

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.	Prof. A.S. Kaang	Director	01744-238472 (O) 09216710072(M)	
2.	Dr R.P. Grover	Reader	01744-239870 (R) 01744-238814 (O) 9896410550(M)	groverrp@rediffmail.com
3.	Dr Sucheta	Reader	01744-238814 (O) 0184-2206049(R) 9896248589(M)	guptaorthohospital@yahoo.co.in
4.	Mr Prem Madaan	Superintendent	01744-238472 (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 art 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 use of ICT in teaching and learning process.

Functions of Academic Staff College

To plan, organize, implement, monitor and evaluate orientation courses for newly appointed college/university lecturers. An ASC will also organize refresher course for serving teachers and orientation programmes for senior administrators and heads of departments, principals, officers, etc.

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 in the shape of Bank Draft in favour of Registrar, Kurukshetra University, payable at Kurukshetra

Accommodation

Accommodation to the outstation participants will be provided in the Guest House 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 two years, will be permitted to participate in the courses.

For the Orientation Programme, newly appointed lecturers upto six years of continuous service and all those teachers who require orientation for getting a higher grade are allowed.

For the Refresher Courses, participation in the Orientation Programme is a prerequisite for admission. A teacher may be allowed to compete 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 an adequate number of participants are not available or it is essential for the teacher to fulfill eligibility conditions for career advancement.

Part time/Adhoc/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 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/hospitality charges to Participants

Teacher participants may be paid A/C III railway fare (all trains) or A/C deluxe bus fare on production of tickets.

To cover the cost of boarding/lodging, the outstation participants will be paid Rs.250/- per day. Local participants will be paid Rs.100/- per working day.

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
 (Established by the State Legislature Act XII of 1956)

PROFORMA OF PERSONAL PARTICULARS OF THE TEACHER-PARTICIPANT

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 those teachers who are selected for a particular course will be informed about the programme.
- (f) Every teacher is required to present a seminar 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 COURSE (Common for teachers in all subjects)

OR

(ii) REFRESHER COURSE IN SUBJECT 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.).....Mob.....
- 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
11. Preference of dates for 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:.....

Affix Passport Size
Photograph

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 Senior Scale?
If so, give details:

(i) Orientation Course:
From.....To.....
at.....

(ii) Refresher Course in
From.....To.....
at.....
Thrust Area.....

(b) Have you already attended any course at Kurukshetra University or at any other place to become eligible for selection grade?
If so, give details:

(i) Refresher Course in
From.....To.....
at.....
Thrust Area.....

(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 2 years;
- (iii)The above applicant has not attended any orientation/refresher course conducted by Kurukshetra University or by any other University/Institution except as indicated in Col. No. 14 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)



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**TENTATIVE SCHEDULE FOR THE ORGANISATION OF ORIENTATION
 PROGRAMMES/REFRESHER COURSES DURING 2009-2010**

Sr. No.	Subject	Dates	
		From	To
I	ORIENTATION PROGRAMME		
	(i)	22.05.2009	18.06.2009
	(ii)	03.07.2009	30.07.2009
	(iii)	03.11.2009	30.11.2009
	(iv)	01.02.2010	27.02.2010
II	REFRESHER COURSES IN THE SUBJECT OF		
1.	Information Technology (Inter-disciplinary)	09.06.2009	29.06.2009
2.	Sanskrit	23.06.2009	13.07.2009
3.	Business Studies (Commerce/Tourism/Management/Economics)	02.07.2009	22.07.2009
4.	Punjabi	15.07.2009	04.08.2009
5.	Environmental Studies (Inter-disciplinary)	06.08.2009	26.08.2009
6.	Psychology	27.08.2009	16.09.2009
7.	Life Science (Botany, Zoology, Biotechnology, Microbiology, Biochemistry)	28.08.2009	17.09.2009
8.	Hindi	04.09.2009	24.09.2009
9.	English	09.09.2009	29.09.2009
10.	History	20.10.2009	11.11.2009
11.	Research Methodology in Social Sciences (ID)	06.11.2009	26.11.2009
12.	Library Science	02.12.2009	22.12.2009
13.	Political Science & Public Administration	04.12.2009	24.12.2009
14.	Physical Education	11.12.2009	31.12.2009
15.	Chemistry	02.02.2010	20.02.2010

Note : Subject to the availability of requisite number of participants in a course.