

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. 272 /HRDC

Dt: **18.06.2018**

To

As per Annexure- I.

Sub: Participation in Refresher Course in Summer School in Basic Science (IDC).

Ref: DHE Letter No. 5M-14-2018- I: 21733/ dt.12.06.2018

Sir/Madam,


With reference to the above, I am pleased to inform you that you have been **provisionally** selected for joining the **Refresher Course in Summer School in Basic Science (IDC)** to be conducted by the HRDC, Sambalpur University from 29.06.2018 to 19.07.2018, instead of the previous schedule of 19.06.2018 to 09.07.2018.

You are 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 **25.06.2018**.

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 on 26.06.2018 before getting relieved to join the course.

Yours faithfully,

18/6/2018
Director

- Encl:
1. Annexure- I
 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

Sl. No. Name of the Lecturer's with College Address

1. Prasanta Beura, Asst. Professor in Mathematics, K. K. S. Women's College, Balasore
2. N. Parida, Asst. Professor in Mathematics, Rajendra Auto College, Bolangir
3. J. Kamila, Asst. Professor in Physics, Rajendra Auto College, Bolangir
4. Y. Sahoo, Asst. Professor in Botany, Rajendra Auto College, Bolangir
5. Madan Mohan Pradhan, Asst. Professor in Botany, Rajendra Auto College, Bolangir
6. A. K. Mishra, Asst. Professor in Zoology, Rajendra Auto College, Bolangir
7. M. M. Polei, Asst. Professor in Zoology, Rajendra Auto College, Bolangir
8. A. K. Mangaraj, Asst. Professor in Statistics, Rajendra Auto College, Bolangir
9. Prashanta Kumar Panda, Lecturer in Mathematics, Netaji Subash Chandra Bose College, Sambalpur
10. Gopal Haldar, Lecturer in Botany, V. De Auto College, Jeypore, Koraput
11. Prasanta Kumar Patra, Lecturer in Botany, V. De Auto College, Jeypore, Koraput
12. Sri Lambodar Majhi, Lecturer in Mathematics, V. De Auto College, Jeypore, Koraput
13. Ranjan Kumar Pradhan, Asst. Professor in Chemistry, V. De Auto College, Jeypore, Koraput
14. Abhimanyu Das, Asst. Professor in Botany, Govt. Auto College, Angul
15. Bhubaneswar Muduli, Asst. Professor in Mathematics, Model Degree College, Nuapada, Khariar
16. Debendra Nath Rout, Asst. Professor in Mathematics, Bhadrak Auto College, Bhadrak
17. Kamala Kanta Jena, Asst. Professor in Physics, Bhadrak Auto College, Bhadrak
18. Goutam Sabat, Lecturer in Botany, Khallikote Auto College, Berhampur
19. Padamanava Patri, Asst. Professor in Chemistry, Bhadrak Auto College, Bhadrak
20. Nanda Kishore Behera, Lecturer in Chemistry, U. N. College, Soro, Balasore
21. Chaturbhuj Kar, Reader in Mathematics, Derabis College, Derabis, Kendrapara
22. Bikram Kumar Mohanty, Lecturer in Chemistry, Derabis College, Derabis, Kendrapara
23. Aswini Kumar Prusty, Lecturer in Physics, Derabis College, Derabis, Kendrapara
24. B. Tripathy, Reader in Mathematics, Bhima Bhoi College, Rairakhol, Sambalpur
25. S. Mallick, Reader in Zoology (S.S.), Bhima Bhoi College, Rairakhol, Sambalpur
26. Surendra Nath Sabat, Lecturer in Botany, N. B. C. College, Kendupadar, Ganjam
27. Janmejaya Pattanayak, Reader in Zoology, Atal Behari College, Basudevpur
28. Subhransu Sundar Das, Lecturer in Mathematics, Semiliguda College, Koraput
29. Alekha Prasad Panda, Lecturer in Chemistry, Semiliguda College, Koraput
30. S. Nanda, Lecturer in Botany, Bhima Bhoi College, Rairakhol, Sambalpur
31. Satish Kumar Patnaik, Lecturer in Physics, Gunupur College, Gunupur, Rayagada
32. Manoj Kumar Mohapatra, Lecturer in Physics, S. R. Mahavidyalaya, Baliapal, Balasore
33. Subal Kumar Giri, Lecturer in Mathematics, S. R. Mahavidyalaya, Baliapal, Balasore



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 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-