

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. 534 /HRDC  
Dt: **19.12.2018**

To  
As per Annexure-I

Sub: Participation in 38<sup>th</sup> Orientation Programme.

Ref: DHE Letter No.5M-13-2018- V: 35132/ dt.19.11.2018

Sir/Madam,

With reference to the above, I am pleased to inform you that you have been **provisionally** selected for joining the **38<sup>th</sup> Orientation Programme** to be conducted by the HRDC, Sambalpur University from 31.01.2019 to 27.02.2019, instead of the previous schedule of 22.11.2018 to 19.12.2018.

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 18.01.2019.

**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 on 29.01.2019 before getting relieved to join the course.**

Yours faithfully,

A handwritten signature in blue ink, followed by the date '18/12/2018' written 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**

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

1. Dr. Pallishree Pattanayak, Jr. Lecturer in Odia, Govt. Auto College, Bhawanipatna, Kalahandi
2. Dr. Abart Harijan, Jr. Lecturer in Sanskrit, Govt. Auto College, Bhawanipatna, Kalahandi
3. Biswa Mohan Jena, Lecturer in Commerce, Netagi Subash Chandra Bose College, Sambalpur
4. Prasanta Kumar Panda, Lecturer in Mathematics, Netagi Subash Chandra Bose College, Sambalpur
5. Abhimanyu Bagarty, Jr. Lecturer in Odia, Govt. Auto College, Angul
6. Ramahari Karji, Jr. Lecturer in English, Govt. Women's College, Koraput
7. Sunita Kumari Pradhan, Jr. Lecturer in Odia, Govt. Women's College, Koraput
8. Trishna Priyadarshini Pradhan, Jr. Lecturer in Chemistry, V. Deb Higher Secondary School, Jeypore, Koraput
9. Lakshman Patra, Jr. Lecturer in Logic and Philosophy, V. Deb Higher Secondary School, Jeypore, Koraput
10. P. K. Sahoo, Jr. Lecturer in Statistics, V. Deb Higher Secondary School, Jeypore, Koraput
11. Rusav Kumar Sahu, Jr. Lecturer in History, V. Deb Higher Secondary School, Jeypore, Koraput
12. Sasmita Rani Sashini, Lecturer in History, Govt. Women's College, Sundargarh
13. Bhanu Priya, Lecturer in Chemistry, Govt. Women's College, Sundargarh
14. P. C. Dora, Jr. Lecturer in English, Rejendra Auto College, Bolangir
15. P. C. Sahu, Jr. Lecturer in Odia, Rejendra Auto College, Bolangir
16. Sasmita Panda, Jr. Lecturer in Chemistry, K. K. S. Women's College, Balasore
17. Hansita Ojha, Jr. Lecturer in Psychology, Bhadrak Auto College, Bhadrak
18. Jyotsna Paula Baral, Jr. Lecturer in Home Science, Bhadrak Auto College, Bhadrak
19. Saraswati Majhi, Lecturer in Botany, S. B. Women's Auto College, Cuttack
20. Kharbel Sa, Jr. Lecturer in History, Govt. Jr. College, Sundargarh
21. Narmada Kumari Parida, Lecturer in Philosophy, S. B. Women's Auto College, Cuttack
22. Binod Bihari Mallick, Lecturer in Sanskrit, Govt. Jr. College, Sundargarh
23. Prasanta Kumar Mishra, Lecturer in Geology, Govt. Jr. College, Sundargarh
24. Sri Abani Kanta Kanhar, Lecturer in Political Science, Govt. Women's Jr. College, Koraput
25. Sri Sagar Kumar Bhoi, Jr. Lecturer in English, Govt. Women's Jr. College, Koraput
26. Sasmita Sahoo, Lecturer in History, Kujang College, Kujanga
27. Nanda Kishore Behera, Lecturer in Chemistry, U. N. College, Soro, Balasore

28. Nibedita Swain, Lecturer in Political Science, Tara Tarini College, Purushottampur, Ganjam
29. Monalisa Mishra, Lecturer in English, Tara Tarini College, Purushottampur, Ganjam
30. Bibhuti Bhusan Padhy, Lecturer in English, Regional Sc. Jr. College, Girisola, Ganjam
31. Bhagaban Sahu, Lecturer in History, Nimapara College, Nimapara, Puri
32. Janmejaya Pattanayak, Lecturer in Zoology, Atal Behari College, Basudevapur, Bhadrak
33. Sri Sudhir Chandra Bhuyan, Lecturer in Economics, Mangala Mahavidyalaya, Kakatpur, Puri
34. Miss Sanjukta Naik, Lecturer in English, Bapujee College, Chhendipada, Angul
35. Miss Anya Anurupa, Lecturer in Odia, Bapujee College, Chhendipada, Angul
36. Miss Tapaswini Sahu, Lecturer in History, Bapujee College, Chhendipada, Angul
37. Ranjit Kumar Pradhan, Lecturer in Odia, Luipa Mahavidyalaya, Radho, Mayurbhanj
38. Rajanikanta Das, Lecturer in English, Luipa Mahavidyalaya, Radho, Mayurbhanj
39. Sri A. K. Mishra, Lecturer in English, Bhima Bhoi College, Rairakhol
40. B. Khadia, Lecturer in English, Bhima Bhoi College, Rairakhol
41. Pupul Mohanty, Lecturer in English, Upendranath Sarada Mahavidyalaya, Mugpal, Jajpur
42. Bharati Panigrahy, Lecturer in History, Women's Degree College, Paralakhemundi, Gajapati
43. Barada Acharya, Lecturer in English, Women's Degree College, Paralakhemundi, Gajapati
44. Dr. Chittaranjan Mishra, Lecturer in History, Panchayat Jr. College, Phiringla, Kandhamala
45. Nirmal Kumar Mohanty, Lecturer in English, Panchayat Jr. College, Phiringla, Kandhamala
46. Hemanta Kumar Patel, Lecturer in Odia, D. N. Jr. Mahavidyalaya, Darlipali, Sundargarh
47. Jadumani Khamari, Lecturer in Political Science, D. N. Jr. Mahavidyalaya, Darlipali, Sundargarh
48. Indira Priyadarshini Patnaik, Lecturer in English, Sunabeda Women's Higher Secondary School, Koraput
49. Santosh Kumar Samal, Lecturer in History, Sunabeda Women's Higher Secondary School, Koraput
50. Dhananjaya Sahu, Lecturer in Odia, Koira College, Koira, Sundargarh
51. Prasanta Kumar Pradhan, Lecturer in Commerce, Koira College, Koira, Sundargarh
52. Aruna Kumar Rout, Lecturer in History, Anchalika Mahavidyalaya, Kharagprasad, Dhenkanal
53. Sri Krishna Chandra Sethy, Lecturer in English, Women's College, Malkangiri
54. Dr. Rama Chandra Dash, Lecturer in Education, Raghunath Degree Mahavidyalaya, Kadadiha, Mayurbhanj
55. Joshada Rout, Lecturer in History, Raghunath Degree Mahavidyalaya, Kadadiha, Mayurbhanj
56. Dharanidhara Tripathy, Lecturer in Political Science, Raghunath Degree Mahavidyalaya, Kadadiha, 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.....

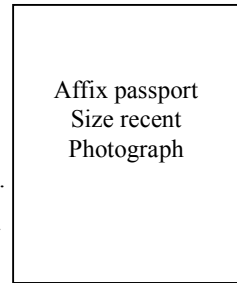
11. Scale of Pay..... Basic Pay..... Grade Pay..... or Fixed Pay.....

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-