjam
32. Ashok Kumar Panda, Lecturer in Education, Polasara Science College, Bhanja Nagar, Ganjam
33. Dr. Manoj Kumar Sahoo, Lecturer in Economics, Polasara Science College, Bhanja Nagar, Ganjam
34. Pramananda Pati, Lecturer in Chemistry, Sukinda College, Sukinda, jajpur
35. Ashok Kumar Mohanty, Lecturer in Sanskrit, A.B. College, Basudevpur, Bhadrak
36. Purneswar Panda, Lecturer in Mathematics, A.B. College, Basudevpur, Bhadrak
37. Sri Nirmal Kumar Nayak, Lecturer in Chemistry, S.G. College, Kanikapada, Jajpur
38. Mrs. Anita Jena, Lecturer in Zoology, Anandapur College, Anandapur
39. Pravat Kumar Jena, Lecturer in History, B.R.M. College, Bhuban, Dhenkanal
40. Duryodhan Jena, Lecturer in Economics, B.R.M. College, Bhuban, Dhenkanal
41. Subas Chandra Pati, Lecturer in English, B.R.M. College, Bhuban, Dhenkanal
42. Basudev Sahoo, Lecturer in Odia, B.R.M. College, Bhuban, Dhenkanal
43. Anil Kumar Dhir, Lecturer in English, B.R.M. College, Bhuban, Dhenkanal
44. Tapan Kumar Sahoo, Lecturer in Philosophy, B.R.M. College, Bhuban, Dhenkanal
45. Sunil Kumar Rout, Lecturer in Commerce, B.R.M. College, Bhuban, Dhenkanal
46. Dillip Kumar Nayak, Lecturer in Economics, B. B. Mahavidyalaya, Chandikhol, Jajpur
47. Om Prakash Sahoo, Lecturer in Mathematics, B. B. Mahavidyalaya, Chandikhol, Jajpur
48. Gopinath Swain, Lecturer in Mathematics, J. N. College, Rasalpur, Balasore
49. Siddheswar Behera, Lecturer in Physics, J. N. College, Rasalpur, Balasore
50. Sisir Kumar Mohanty, Lecturer in Chemistry, J. N. College, Rasalpur, Balasore
51. Suresh Das, Lecturer in Political Science, U. N. S. Mahavidyalaya, Mugpal, Jajpur
52. Arun Kumar Rout, Lecturer in Odia, U. N. S. Mahavidyalaya, Mugpal, Jajpur
53. Deepak Kumar Behera, Lecturer in Chemistry, Akhandalamani College, Bhadrak

P.T.O.

54. Purna Chandra Pati, Lecturer in English, Akhandalamani College, Bhadrak
55. Laxmidhar Dash, Lecturer in Physics, Akhandalamani College, Bhadrak
56. Trilochan Das, Lecturer in Education, Akhandalamani College, Bhadrak
57. Kabi Prasad Pattanaik, Lecturer in Chemistry, S. M. Degree College, Golamunda, Kalahandi
58. Pratap Chandra Nayak, Lecturer in Odia, S. M. Degree College, Golamunda, Kalahandi
59. Jajati Keshari Rout, Lecturer in Physics, S. M. Degree College, Golamunda, Kalahandi
60. Sandeep Kumar Kanungo, Lecturer in Commerce, S. M. Degree College, Golamunda, Kalahandi
61. Santosh Kumar Nayak, Lecturer in Economics, Rushimal Jr. Mahavidyalaya, Bamunigaon, Kandhamal
62. Raj Kishore Singh, Lecturer in History, Rushimal Jr. Mahavidyalaya, Bamunigaon, Kandhamal
63. Debraj Baliarsingh, Lecturer in Political Science, Rushimal Jr. Mahavidyalaya, Bamunigaon, Kandhamal

Sub: Participation in 33rd Orientation Programme.

Ref: DHE Letter No.5M-10-I-2016-231// Dt. 04.012017.

Sir/Madam,

With reference to the above, I am pleased to inform you that you have been **provisionally** selected for joining the 33rd Orientation Programme to be conducted by the HRDC, Sambalpur University from 19.01.2017 to 16.02.2017.

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 registration 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 16.01.2017**.

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 for confirmation or get the confirmation from this office over telephone No.0663-2432137/9090502933 on 17.01.2017 before getting relieved to join the course.

Yours faithfully,

06/1/2017

Director

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

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:

a. 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.

b. 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).**

c. Every participant will be required to submit a project and present a seminar talk during the course.

d. 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.

e. 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.

f. T.A. will be paid as per UGC rules.

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

Affix passport Size recent Photograph

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…….

P. T. O.

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 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 progamme 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 progamme 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-