UGC-Malaviya Mission Teacher Training Centre (MMTTC)

(Formerly UGC-Human Resource Development Centre)

SAMBALPUR UNIVERSITY, JYOTI VIHAR

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APPLICATION FORM FOR FACULTY INDUCTION PROGRAMME / REFRESHER COURSE/ SHORT TERM COURSE/ SHORT TERM WORKSHOP

Instructions:

a. This filled in application form should be forwarded through proper channel to the **Director, Malaviya Mission Teacher Training Centre (MMTTC), Sambalpur University, Jyoti Vihar, Burla, Sambalpur-768019** so as to reach within the stipulated date.

b. **Registration Fees is free until further order from UGC for all the Courses/ Programmes under Malaviya Mission Teacher Training Centre (MMTTC), Sambalpur University**.

c. Every participant will be evaluated by five modules: (1) Project; (2) Seminar; (3) Micro Teaching; (4) Multiple-choice objective tests; (5) Overall response

d. The courses are held either Online or Offline Mode. The Course in Offline Mode is fully residential and certificate of completion of course will be given to those participants who attend the course for the full duration as per UGC Guidelines for HRDC- 2019.

e. There is no provision of any kind of leave during the course. In case a participant falls short of required number of Class Hours, he/ she will be required to make up the short fall in the next course at their own cost to get the certificate.

FORM FOR REFRESHER COURSE/ FACULTY INDUCTION PROGRAMME/
SHORT TERM COURSE/ SHORT TERM WORKSHOP

Affix recent passport Size Photograph

APPLICATION FOR:……..……..……

……

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

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……..…
   Specialization…….…....
6. Mobile No……. WhatsApp No……..…..
   Fax:……. E-mail……. (Gmail only)
7. Address: College/ University/ Institute: …… ……..……
   ……..
   Type of Institution: Govt.☐ Private ☐ Autonomous ☐
8. a. Date of first appointment as Lecturer/ Asst. Professor in Degree College: ……..……
   b. Date of joining in the present Post : ……..…….. c. Due date of Promotion : ……..……
   d. Whether your sanctioned post is for +3 Branch or Post Graduate Branch? ……..……
   e. Which University your College/ Institute is affiliated to? ……..
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/ Faculty Induction Programme and Refresher Courses already attended:

Course	Date and Duration	Institution

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

DECLARATIONS

I do 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 Participant)

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;

(ii) The above applicant has not attended any Orientation/ Faculty Induction Programme/ Refresher Course conducted by Sambalpur University or any other University/ Institution except as indicated in Col. No. 14. above;

(iii) The application of ……..... is forwarded with the recommendation that he/she will be relieved/ permitted in time to participate in the above course if he/she is selected; and

(iv) The information given above by the applicant is true, complete and correct.

Place_____

Date_____ Principal/ Head of Institution
(Signature with Office Seal)

NOTE:

1. For admission into any Refresher Course, participation in the Orientation Programme/ Faculty Induction Programme is a prerequisite. The teacher may opt for a Refresher Course after a one-year gap following an Orientation Programme/ Faculty Induction Programme. Also, there should be a minimum gap of one year between two Refresher Courses, though it may be relaxed if an adequate number of participants is not available or it is essential for the teacher to fulfill eligibility conditions for career advancement as prescribed by UGC from time-to-time.
2. Part-time/ Ad-hoc/ temporary/ contract teachers who have been teaching for at least three academic sessions in an institution without differentiating them on the basis of type of management, which has been affiliated to a University Programme/ Refresher Course to enhance their skills.
3. The University Website: **https://www.suniv.ac.in/docs/UGC-MMTTC-Application-Form.pdf** contains details of the application form and latest schedule of programmes.
4. Intimation regarding the confirmation of selection and registration of the participants shall be communicated to their given e-mail account.
5. All the applicants are required to submit their Relive Order/ Permission Letter duly forwarded from their respective Head of the Institutions before the joining the Course/ Programme (The format of the Relive Order/ Permission Letter is enclosed with this application form as Annexure-III).

ANNEXURE- III

RELIEVE ORDER/ PERMISSION LETTER

To
The Director
Malaviya Mission Teacher Training Centre (MMTTC)
Jyoti Vihar, Burla, Sambalpur-768 019

Sub: Relieve order/ Permission of Mr./Miss/Dr……
for joining the Online/ Offline Refresher Course/ Faculty Induction Programme/ Short Term Course/ Short Term Workshop in ……
……. at MMTTC, Sambalpur University.

Ref. Your letter No…….…....…dated……

Sir/Madam,

With reference to the above, I am to inform you that Mr./ Miss/ Dr…….……..…… is hereby relieved/ permitted today the …… day of ……..., 20……(FN/AN) to enable him/her to join the Online/ Offline Refresher Course/ Faculty Induction Programme/ Short Term Course/ Short Term Workshop in…… ……..…….. being conducted by MMTTC, Sambalpur University from…….…...to……...

He/ She shall attend the classes and other activities Online/ Offline as per the time table of the Course/ Programme scheduled by the MMTTC, Sambalpur University.

Signature & Seal of
Principal/ Head of the Institution