

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. 281 /HRDC

Dt: **03.07.2018**

To

As per Annexure- I.

Sub: Participation in 36th Orientation Programme.

Ref: DHE Letter No. 5M-14-2018- I: 24044/ dt.02.07.2018

Sir/Madam,

With reference to the above, I am pleased to inform you that you have been **provisionally** selected for joining the **36th Orientation Programme** to be conducted by the HRDC, Sambalpur University from 24.07.2018 to 20.08.2018, instead of the previous schedule of 03.07.2018 to 30.07.2018.

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 **18.07.2018**.

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 21.07.2018 before getting relieved to join the course.

Yours faithfully,

Handwritten signature and date '03/7/2018' in blue ink.

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

<u>Sl. No.</u>	<u>Name of the Lecturer's with College Address</u>
1.	Sasmita Rani Sashini, Lecturer in History, Govt. Women's College, Sundargarh
2.	B. B. Pradhan, Jr. Lecturer in Economics, Rajendra Auto College, Balangir
3.	Prabir Kumar Senapati, Jr. Lecturer in English, Rajendra Auto College, Balangir
4.	Snigdha Behera, Jr. Lecturer in Botany, Rajendra Auto College, Balangir
5.	Smita Rani Kullu, Jr. Lecturer in Zoology, K. K. S. Women's College, Balasore
6.	Gautam Patra, Jr. Lecturer in English, Niranjana Govt. Women's College, Aska, Ganjam
7.	Siddhartha Sahu, Jr. Lecturer in Physics, K. K. S. Women's College, Balasore
8.	Neha Murmu, Jr. Lecturer in Psychology, K. K. S. Women's College, Balasore
9.	Padmalaya Jal, Jr. Lecturer in Botany, K. K. S. Women's College, Balasore
10.	Pragnya Paramita Das, Jr. Lecturer in Geology, Govt. Jr. College, Sundargarh
11.	Miss Subhashree Mishra, Jr. Lecturer in Physics, Govt. Jr. College, Sundargarh
12.	Radhanath Mishra, Jr. Lecturer in Physics, Govt. Jr. College, Sundargarh
13.	Soumya Barik, Jr. Lecturer in Botany, Govt. Jr. College, Sundargarh
14.	Pravakar Sethy, Jr. Lecturer in Chemistry, Govt. Jr. College, Sundargarh
15.	Mary Rose Lakra, Jr. Lecturer in Commerce, Govt. Jr. College, Sundargarh
16.	Binod Bihari Mallick, Lecturer in Sanskrit, Govt. Jr. College, Sundargarh
17.	Sanjukta Maharana, Lecturer in Political Science, Govt. Jr. College, Sundargarh
18.	Kharbel Sa, Jr. Lecturer in History, Govt. Jr. College, Sundargarh
19.	Jashoda Bhoi, Jr. Lecturer in Education, Govt. Jr. College, Sundargarh
20.	Satya Sovan Soren, Jr. Lecturer in Economics, Govt. Jr. College, Sundargarh
21.	Miss Sabita Soren, Jr. Lecturer in Economics, Govt. Jr. College, Sundargarh
22.	Rajkishore Tete, Jr. Lecturer in English, Govt. Jr. College, Sundargarh
23.	Jayashree Munda, Jr. Lecturer in Zoology, Bhadrak Auto College, Bhadrak
24.	Jyotsna Paula Baral, Jr. Lecturer in Home Science, Bhadrak Auto College, Bhadrak
25.	Nilima Kullu, Jr. Lecturer in Botany, V. Deb Auto College, Jeypore, Koraput
26.	Trishna Priyadarsini Pradhan, Jr. Lecturer in Chemistry, V. Deb H. S. School, Jeypore, Koraput
27.	P. K. Sahoo, Jr. Lecturer in Statistics, V. Deb H. S. School, Jeypore, Koraput
28.	Sasmita Ray, Jr. Lecturer in Economics, V. Deb H. S. School, Jeypore, Koraput
29.	Mrs. Bhaktilata Rout, Jr. Lecturer in Economics, Govt. Women's College, Koraput

30. Raj Laxmi Bholo, Jr. Lecturer in Home Science, Govt. Women's College, Koraput
31. Sadananda Mahar, SSB Lecturer in History, B. P. College, Boudh
32. Ratnaprava Barik, Lecturer in Political Science, B. P. College, Boudh
33. Mukti Sahu, Lecturer in Political Science, B. P. College, Boudh
34. Sunil Sarbhangia, Lecturer in Economics, B. P. College, Boudh
35. Sangeeta Maharana, Lecturer in Botany, Regional Sc. Jr. College, Girisola, Ganjam
36. Damadar Sabat, Lecturer in Physics, Regional Sc. Jr. College, Girisola, Ganjam
37. Suchitra Kumari Sahu, Lecturer in Zoology, Regional Sc. Jr. College, Girisola, Ganjam
38. Jayashree Pattanayak, Lecturer in Physics, N. B. C. College, Kendupadar, Ganjam
39. Harishankar Pande, Lecturer in Economics, N. B. C. College, Kendupadar, Ganjam
40. Durga Prasad Dash, Lecturer in English, N. B. C. College, Kendupadar, Ganjam
41. Sri Sanjay Tigga, Lecturer in Logic & Philosophy, Anchal College, Padampur, Bargarh
42. Miss Jyotirmayee Majhi, Lecturer in Economics, Anchal College, Padampur, Bargarh
43. Dr. Tusharkanta Sahu, Lecturer in Education, Anchal College, Padampur, Bargarh
44. Sri Santosh Kumar Mishra, Lecturer in Logic & Philosophy, Anchal College, Padampur, Bargarh
45. Sri Jaya Kumar Bhue, Lecturer in Odia, Anchal College, Padampur, Bargarh
46. Sri Pramod Kumar Tripathy, Lecturer in Zoology, Anchal College, Padampur, Bargarh
47. Sri Mihir Kumar Nanda, Lecturer in Physics, Anchal College, Padampur, Bargarh
48. Basanti Shree, Lecturer, Semiliguda College, Koraput
49. Alekha Prasad Panda, Lecturer, Semiliguda College, Koraput
50. Subhransu Sundar Das, Lecturer, Semiliguda College, Koraput
51. Mr. Ashok Kumar Das, Lecturer in History, Kansbahal College, Sundargarh
52. Mrs. Madhumita Parida, Lecturer in Odia, Kansbahal College, Sundargarh
53. Mrs. Saraswati Mishra, Lecturer in Education, Kansbahal College, Sundargarh
54. Mr. Kiran Kumar Panda, Lecturer in English, Kansbahal College, Sundargarh
55. Kedar Nath Pathy, Lecturer in Political Science, Mahendra Tanaya College, Gajapati
56. Bharati Mishra, Principal, Lecturer in Odia, Mahendra Tanaya College, Gajapati
57. Akshaya Kumar Dash, Lecturer in Education, Mahendra Tanaya College, Gajapati
58. Reena Sahu, Lecturer in Odia-Cum- Principal I/c, Women's Degree College, Paralakhemundi, Gajapati
59. Soudamini Panda, Lecturer in Economics, Women's Degree College, Paralakhemundi, Gajapati
60. Jayanti Ratho, Lecturer in Political Science, Women's Degree College, Paralakhemundi, Gajapati



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-