



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI - 110 002**

**Veena Nayyar
Under Secretary**

D.O.No. F.23-1/2006(ASC)

January, 2009

Dear Sir / Madam,

As you are aware that every year the UGC organizes Orientation Programmes for newly appointed teachers and Refresher Courses for in-service teachers through its identified institutions (i.e. UGC-ASCs or UGC-RCCs). The UGC has decided to invite the proposals from its identified institutions for organizing Orientation Programmes / Refresher Courses during the year 2009-10.

As your University / institution is one of the identified institutions (UGC-ASC/UGC-RCC) for organizing Orientation Programmes/Refresher Courses, I would like to invite the proposal for conducting Orientation Programme / Refresher Courses from the UGC-ASCs and specialized Refresher Courses from UGC-RCCs during the year 2009-10.

While sending the proposal, the University / Institution may keep in view the number of teachers available in their catchments area and nearby states, who are required to do Refresher Course(s). The number of courses proposed to be conducted in each subject / discipline may also be clearly mentioned. This may please be noted that specialized subject should be encouraged.

I may also advise UGC-ASCs to consult amongst ASCs (State-wise) before submitting the list of Refresher Courses and Orientation Programmes, so that a consolidated, non duplicative list is submitted to the UGC.

In case University / Institution is willing to organize Refresher Course in a new subject/discipline which is not covered during 2008-09, a department profile may be sent separately.

The University may mention only the name of the subject/discipline in the proposal in which University propose to organize the Refresher Course during 2009-10. The thrust area / theme and title of the course may be decided by the University itself.

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You are also requested to submit the details of the Orientation Programmes/Refresher Courses allotted/conducted and number of participants in each Orientation Programme / Refresher Course during the year 2008-09.

The ASC is also requested to send separately the Utilization Certificate and detailed / consolidated statement of expenditure item-wise & year wise incurred upto 30-09-2007 duly signed by the Registrar & Finance Officer for the grants already paid so that previous accounts can be settled. Further, grant will be released on receipt of the earlier accounts only.

The proposal may reach to Dr. Dev Swarup, Joint Secretary, UGC latest by 15th February, 2009.

Yours sincerely,

(Veena Nayyar)
Under Secretary

Copy to:-

To All the Universities which are under 2(f) -12(B) of UGC Act

UNIVERSITY GRANTS COMMISSION

ACADEMIC STAFF COLLEGE (REFRESHER COURSE CENTRE)

(Performa for sending proposal for organization of Refresher Course)

1. Name of University/College
2. Name of the Department
3. Name of the Head of Department
4. Year of establishment of University/College
5. Whether the University/Institute/College is fit to
Received grants from the UGC (i.e. covered under section 12(B) and 2(f)
6. Year from which under 12(B) and 2(f) whether affiliated or constituent
college
- 7(a) Consolidated position of the faculty

Post Sanctioned	Post Filled	Research Publications(Area Wise) in last 5 yrs. Indian/Foreign/Conf/ Reports/Books/Patents	No. Research Scholar last 5 yrs.	No. of Ph.D. Produced in last 5 yrs.
Professor				
Reader				
Lecturer (Selection Grade)				
Lecturer (Senior Scale)				
Lecturer				

7(b) Information data on individual faculty member (Use a separate list of only published Papers with author, title, vol., year. Name of international/national journal)

Name	Highest Degree	Awards if any	Specialized Area of Research	Res. Publications (Published of last 5 yrs. International/ National/Conf/Seminar/ Patent/Books

8. Name of the Courses/Subjects offered at Department at UG and PG level.
9. Total Enrolment of students at UG & PG level.
10. Results at UG/PG level in the various courses offered, during last five years
11. The special programmes and achievement of the University
12. Financial status (total incomes/expenditure)
13. Major thrust area of research
14. Details of total research publications already published
(National/International/Books Journal last five years)
15. Details of Seminars/Workshops organized (list the provided)
16. Major Infrastructures facilities available for running the course
17. Whether getting assistance under CAS/DSA/COSIST/COHSSIP etc.
18. Original Research
19. Project (stating the funding agency and amount)
20. Details of the proposed Refresher Course, i.e., the need of the course, course contents, list of Resource Persons to be invited etc.
21. Whether they will arrange such courses during vacation and the possible time Period of it (extending to three to four weeks)
22. Number of Refresher Courses proposed during the year

S.No.	Refresher Courses allotted during	Subjects in which Refresher Courses conducted during	Reasons for not conducting Courses in the approved discipline/subject

Name of the Refresher Course	Specialized Area of Research	Number of Courses	Remarks