

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. 188 (62) /HRDC

Dt: **24.07.2017**

To

As per Annexure-I

Sub: Participation in 33<sup>rd</sup> Orientation Programme.

Ref: DHE Letter No.5M-16-17-I -27364// dt.21.07.2017

Sir/Madam,

With reference to the above, I am pleased to inform you that you have been **provisionally** selected for joining the 33<sup>rd</sup> Orientation Programme to be conducted by the HRDC, Sambalpur University from 10.08.2017 to 06.09.2017.

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 **05.08.2017**.

**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](http://www.suniv.ac.in) for confirmation or get the confirmation from this office over telephone No.0663-2432137/9090502933 on 08.08.2017 before getting relieved to join the course.**

Yours faithfully,



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.	Smt. Pramila Beck, Jr. Lecturer in Home Science, S. B. R. G. Auto Women's College, Berhampur
2.	Lambodar Majhi, Jr. Lecturer in Mathematics, S. B. R. G. Auto Women's College, Berhampur
3.	Biswajit Jena, Jr. Lecturer in Physics, S. B. R. G. Auto Women's College, Berhampur
4.	Sanu Kumar Gupta, Jr. Lecturer in Statistics, Bhadrak Auto College, Bhadrak
5.	Bablu Sardar, Jr. Lecturer in Odia, Bhadrak Auto College, Bhadrak
6.	Jyotsna Paula Barla, Jr. Lecturer in Home Science, Bhadrak Auto College, Bhadrak
7.	Satyanarayan Barik, Jr. Lecturer in Commerce, Bhadrak Auto College, Bhadrak
8.	Prasanta Kumar Panda, Jr. Lecturer in Mathematics, N. S. C. B. College, Sambalpur
9.	Priyabrata Panda, Jr. Lecturer in Commerce, N. S. C. B. College, Sambalpur
10.	Satya Prakash Tudu, Jr. Lecturer in Physics, N. S. C. B. College, Sambalpur
11.	Sambit Kumar Sahu, Jr. Lecturer in Commerce, N. S. C. B. College, Sambalpur
12.	Anuradha Mishra, Jr. Lecturer in English, Govt. women's Jr. College, Dhenkanal
13.	Ramesh Ch. Adhikary, Jr. Lecturer in English, M. P. C. Jr. College, Baripada, Mayurbhanj
14.	Dr. Pritidhara Samal, Jr. Lecturer in Odia, Govt. Women's Jr. College, Koraput
15.	Smt. Purnima Dash, Jr. Lecturer in Zoology, B. J. B. Jr. College, Bhubaneswar
16.	Dr. Santosh Kumar Rout, Jr. Lecturer in Political Science F. M. Jr. College, Balasore
17.	Ms. Pallishree Aich, Jr. Lecturer in Hindi, F. M. Jr. College, Balasore
18.	Prdipta Kumar Rana, Jr. Lecturer in Chemistry, F. M. Jr. College, Balasore
19.	Dr. Lakshman Patra, Jr. Lecturer in Logic and Philosophy, V. Deb. Auto College, Jeypore
20.	Binod Sikaka, Jr. Lecturer in English, V. Deb. Auto College, Jeypore
21.	Binod Bihari Behera, Jr. Lecturer in Commerce, V. Deb. Auto College, Jeypore
22.	Sridhar Jena, Jr. Lecturer in Physics, S. B. R. Govt. Women's College, Berhampur, Ganjam
23.	Miss Nita Dubey, Jr. Lecturer in English, S. B. R. Govt. Women's College, Berhampur, Ganjam
24.	Prajna Paramita, Jr. Lecturer in English, S. B. R. Govt. Women's College, Berhampur, Ganjam
25.	Srikanta Prasad Khamari, Jr. Lecturer in Zoology, Govt. Jr. Science College, Nuapada
26.	Jayashankar Bhoi, Jr. Lecturer in Odia, Govt. Jr. Science College, Nuapada
27.	Madhabika Das, Jr. Lecturer in Chemistry, Govt. Jr. Science College, Nuapada
28.	Gitarani Majhi, Jr. Lecturer in Mathematics, Govt. Jr. Science College, Nuapada
29.	Girija Kanhar, Jr. Lecturer in Physics, Govt. Jr. Science College, Nuapada
30.	Ramesh Chandra Smini, Jr. Lecturer in Odia, Govt. Women's Jr. College, Titilagarh, Bolangir

