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UGC-ACADEMIC STAFF COLLEGE
BANARAS HINDU UNIVERSITY
VARANASI-221005

Ref. No. ASC/AVS/Gen/2011-12/18

Dated: 6.4.2011

DR. ANAND VARDHAN SHARMA
DIRECTOR

3593

214	To, The Registrar Tamil Nadu Teacher Education University, Kamarajar Salai, Chennai - 600 005.*
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Dear Sir,

As you may be aware, the functions of an Academic Staff College are to plan, organize, implement, monitor and evaluate orientation courses for newly appointed college/university lecturers. The Academic Staff College is also required to organize Refresher Courses for serving teachers. The objective of Refresher Courses is to acquaint the teachers with the newer developments and enrich their understanding in their respective disciplines. Orientation Courses, on the other hand, are more of general nature and aim at providing direction and guidance to participants to become an effective and a successful teacher.

In view of the above, the UGC-Academic Staff College, Banaras Hindu University has been entrusted with the organization of 4 Orientation Courses (each of 4-week duration), 12 Refresher Courses (each of 3-week duration) and 2 Short Term Courses (2 - 6 day duration) during the Academic Year 2011-2012. Orientation Courses are open to all newly appointed Lecturers. Refresher Courses will be focusing on one specific subject, however, a few multidisciplinary refresher courses are also scheduled. The tentative schedules of above courses with other relevant details are enclosed herewith for your kind perusal.

You are requested to give wide publicity to these courses and encourage your eligible faculty to apply for participation in the courses relevant to their subject of specialization and teaching activity. Eligible and interested persons may apply on the enclosed proforma to the office of the undersigned at the earliest. For more details please visit our website bhu.ac.in.

Yours faithfully,

(Anand Vardhan Sharma)

Encl: Copy of Schedule and application form

UGC-ACADEMIC STAFF COLLEGE
BANARAS HINDU UNIVERSITY, VARANASI-221005

TENTATIVE SCHEDULE OF COURSES TO BE ORGANIZED DURING 2011-12		
S. No.	Course Name	Date
ORIENTATION PROGRAMME		
1.	57 th Orientation Course	May 14 – June 10, 2011
2.	58 th Orientation Course	Sept. 1-28, 2011
3.	59 th Orientation Course	Dec. 15, 2011 - Jan. 11, 2012
4.	60 th Orientation Course	March 03 to 30, 2012
REFRESHER COURSES		
1.	16 th Refresher Course in Hindi	June 15 – July 12, 2011
2.	4 th Refresher Course in Education	July 15 – Aug. 4, 2011
3.	2 nd Refresher Course in Philosophy & Religion	July 29 – Aug. 18, 2011
4.	11 th R.C. in Women's Studies (Interdisciplinary)	August 9 – 29, 2011
5.	4 th R. C. in Environmental Studies (Interdisciplinary)	October 1-21, 2011
6.	1 st R. C. in Mathematical Sciences (Interdisciplinary – Maths and Statistics)	Oct. 29 – Nov. 18, 2011
7.	2 nd R. C. in Business Studies (Interdisciplinary - Commerce, Economics & Management Studies)	November 5-25, 2011
8.	1 st R.C. Plant Sciences (Interdisciplinary – Agriculture, Botany and Biotechnology)	Nov. 22 – Dec. 12, 2011
9.	1 st R.C. in Chemical Sciences (Interdisciplinary - Chemistry, Biochemistry and Chemical Engg.)	January 7 – 27, 2012
10.	1 st R.C. in Physical Sciences (Interdisciplinary – Physics and Geophysics)	Jan. 14 – Feb. 3, 2012
11.	1 st R.C. in Human Rights and Value Education (Interdisciplinary)	February 1 -21, 2012
12.	1 st R.C. in Comparative Literature (Interdisciplinary – English, Hindi, Urdu, Pali Sanskrit and Foreign Languages)	Feb. 7 -27, 2012
SHORT TERM COURSE		
1	6 th Short Term Course	To be announced later on
2	7 th Short Term Course	To be announced later on

Note: The courses will be organized on availability of requisite number of participants in a course.



UGC-ACADEMIC STAFF COLLEGE

BANARAS HINDU UNIVERSITY

VARANASI-221005 (UP)

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Email: ac_staff@rediffmail.com; Website: http://202.141.107.14/asc/academic.htm

APPLICATION FOR ADMISSION TO THE
ORIENTATION COURSE (For All Discipline).....

REFRESHER COURSE IN SUBJECT (.....)

FOR THE UNIVERSITY & COLLEGE TEACHERS FOR THE YEAR 200... - 200....

