

Name of Department : UGC-ACADEMIC STAFF COLLEGE
 Telephone No. : (O) 01744-238472, 238814
 FAX No. : 01744-238472
 Year of Establishment : October 1987
 E-mail : ugcasc_kuk@yahoo.co.in

Present staff

S. No.	Name	Designation	Contact No.	E_mail
1.	Dr. K.L. Tuteja	Director	239677 (R) 238472 (O) 9416571831(M)	tuteja05@yahoo.com
2.	Dr R.P. Grover	Reader	239870 (R) 9896410550(M)	groverrp@rediffmail.com
3.	Dr Sucheta	Reader	0184-2206049(R) 9896248589(M)	guptaorthohospital@yahoo.co.in
4.	Mr Prem Madaan	Superintendent	238282 (R) 238472 (O) 9896308963(M)	madaan_prem@rediffmail.com

Objectives:

The objectives of the Academic Staff College (ASC) are to enable (newly appointed) lecturers to:

- (a) understand the significance of education in general, and higher education in particular, in the global and Indian contexts;
- (b) understand the linkages between education and economic and socio-economic and cultural development, with particular reference to the Indian polity where democracy, secularism and social equity are the basic tenets of society;
- (c) acquire and improve basic skills of teaching at the college/university level to achieve goals of higher education;
- (d) keep abreast of the latest developments in their specific subjects;
- (e) understand the organisation and management of a college/university and to perceive the role of teachers in the total system;
- (f) utilize opportunities for development of personality, initiative and creativity; and
- (g) promote computer literacy as well as internet knowledge.

Functions of Academic Staff College

To plan, organize, implement, monitor and evaluate specially designed academic staff orientation programmes for newly appointed lecturers and refresher courses for in-service teachers.

Special sessions organized in the courses

Information Technology, Communication Skills, Computer Education, INTERNET, Human Rights, Environmental Education, Value Education, Discussion on current issues etc.

Resource Persons

Senior teachers, renowned scholars and eminent educationists are invited to act as resource persons from all over the country to address the participants and interact with them on various topics selected from the course components.

Reading Material

Reading material developed by UGC-Academic Staff College in consultation with resource persons is distributed amongst the participants. This reading material is bound to broaden their mental horizon.

Seminar Paper

Each participant of the Orientation and Refresher Course has to submit a seminar paper. These seminar papers are procured in the ASC library for consultation by the participants.

Review Reports

Every participant attending the Orientation Programmes and Refresher Courses should submit a written review report to the Course Coordinator which are Xeroxed by the ASC and are given to the participants as study material.

Registration Fee

Each participant shall have to pay an admission fee (non-refundable) of Rs.500/- (Rupees Five Hundred only) at the time of joining the course.

Accommodation

Accommodation to the outstation female participants will be provided in the Faculty House and male participants will be provided in the Subhash Bhawan of the University, if available, on payment of usual charges by them.

Eligibility condition for the teachers to attend the Orientation Programme/ Refresher Course

Lecturers working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit under Section 12(B), may be invited to participate in the orientation and refresher course. The teachers of colleges that do not yet come within the purview of Section 2(f), but have been affiliated to a university for at least five years, will be permitted to participate in the courses.

For orientation programmes, newly appointed lectures up to six years of continuous service and all those teachers who require orientation for getting a higher grade will be allowed. Attendance should be a condition for confirmation and the same course will be counted for promotion to a senior scale.

For the refresher course, participation in the orientation programme is a prerequisite for admission. The teacher may opt for a refresher course after a one-year gap following an orientation course. 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 fulfil eligibility conditions for career advancement.

The eligibility for attending refresher course for teachers who have not attended earlier orientation course has been reduced to two years from five.

The temporary/contract teachers, who have been teaching for at least two academic sessions in an Institution which have been affiliated to a University for at least two years are allowed to participate in the Orientation Programmes/ Refresher Course to enhance their skills.

Required number of courses under career advancement scheme

Lecturer to Lecturer (Senior Scale) : Participated in one orientation programme and one refresher course (those with Ph.D. degree should be exempted from one refresher course).

Lecturer Senior Scale to Lecturer Selection Grade: Participated in two refresher courses after placement in senior scale.

TA/DA to Participants

Outstation participants will be paid Rs.150/- per day for boarding and lodging. Local participants will be paid Rs. 50/- per working day.

Outstation participants will also be paid TA upto 2nd class train fare or actual bus fare or 1st class/AC III Tier for journey beyond 500 kms or over 12 hrs whichever is less on production of railway tickets or any other documents in support that the teacher has actually undertaken the journey by 1st Class/AC III Tier for attending the course. The payment will, however, be released to them only on the last day if they have submitted their bills well in time.