31. Kuldeep Lakra, Jr. Lecturer in Political Science, Govt. Women's Jr. College, Titilagarh, Bolangir
32. Prasanta Kullu, Jr. Lecturer in Political Science, Govt. College, Sundargarh
33. Surama Xalxo, Jr. Lecturer in English, Govt. College, Sundargarh
34. Ajit Kumar Panda, Jr. Lecturer in Sanskrit, Govt. College, Sundargarh
35. John Hau, Jr. Lecturer in Commerce, Govt. College, Sundargarh
36. Padmini Suna, Jr. Lecturer in Chemistry, Govt. College, Sundargarh
37. Saroj Kumar Pujhari, Jr. Lecturer in Zoology, Govt. College, Sundargarh
38. Amarendra Kumar Patel, Jr. Lecturer in Zoology, Govt. College, Sundargarh
39. Debananda Mallick, Jr. Lecturer in Political Science, Govt. Women's College, Keonjhar
40. K. Pandav, Jr. Lecturer in Odia, Govt. College, Bolangir
41. Lalit Choduhury, Jr. Lecturer in Botany, S. C. S. Jr. College, Puri
42. Udhaba Mallick, Jr. Lecturer in Sanskrit, Govt. Women's Jr. College, Dhenkanal
43. Subhrakanta Pany, Jr. Lecturer in Odia, Govt. Women's Jr. College, Dhenkanal
44. Iswar Meher, Jr. Lecturer in Zoology, Govt. Women's Jr. College, Rourkela
45. Gitanjali Tite, Jr. Lecturer in Zoology, S. G. Women's Jr. College,
46. Lipika Kerketta, Jr. Lecturer in Odia, S. G. Women's Jr. College,
47. Francis Baral, Jr. Lecturer in Logic and Philosophy, S. G. Women's Jr. College
48. Mamata Nayak, Lecturer in Physics, Mahanga Women's College, Pallisahi, Cuttack
49. Bhagyadhara Ghadei, Lecturer in Chemistry, Mahanga Women's College, Pallisahi, Cuttack
50. Surendra Kumar Mohapatra, Lecturer in Odia, L.N Mahavidyalaya, Patkura, Kendrapara
51. Rajat Kumar Biswal, Lecturer in English, Bhanja Bhumi Mahavidyalaya, Duduka, Mayurbhanj
52. Sushnata Sekhar Mohapatra, Lecturer in Political Science, Bhanja Bhumi Mahavidyalaya, Duduka, Mayurbhanj
53. Prasanta Kumar Jena, Lecturer in Economics, Bhanja Bhumi Mahavidyalaya, Duduka, Mayurbhanj
54. Krushna Ch. Thappa, Lecturer in Odia, Dara Jr. College, Dara, Bargarh
55. Rajat Ku. Pradhan, Lecturer in History, Dara Jr. College, Dara, Bargarh
56. Dillip Kumar Sahu, Lecturer in Education, Dara Jr. College, Dara, Bargarh
57. Saroj Ku. Sahu, Lecturer in English, Dara Jr. College, Dara, Bargarh
58. Sudhir Ku. Rath, Lecturer in Political Science  
Dara Jr. College, Dara, Bargarh
59. Raghunath Mohapatra, Lecturer in Economics, Gouri Shankar Mahavidyalaya, Khadiasole, Mayurbhanj
60. Sarat Chandra Patra, Lecturer in Commerce, Gouri Shankar Mahavidyalaya, Khadiasole, Mayurbhanj
61. Ramakrushna Das, Lecturer in Political Science, Gouri Shankar Mahavidyalaya, Khadiasole, Mayurbhanj
62. Sumanta Kumar Kar, Lecturer in Commerce, Gouri Shankar Mahavidyalaya, Khadiasole, Mayurbhanj



# 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.....

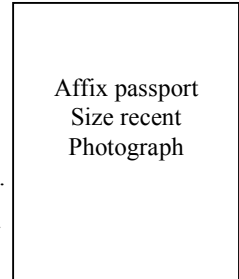
11. Scale of Pay..... Basic Pay..... Grade Pay..... or Fixed Pay.....

12. Official Address.....

PIN.....

13. Residential Address.....

PIN.....



Affix passport  
Size recent  
Photograph

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-