(Part A: To be filled by the candidate)



- Name (block letters).....
- Designation and Office Address:
..... PIN Code : Phone No.:
- Scale of pay..... Current Basic Pay:
- Date of Birth..... Male/Female:
- Address for Correspondence :
.....
Phone:..... Mobile: Fax: E-mail.....
- Category (please write appropriate category in the box): SC/ST/OBC/GENERAL

7. Academic Record:

Degree	University	Year	Division	Subject(s)

- Teaching Experience as Lecturer:(years).....(months)
If confirmed, date of confirmation as permanent Lecturer/Sr. Lecturer.....
(Please submit attested xerox copy of confirmation letter)

9. Details of Orientation/Refresher Courses attended so far:

Course	Dates	ASC / Institution

- For outstation participants only: Whether accommodation is required: YES/NO. If NO please give the local address where you will stay:
- Any other relevant details:
- Declaration:** I certify that I fulfill the eligibility criteria and details given above are true to the best of my knowledge and I accept to follow the rules and regulations of the UGC-Academic Staff College.

Date:
Place:

Full signature of the applicant

PART B (to be filled by Employer)

1. This application of Dr./Mr./Mrs./Ms..... a Lecturer/Sr. Lecturer in this College/University/institute, w.e.f..... is being recommended and forwarded to the Director, UGC-ASC, BHU, Varanasi-221005 for attending Refresher/ Orientation course. He/She has attended..... OCs/..... RCs/not attended any OC/RC so far. If selected, he/she will be fully relieved for the entire period of the course.
2. This is to certify further that our University/College or Institute is affiliated with the university for the last 5 years; comes/not comes under the purview of UGC under section 2(F) and/or 12(B) of the UGC Act.

Place :

Date :

Phone No.

Signature of the Registrar/Principal/Director
(with seal)

TERMS AND CONDITION FOR REFRESHER/ORIENTATION COURSES

1. **Eligibility:** The newly appointed teachers upto 6 years of continuous service are eligible for Orientation Course. There after a gap of one year, such teacher may opt for Refresher Course. The eligibility for attending Refresher Course for teachers who have not attended earlier Orientation Course has been reduced to "one year" from "five years". However, the gap in two successive Refresher Courses should normally be "one year" and may be relaxed for the teacher to fulfil eligibility condition for his career advancement.
 2. **Registration Fee:** Every participant after confirmation have to pay **non refundable registration fee of Rs. 500/= (rupees five hundred only) through Bank Draft/Remittance Cheque in favour of Director, UGC-Academic Staff College, BHU, Varanasi payable at SBI, BHU main branch**, in advance alongwith the acceptance letter.
 3. **Boarding & Lodging:** Limited dormitory type chargeable accommodation is available for outstation participants only on the first come first serve basis during the course.
 4. Boarding and lodging will be provided to the outstation participants only during the course, and no separate DA will be paid for the course days. Local participants will be provided lunch, tea etc. as per UGC rules.
 5. **TA/DA:** The participants will be paid TA/DA as per UGC norms. All outstation participants, from more than 500 km distance, shall be paid IIIrd AC railway fare from their place of posting to Varanasi and back through shortest route only on successful completion of the course. The participants are required to submit the original railway tickets for the to and fro journey; otherwise, only sleeper class fare will be paid. Those participants coming from less than 500 km distance will be paid second class fare only.
- General:**
6. All participants are required to bring two passport-size photographs.
 7. The course will be full time through six days a week even on holidays except Sundays. The detailed programme shall be provided during registration.
 8. Each participant has to deliver a seminar of 15 minutes duration followed by 5 minutes of discussion on any topic related to the theme of the course. Slide projector (35mm), multimedia LCD projector and overhead projector are available for use. The participants have to bring their own materials (slides/transparencies /CDs/pendrive) ready for projection. The write-up for the seminar typed on one side of A4 size paper (computer typed laser/ink-jet print only) must be submitted at the time of registration. The time and date of seminar shall be notified during the course.
 9. All participants must register themselves positively on the Inaugural Day at the Academic Staff College, Central Library Complex, BHU, failing which the selection to participate shall stand cancelled.
 10. The participants will also be requested to submit their opinion and suggestions (feedback) on the various components of the course as well as seminars of the fellow participants
 11. The participants are required to attend all the sessions of the course sincerely. No leave shall be granted during the course.
 12. Only those participants who will complete the course in all respects shall be eligible to receive the certificate of participation. In case of any default on the part of the applicant, the Director, UGC-Academic Staff College, BHU, has all the rights to cancel the admission or withhold payment of TA/DA and the certificate. And, in such a case no queries will be entertained.