Evaluation of Participants

As per directions of UGC performance of the participants in the course will be assessed and they will be given grades. Those teachers who get 'F' grade are required to repeat the programme after a gap of one year without financial commitment to the UGC-ASC. The grades will be indicated on the certificate to be given to the participants.

Application Form

**UGC-ACADEMIC STAFF COLLEGE
KURUKSHETRA UNIVERSITY KURUKASHTRA**

PROPORMA OF PERSONAL PARTICULARS OF THE TEACHER-PARTICIPANTS

Please read the Instructions before filling in this form:

- (a) This form must be filled in completely and no column should be left blank.
- (b) Incomplete form will NOT be considered.
- (c) This form must be forwarded through proper channel.
- (d) Strike out which is not applicable.
- (e) Only the teachers who are selected for a particular course will be informed about the programme.
- (f) Every teacher is required to present a research paper during the course.
- (g) Certificates of completion of course will be given to those participants who attend the course for the full duration i.e. 144 contact hours i.e. 6 hours daily for 4-week programme and a minimum of 108 contact hours for a 3-week programme.
- (h) TA/DA will be paid to the participants as per UGC rules.

COURSES TO BE ATTENDED: (i) ORIENTATION COURAE (Common for teachers in all subjects)
OR
(ii) REFRESHER COURSE IN SUBJECTS OF

1. Name: Dr//Mr/Miss/Mrs:.....
2. College/Department Address:.....
.....
3. Name of the Affiliating University:.....
.....
4. Correspondence Address:.....
.....
.....Pin Code
- Telephone Number(Off.).....(Res.).....
E_mail ID:
5. Date of Birth:.....
6. Sex : Male/Female.....
7. Whether belongs to Scheduled Caste/Tribe or :
.....
Backward Class or Physically Handicapped : (State Category , if any)
8. (a) Designation: (b) Grade :.....
9. (a) Subject:..... (b) Branch of study:.....
10. (a) Qualifications:..... (b) Total Teaching Experience:
(i) Previous (if any).....
(ii) Present Experience

Affix Passport Size
Photograph

- 11 Preference of dates of attending the course:.....
- 12 (a) First continuous appointment as lecturer:.....
 (b) Date of joining the present job:.....
 (c) Date or due date of confirmation:.....
 (d) Date or due date of Senior Scale:.....
 (e) Date or Due date of Selection Grade:.....
- 13 Would you require hostel accommodation facilities during the programme:.....
 (YES/NO)
- 14 (a) Have you already attended any course at Kurukshetra University or at any other Place to become eligible for selection scale?
If so, give details:
- (i) Orientation Course: Form.....To..... at.....
 (ii) Refresher Course in From.....To at Thrust Area.....
- 15 Remarks if any

I hereby declare that all information furnished in this application form is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my application/admission is liable to be rejected/cancelled.

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 institutions under Sec.2 (f) of the UGC Act;
- (ii) Our College does not come in the purview of the Section 2 (f) of the UGC Act, but has been affiliated to the University offor at least 5 years.
- (iii)The above applicant has not attended any orientation/refresher course conducted by Kurukshetra University of any other University/Institution except as indicated in Col. No. 13 above;
- (iv) The application of the above named teacher is forwarded with the 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 rubber stamp)

TENTATIVE SCHEDULE – 2008-09

Sr. No.	Subject	Dates	
		From	To
I	ORIENTATION PROGRAMME		
	(i)	08.05.2008	04.06.2008
	(ii)	01.09.2008	27.09.2008
	(iii)	05.01.2009	31.01.2009
II	REFRESHER COURSES IN THE SUBJECT OF		
1.	Environmental Studies (Inter-disciplinary)	04.07.2008	24.07.2008
2.	Education	05.08.2008	25.08.2008
3.	Life Science (Botany, Zoology, Biotechnology, Microbiology, Biochemistry)	28.08.2008	16.09.2008
4.	Library Science	29.08.2008	18.09.2008
5.	History	15.09.2008	04.10.2008
6.	English	18.09.2008	08.10.2008
7.	Mathematic & Statistics	25.09.2008	15.10.2008
8.	Business Studies (Commerce/Tourism/Management/Economics)	01.10.2008	21.10.2008
9.	Physics	11.11.2008	01.12.2008
10.	Research Methodology (Inter-disciplinary)	16.11.2008	26.11.2008
11.	Physical Education	01.12.2008	20.12.2008
12.	Information Technology	15.12.2008	03.01.2009
13.	Political Science & Public Administration	02.02.2009	21.02.2009
14.	Hindi	14.02.2009	05.03.2009

Note : Subject to the approval by the UGC and availability of requisite number of participants in a course.